



SCOTTISH EXECUTIVE

Justice Department
Civil Contingencies Division

St Andrew's House
Regent Road
Edinburgh EH1 3DG

Telephone: 0131-244-3992
Ian.walford@scotland.gsi.gov.uk
<http://www.scotland.gov.uk>

30 June 2005

Dear Colleague

CONSULTATION ON REGULATIONS AND GUIDANCE TO BE MADE UNDER PART 1 OF THE CIVIL CONTINGENCIES ACT 2004

Purpose

1. I wrote on 31 January this year to seek comments on draft regulations and guidance. I am very grateful for the responses which we received. The purpose of this letter is to let you know what Ministers have decided to do in the light of the responses, and what the next steps will be in the implementation process.

Next Steps

2. The consultation ended on 25 April. We received 48 written responses. Staff in my division also discussed the draft regulations and guidance with representatives of a wide range of responder organisations at 11 meetings around the country. A summary of the responses to the consultation and the changes planned to the regulations and guidance is attached at Annex A.

3. The consultation responses did not suggest that there is any need for significant changes to the regulations or draft guidance. However Ministers have decided to defer commencing the duty on local authorities to provide business continuity advice until **May 2006** to give authorities more time to prepare. This will not have any knock on effect on the rest of the implementation process. The UK Government have announced a similar postponement in England and Wales.

4. The Parliamentary process in Scotland will begin after the summer recess in **September**. We are aiming to make the final regulations in **November** in parallel with the equivalent regulations in England and Wales. That will be the point at which all the duties (except for local authorities' duty to provide business continuity advice) will commence. In many cases compliance with the requirements of the Act will involve formalising existing practices.

Support for Responders

5. We intend to issue a draft of the revised statutory guidance and good practice guidance associated with duties under the Act in early August.

6. Ministers recognise that additional work will need to be done in all responder organisations to ensure that the Act is commenced effectively. The package of support that the Executive is developing – as described in Annex B - is designed to ensure that responders receive the support and advice they need across Scotland and that there is sufficient consistency of approach across the country. We recognise that this work involves collaboration amongst a wide range of partners; embedding the new framework will be a long term process of ongoing review and improvement. We will be making this point in our discussions with audit and performance management bodies.

Resources

7. I indicated in my January consultation letter that Ministers do not expect the Act to impose significant new burdens on local responders. The main purpose of the Act is to put current arrangements on a statutory footing and systemise good practice.

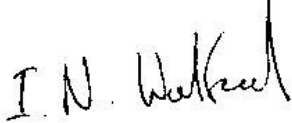
8. Ministers have reviewed the position on funding arrangements in the light of the consultation responses. Their views are as follows:

- ◆ Their commitment to help with the implementation of the CCA was demonstrated when they set aside in SR2004 additional specific grant for civil contingencies. The additional resource has been put into the central civil contingencies programme held by Justice Department for all responders. The like for like baseline is due to increase by about £1m over the spending review period (from £1.7m in 2004-05 to £2.7m in 2007-08 – an increase of 59%). The main priorities for this money are to support the implementation of the Civil Contingencies Act, and to contribute towards funding of training, exercises and emergency communications;
- ◆ They recognise that demands on the emergency planning and response community have grown in recent years for various reasons. The current detailed research into resilience capabilities across Scotland, combined with the Scotland-wide risk assessment described in Annex B, is intended to provide a firm evidence base on which to found decisions about longer-term funding for civil contingencies during SR2006;
- ◆ In parallel Ministers want us to explore with the emergency planning community over the next 12 months or so the practical and legal implications for resource allocation of the commencement of duties placed on responder organisations to co-operate ever more closely. They also want assurances that all the money intended to be used to enhance emergency planning and response capability is securing the maximum possible impact.

Conclusion

9. The final versions of the regulations and regulatory guidance together with the first edition of Good Practice Guidance will be issued in November. In the meantime please feel free to get in touch with either Ian Jordan [email - ian.jordan@scotland.gsi.gov.uk; tel - 0131 244 3221] or Rod McKenzie [email - rod.mckenzie@scotland.gsi.gov.uk; tel - 0131 244 3367] if you have any queries about the implementation process.

Yours sincerely

A handwritten signature in black ink that reads "I. N. Walford". The signature is written in a cursive style with a large, prominent 'W'.

IAN WALFORD

Head of Civil Contingencies Division

CIVIL CONTINGENCIES ACT (CCA) 2004**REPORT ON OUTCOME OF CONSULTATION ON DRAFT REGULATIONS AND GUIDANCE FOR SCOTLAND.****1. INTRODUCTION**

1.1 Regulations and Regulatory Guidance. Consultation on the Civil Contingencies Act 2004 (Contingency Planning), (Scotland) Regulations 2005 and associated regulatory guidance began on 31 January. The consultation was formally completed on 25 April although a number of replies received after that date were accepted. Consultees included the emergency and health services, local authorities, the Scottish Environment Protection Agency (SEPA), utilities, transport operators, the Health and Safety Executive (HSE), and a number of UK responders including the Maritime and Coastguard Agency and British Transport Police.

1.2 Good Practice Guidance. A document outlining proposals for a compendium of good practice guidance for Scotland was also circulated for comment outside the formal consultation.

1.3 Criteria. Consultees were asked to comment on the Regulations and the balance between prescription and permissiveness. Comments were also sought on the Regulatory Guidance and the discrete Chapters describing performance on the duties described in Regulations. Concerns regarding resources had been expressed and consultees were asked to produce very specific evidence to back up any argument that the Act imposes continuing new burdens, and give an idea of how much they expected these to cost.

1.4 Process. Some 160 organisations were consulted directly and the consultation process was promoted on the Scottish Executive's web-site. A summary distribution list is given in **Appendix A**. A number of organisations were additionally consulted through briefing and discussion meetings with the Strategic Co-ordination Groups (SCGs) and other professional groups such as the ACPOS Standing Working Group on Emergency Procedures and the Scottish Utilities Contingency Planning Group.

1.5 Responses. 48 written replies were received and a list of these is given in **Appendix B**.

1.6 The consultation documents and the full text of the written replies are available on the closed consultation section of the Scottish Executive website at <http://www.scotland.gov.uk/consultations/closed>.

1.7 A number of issues raised in the consultation briefing meetings were also incorporated into the consultation analysis. A list of these meetings is given in **Appendix C**.

2. OUTCOME OF CONSULTATION ON REGULATIONS AND ASSOCIATED GUIDANCE

SUMMARY

- The comments on the Regulations and the associated guidance were in the main positive.
- The proposal to build upon the well established structures for preparation and response in Scotland was generally supported.
- The balance between prescription and permissiveness was deemed to be appropriate and although there were a number of comments on discrete elements of the Guidance (listed below) the overall response was positive.
- Draft amendments have been made to the regulations and regulatory guidance to clarify many of the main issues of concern raised in the consultation and to align with amendments made for England and Wales which will simplify compliance by general category responders.
- Draft good practice guidance will be issued which will cover most of the topics and areas of concern raised in the consultation and is intended to replace “Dealing with Disasters Together”. Additional guidance will be issued and incorporated as it is developed.

GENERAL ISSUES

2.1 Regulations. There were very few comments on the Regulations. Most related to minor typographical matters that will be addressed.

2.2 Some amendments will however be made to address concerns raised on the guidance and to align with changes made in England and Wales to ensure consistency. These amendments will include:

- Removal of the need to have regard to vulnerable people from regulation into good practice guidance for a number of practical reasons.
- Simplification of regulations and guidance related to sharing information.
- Delay of six months after the other duties commence for commencement of the duty on Councils to promote business continuity management.
- Clarification of the duty on business continuity advice and assistance.

2.3 Resources. A significant number of consultees anticipated that the duties imposed by the Regulations would require additional resources. Most statements on the need for additional resources were general and did not provide specific evidence. Most anticipated that new duties related to risk assessment, business continuity planning and promotion, emergency planning and warning and informing the public would require increased staff and funding for publishing and distributing information.

2.4 Four consultees provided further information on resource requirements. SEPA and the Scottish Ambulance Service (SAS) put forward a case for funding based on their pan-Scotland role and anticipated expectations of Strategic Co-ordinating Groups and individual responders, such as increased attendance at exercises for the SAS and in relation to functions for flood warning and risk assessment in SEPA's case.

2.5 Two local authorities provided detailed information. Both based funding bids on broad assumptions about the requirements of the Regulations. One cited recent experience of bad weather and limited capacity in its bid, the other referred to increased workload since 11 September 2001 that had stretched resources.

***Response:** Ministers have reviewed funding arrangements in the light of the consultation responses. Detailed research into resilience capabilities across Scotland and the risk assessment process detailed in paragraph 2.16 of this report is intended to provide a firm evidence base for decisions on longer- term funding for civil contingencies during the Scottish Executive's 2006 spending review.*

Ministers also want the Scottish Executive Civil Contingencies Division to discuss with the emergency planning community over the next year detailed implications of implementing the duties under the Act for resource allocations.

2.6 **Government Departments and Agencies.** Several consultees commented that the Scottish Executive and other Government departments and agencies were not covered by the regulations. The point was also made that Scottish Executive departments and others should align their emergency planning with that undertaken by local responders under the Act.

***Response:** The Scottish Executive Civil Contingencies Division (SE CCD) has reviewed the Executive's emergency response arrangements in liaison with other SE departments, agencies and UK Government departments.*

Elements of these arrangements will be outlined in Scottish Guidance.

It is intended that, over time, Scottish Executive departments will align their activity with the recommendations outlined in good practice guidance.

2.7 **Preparation vs. Response.** It was clear from comments made on several duties that the purpose of the Act relating to preparation for emergency response, which is covered by the Regulations, was confused with action relating to response, which is not.

***Response:** The Regulatory Guidance will be amended to clarify the position.*

COMMENTS ON GUIDANCE RELATED TO SPECIFIC DUTIES

CO-OPERATION

2.8 Competent Person. A number of consultees suggested that a “competent person” (similar to the requirements in health and safety legislation) should be appointed by Category 1 responders to enhance both emergency and business continuity preparation, make decisions on occurrence of an emergency and provide a focus for accountability.

Response: Given that the duties in the Act fall on responders on the basis of functions, it would be difficult to describe that role. In addition, it would not help to encourage the spread of responsibility for preparation throughout organisations to define such a role. Much of the advice for business continuity planning will be provided from professional sources. The audit regime being considered is intended to be included in the overall audit procedures for organisations.

It is incumbent on employees to ensure that they employ competent people to enable them to perform duties under the Act.

2.9 Person who decides when an emergency has occurred. Many consultees considered that the requirement to define a person to make a judgement on when an emergency had occurred was too prescriptive and wished to be able to define a process instead.

Response: The regulations will not be amended. Category 1 Responders still require procedures to identify a person. However, guidance makes it clear that the procedures will suffice if they allow that person to be selected when an emergency occurs.

2.10 SCG Roles and Responsibilities. The roles and responsibilities of the SCGs in preparation and response required clearer definition as did their place in the co-ordinating and decision making structures involving Government at the UK and Scottish levels.

Response: The SCG roles and responsibilities will be clarified in the Good Practice Guidance. Diagrammatic and text explanations will be provided describing the position of the SCGs in the national organisational structures for co-ordinating emergency preparation and response.

2.11 Representation of pan-Scotland and UK level Responders on SCGs. A number of consultees - the utilities, SAS and SEPA and other organisations with wide areas of operation - made comment about the potential burden of attending eight Strategic Co-ordinating Group meetings and working with large numbers of local responders. They felt that they may also have to reply to many organisations seeking information and advice on similar matters.

Response: *The Regulations allow for effective representation at meetings and guidance encourages local responders to work jointly in preparing for emergencies. The Regulatory Guidance will be amended to allow Cat 2 responders to submit written responses to SCGs where appropriate.*

Good practice guidance will suggest mechanisms to provide general information centrally and the ways in which local responders can act together to reduce duplication and develop effective strategies for co-operation. These provisions can be reinforced through the Strategic Co-ordinating Group Forum.

2.12 **Lead Responder.** The concept of “lead responder” required clarification. Many consultees asked for a clearer method for deciding on and electing the lead from amongst the Category 1 responders and for clarification of the processes by which decisions should be taken by Strategic Co-ordinating Groups, particularly those where a Lead Responder is identified or relating to chairing meetings in non-emergency circumstances.

2.13 There was also some confusion in identifying the role in preparation and in response, particularly concerning response in types of emergency where a non-Category 1 organisation could potentially be identified as lead – eg utilities in supply emergencies or government departments or agencies in animal disease outbreaks.

2.14 A secondary question arose for utilities with UK-wide responsibilities where they could be directed in emergency response by a UK Government department such as the Department of Trade and Industry for energy supply matters.

Response: *The Act and Regulations cover preparation. The lead responder role is a feature of co-operation and cannot be imposed on an unwilling responder. The lead responder does not act alone and must be supported by the non-lead responders.*

Category 1 responders must only consider identifying a lead responder for the duty to warn and inform the public. In all other cases identification is discretionary.

2.15 **Additional Category 1 and 2 Responders.** Suggestions were received regarding the nomination of organisations such as ferry operators, airlines and NHS National Services Scotland as Category 1 or 2 responders.

Response: *The role of life-line ferry operators is already the subject of a separate consultation. Any other amendments to the Schedule of responders would also require a separate consultation process and a formal order agreed by Ministers.*

RISK ASSESSMENT

2.16 Many assumptions were made by responders related to the purpose of risk assessment and its development. This duty was seen by many as resource intensive. There was a mistaken assumption that all risks identified must have a complementary emergency plan.

***Response:** A good deal of work has already been undertaken to promote the risk assessment process. A set of risk assessments and associated planning assumptions has been developed at the UK national level. A Scottish Risk Assessment Group (SRAG) will tailor these to fit Scottish areas and engage with Strategic Co-ordinating Groups to cascade information and good practice.*

A combination of good practice guidance, related to both risk assessment and its links to planning, and practical support for local area development of risk registers will be led by the Civil Contingencies Division and SRAG respectively.

The proposed timescale for a full review of risk registers will be extended to four years in the light of comments and to align the process with the UK position.

EMERGENCY PLANNING

2.17 There was a clear desire amongst responders to develop a degree of consistency with emergency arrangements made across Scotland. A number of consultees made the point that there was a need to define a Scottish framework and management structure for emergency response which all parts of the Scottish Executive endorsed and with which national plans were aligned.

***Response:** A number of complementary measures will assist in this regard, the assessment of risk will identify a number of common areas of concern, the role of Audit Scotland in promoting best practice, the development of a Scottish model in good practice guidance and engagement with Strategic Co-ordinating Groups, representative and professional bodies.*

There was a misunderstanding of this duty as linked to risk assessment. Category 1 responders have to maintain generic plans which would allow response to a range of events. Risk assessment will identify hazards and threats against which generic plans can be measured. If generic plans cannot cope they might be enhanced or specific plans might be developed. There is no need to prepare specific plans for every eventuality which would then require training, exercising and maintenance. This will be made clear in good practice guidance.

2.18 **Vulnerable people.** There were some concerns expressed regarding the identification of vulnerable people and the designation and appropriateness of certain groups.

Response: Reference to vulnerable people will be removed from regulations and will be covered in good practice guidance. Specific points raised in the consultation will be addressed there.

2.19 Existing planning under other legislation. Many consultees were concerned that existing planning under other legislation such as the Control of Major Accident Hazard Regulations 1999 (COMAH), the Major Accident Hazard Pipeline Regulations 1996 and the Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPiR) was excluded from the Act and that this might lead to a lack of consistency in planning in the future.

Response: There is no reason why hazards related to COMAH, Pipelines and REPPiR sites cannot be included in risk registers and some of the existing planning arrangements integrated in time into generic planning for the various response functions required, including warning and informing.

2.20 Training. Many respondents were concerned that training in general could be better co-ordinated at local and national level to minimise any additional commitments and avoid conflicts. This was of particular concern for pan-Scotland and UK level organisations.

2.21 There was also widespread support for centrally organised national training initiatives for a range of topics which covered shared themes and functions. This would help avoid duplication and encourage the sharing of lessons learned and good practice.

Response: In terms of the national level, a Scottish Executive Training and Exercising Sub-Group of the SECC has been set up to examine training and exercising initiatives including better links with the Emergency Planning College.

The SCGs and SCG Forum should provide the structure through which the emergency planning community can rationalise training and training programmes at the local level and co-ordinate these with other areas and with national initiatives.

The need for some of the more detailed training requirements proposed by consultees – for example, for risk assessment and BCM – will be reduced by the provision of pre-prepared material, good practice guidance and signposting to other good practice sources.

2.22 Exercising. Similar concerns to those for training were raised for exercising. The three year timetable for exercising was considered to pose a considerable burden and a need was identified to rationalise exercise timetables at local and national level.

Response: The links between SCGs and through the SCG Forum with the Scottish Emergencies Co-ordinating Committee (SECC) and Scottish Executive

levels should greatly assist rationalisation as for training. Good practice guidance will encourage the approach to planning and exercising of developing generic planning for functions. The exercising of functions could help to reduce the overall exercise requirement because these would then cover a number of risks for which plans were required.

Training and exercising of aspects of generic plans will satisfy the requirements of the regulations if they contribute to specific plans. For example, exercising initiating generic plans for establishing a reception centre in response to a particular emergency would suffice for other specific plans.

BUSINESS CONTINUITY

2.23 The duties under the Act are much narrower than those assumed by a number of consultees who confused the requirement to plan to perform functions at a time of an emergency - as required in the Act - with the wider requirements for Business Continuity planning for normal business risks.

***Response:** Scottish guidance will make it clear that the duty is separate from normal business continuity planning. Consideration is being given by the Scottish Executive to training responders in Scotland.*

PROMOTION OF BUSINESS CONTINUITY PLANNING

2.24 There are two parts to this duty, the need to give general advice to businesses and voluntary organisations and the need to give specific advice if requested, or refer those making the request to business continuity professionals. Many Councils were concerned that giving specific advice could transfer liability for business risks to them.

2.25 Most consultees felt that the Scottish Executive should facilitate the provision of general advice which would avoid duplication and promote a consistent message across Scotland. It was also suggested that as an additional duty the costs of preparation and distribution of advice should be funded centrally.

***Response:** Although liability may be transferred if Councils give direct support and advice, in which case Councils will need to cover their own position, good practice guidance will give advice on responsibilities and signpost other sources of information and advice.*

The Scottish Executive will facilitate development of general advice that can be tailored to meet local needs.

WARNING AND INFORMING THE PUBLIC

2.26 There was a view that the Scottish executive should lead in developing arrangements nationally. Once again, there was a view that distributing information prior to emergencies was costly and should be funded centrally.

***Response:** Steps are in hand to establish a Scottish Media Emergency Forum with key media interests and emergency responders which will clarify roles and expectations. The information produced by the Media Emergency Forum will be incorporated in good practice guidance.*

INFORMATION SHARING

2.27 The nature of this duty, related to the sharing and use of sensitive information and the relationships between the duty and legislation such as the Freedom of Information Act, Data Protection Act and other regulation, mean that guidance is written to reflect the legal position. As such it is complex and specialist.

***Response:** The Regulations will be simplified and amended to align with revised England and Wales regulations.*

Good Practice guidance will be written to reflect practical rather than regulatory considerations.

AUDIT AND MONITORING

2.28 The proposals for audit and monitoring through normal business arrangements were generally welcomed.

2.29 Throughout the consultation the need for consistency had been expressed on a number of duties by many consultees. There is a clear desire to develop appropriate standards and means of measuring performance.

***Response:** Audit Scotland has been consulted with the approach and will work directly with stakeholders to develop a meaningful audit regime. This will develop over time.*

There was a desire for audit of the Strategic Co-ordinating Group performance and this will form part of Audit Scotland's programme of activity.

3. INFORMAL CONSULTATION ON THE PROPOSED COMPENDIUM OF GUIDANCE FOR SCOTLAND

3.1 Response on the proposed form and philosophy for the guidance and its development as a living dynamic document were encouraging. The clear delineation between regulatory and good practice guidance was approved.

3.2 It was also suggested that consideration should be given to the style and branding of the guidance documents.

3.3 The need for guidance on national response frameworks and co-ordinating structures was clearly articulated. Details of the roles and responsibilities of key Groups and Scottish Executive Departments were sought by many consultees.

3.4 Many respondents asked about a replacement for “Dealing with Disasters Together” covering the range topics dealt with there and for additional or updated guidance on issues such as temporary mortuary and mutual aid arrangements within and between SCG areas.

Response: *The Good Practice Guidance to be issued as part of the package of guidance associated with implementation of the Act will replace “Dealing with Disasters Together”.*

Additional guidance on topics such as mass evacuation and mass casualties, issued under the general resilience and capabilities programmes, will also be integrated into the good practice guidance package as they are developed.

Advice on presentation of the regulatory and good practice guidance to promote a wider ownership by Scottish responders is in preparation.

A number of topics proposed for the development of best practice will inform programmes for development in the future.

APPENDIX A – CONSULTATION DISTRIBUTION LIST

Category 1 Responders:

- Police Forces – Chief Constables
- Fire Brigades – Firemasters
- Ambulance Service – SAS National Emergency Planning Officer
- Local Authorities – Chief Executives

- Health Boards – Chief Executives
- Port and Airport Health Authorities

- Scottish Environment Protection Agency (SEPA)

- *Maritime and Coastguard Agency (MCA) (as a general Cat 1 Responder)*
- *British Transport Police (as a general Cat 1 Responder)*

Category 2 Responders:

- Electricity and Gas Suppliers
- Telecommunications Suppliers
- Scottish Water

- Port and Harbour Authorities
- Train Operators
- Network Rail
- Airport Operators
- (Life-Line Ferry Operators – separate consultation)

- NHS National Services

- *The Health and Safety Executive (HSE) (as a general Cat 2 Responder)*

Additional Consultees:

- SE Transport and Life-Long Learning Department (SETLLD)
- Scottish Enterprise
- Military Authorities
- British Continuity Institute
- Scottish Trades Union Congress (STUC)
- Confederation of British Industry (CBI Scotland)
- Convention of Scottish Local Authorities (COSLA)
- Voluntary Organisations
- Audit Scotland
- Accounts Commission
- HM Inspectorate of Constabulary for Scotland
- HM Fire Service Inspectorate
- The Chartered Institute of Public Finance and Accountancy (CIPFA)
- The Law Society of Scotland
- United Kingdom Offshore Operators Association (UKOOA)

APPENDIX B - CCA CONSULTATION WRITTEN RESPONSES

ORGANISATION	DATE RECEIVED.	SE RESPONSE NO.
1. NHS Highland	17 March	CCAR1
2. Mobile Telecomms. Operators	24 March	CCAR2
3. West Dunbartonshire Council	4 April	CCAR3
4. NHS Glasgow	5 April	CCAR4
5. ACPOS	7 April	CCAR5
6. Law Society Scotland	8 April	CCAR6
7. East Renfrewshire Council	13 April	CCAR7
8. Western Isles Council	14 April	CCAR8
9. East Dunbartonshire Council	14 April	CCAR9
10. Argyll & Bute Council	14 April	CCAR10
11. NHS Orkney	16 April	CCAR11
12. British Transport Police	18 April	CCAR12
13. Angus Council	21 April	CCAR13
14. British Telecom	21 April	CCAR14
15. Chief Fire Officers' Association (Scotland)	22 April	CCAR15
16. British Red Cross	25 April	CCAR16
17. Grampian Fire and Rescue	25 April	CCAR17
18. Glasgow City Council	25 April	CCAR18
19. National Grid Transco	25 April	CCAR19
20. North Lanarkshire Council	25 April	CCAR20
21. Stirling Council	25 April	CCAR21
22. Dumfries & Galloway Council	25 April	CCAR22
23. NHS Lanarkshire	25 April	CCAR23
24. Scottish Ambulance Service	25 April	CCAR24
25. NHS National Services Scotland	25 April	CCAR25
26. GNER	25 April	CCAR26
27. First Scotrail	25 April	CCAR27
28. Dundee City Council	25 April	CCAR28
29. Scottish Water	25 April	CCAR29
30. Scottish Utilities Group (SUCPG)	25 April	CCAR30
31. South Ayrshire Council	25 April	CCAR31
32. SEPA	25 April	CCAR32
33. Scottish & Southern Energy	26 April	CCAR33
34. East Ayrshire Council	26 April	CCAR34
35. North Ayrshire Council	26 April	CCAR35
36. Perth & Kinross Council	26 April	CCAR36
37. NHS Fife	26 April	CCAR37
38. Highlands and Islands SCG	27 April	CCAR38
39. English, Scottish & Welsh Railways	28 April	CCAR39
40. Lothian and Borders SCG	27 April	CCAR40
41. Aberdeen City Council	27 April	CCAR41
42. Business Continuity Inst.	28 April	CCAR42
43. Northern Constabulary	28 April	CCAR44
44. Highland Council	29 April	CCAR45
45. Scottish Power	29 April	CCAR46
46. Central SCG	5 May	CCAR47
47. South Lanarkshire Council	5 May	CCAR48
48. Renfrewshire Council	16 May	CCAR49

APPENDIX C - Programme of Scottish Executive Civil Contingencies Division Presentations on CCA to Strategic Co-ordination Groups (SCGs) and other Groups.

GROUP	DATE	Notes	SE CDD Rep.
1. SUCPG (Utilities)	8 February 05	Scottish Utilities Contingency Planning Group, SW, Pitreavie.	Ian Jordan & Rod McKenzie
2. Fife SCG	3 March 05	Full SCG, Fife Council HQ, Glenrothes.	IJ & RM
3. Dumfries & Galloway SCG	4 March 05	Full SCG, D&G Council, Dumfries.	IJ
4. Tayside SCG	8 March 05	Full SCG, Perth & Kinross Council, Perth.	IJ & RM
5. Highland SCG	17 March 05	SCG Working Group, Inverness.	IJ
6. ACPOS EP Working Group	23 March	Strathclyde Police, Pitt St., Glasgow.	IJ & RM
7. Central SCG	12 April 05	Full SCG, Falkirk Football Stadium, Falkirk.	IJ & RM
8. Strathclyde SCG	15 April	SCG Working Group, Glasgow.	IJ
9. Highland SCG	26 April	Full SCG, Inverness	IJ & RM
10. Grampian SCG	9 May 05	Full SCG, Aberdeen.	IJ & Gregor Lindsay
11. SEPA	10 May	SEPA HQ, Stirling.	IJ

EXECUTIVE SUPPORT TO LOCAL RESPONDERS

Strategic Co-ordination Group (SCG) Co-ordinator posts

The Executive has written to the chairs of all 8 emergency planning SCGs (these are based on the police and fire geographical areas) offering to fund co-ordinator posts. The intention is that the co-ordinator in each SCG would be a largely independent person, working on behalf of all local responders. Among other things, the Co-ordinator would be a single point of contact at working level for the Executive and tasked to promote more consistent information-sharing within SCGs.

SCG Forum

The Executive has established a forum for SCG representatives through which they can exchange information, canvass opinion and take forward matters of common interest such as improving capabilities, guidance, training and exercising. The forum will advise the development of civil protection in Scotland and inform the Scottish Emergencies Co-ordinating Committee's (SECC) discussions.

In common with the other initiatives, listed below, it is hoped that where issues are identified that have a bearing across Scotland, they can be addressed (with the support of the Executive) by those with relevant expertise and shared with SCGs and responders across Scotland. This approach should obviate the duplication of effort, promote consistency and support best value in emergency planning.

Training

The Executive is planning to use central civil contingencies funding to develop enhanced centralised training provision for the emergency planning community in Scotland, building on the successful emergency awareness courses.

National Exercise Working Group

The Exercise Working Group's remit is to develop a planned approach to exercising in Scotland with a view to getting maximum value from each event, ensuring that lessons learned are disseminated, and that there is the minimum amount of duplication (see separate paper). The Executive is prepared to fund a limited number of strategic-level exercises

Risk Assessment

A Scottish Risk Assessment Group, comprising representatives from SCGs and the Executive, will examine the likelihood of risks and the impact of those risks for Scotland and the eight SCGs' areas. Those risk assessments will assist the creation of risk registers which are the foundation for other duties under the CCA. The process will both support local activity and provide a level of consistency across Scotland.

National Compendium of Guidance

In parallel with the implementation of the CCA, good practice guidance will be produced with the support of stakeholders. It will explain UK and Scottish arrangements and management structures, how arrangements for particular emergencies will be integrated and it will provide advice from specialists on particular aspects of response. National programmes for development, training and

exercising, and the parts to be played by local responders, will be defined as part of the guidance which will become a living document. SECC will have a part to play in commissioning guidance it considers necessary and determining national programmes. An overview of what the compendium might contain was issued with the CCA consultation package in January.

Seminars and Conferences

The Executive uses central civil contingencies funding to set up meetings and conferences. For example:

- ◆ We arranged a day long seminar for emergency planners in Dunblane in March – the main agenda items were the Civil Contingencies Act and the Government Decontamination Service; and
- ◆ We arranged a conference for the Scottish emergency planning community in Edinburgh in May to learn lessons from recent extreme weather events.

Monitoring Performance

The Act empowers Scottish Ministers to monitor the performance of local responders on their duties. The duties have effect across all of a responder's functions and do not fall solely on emergency planners. Therefore, the Scottish Executive will be working with Audit Scotland, emergency services' inspectorates and other regulators to ensure that performance is measured through normal business arrangements as a feature of good corporate governance.

**Civil Contingencies Division – Justice Department
June 2005**