



Vale of Glamorgan Council

Team Plan 2016-2020

Delivering our vision for the Vale of Glamorgan 'Strong communities with a bright future'

Team Manager	Debbie Spargo
Team	Civil Protection Unit
Service Plan	
Date signed off	
Signed off by	

1. Introduction

The CPU team undertakes a number of key roles for the Council. The Unit makes sure the Vale of Glamorgan Council is prepared for incidents affecting itself and/or the wider community

1.1 Who we are

Insert brief overview of team personnel/structure

1.2 What we do

Insert brief overview of broad functions

- Discharge our duties under the Civil Contingencies Act 2004
- Develops plans/arrangements to coordinate the local authority response to an incident, and mitigate the effects on the wider community
- When necessary co-ordinate multi-agency response to incidents within the Vale of Glamorgan
- Develop, exercise and maintain the Barry Chemical Complex off site COMAH plan
- Develop and advise on Business Continuity plans
- Organise and participates in exercises
- Provides emergency training sessions to local authority staff and council Members
- Chair both the Events Safety Advisory Group and the Safety Advisory Group
- Develop and maintain a Local Community Risk Register
- Liaise with Emergency Services and Partner Agencies in the development of multi-agency plans/responses to incidents
- Line manage South Wales Local Resilience Forum Coordinator

2. Our Priorities for 2016-20

2.1 The Purpose of Our Team Plan

This Team plan identifies how we will contribute towards achieving the Council’s vision – **‘Strong Communities with a bright future’** as set out in our Corporate Plan 2016-20. Our Plan identifies the way our team contributes to the Council’s Well-being Outcomes and Integrated Planning actions and the actions we will take in the next year.

Our Team Plan outlines our key priorities and how we will manage our resources to deliver these. The Plan provides an overview of our Team, what we aim to achieve, why this is important, how we will achieve it, how we will monitor progress and what success will look like.

Our Team’s Contribution to the Council’s Well-being Outcomes and Integrated Planning actions are highlighted below in our Team Plan Summary.

The Summary also highlights the way we work to challenge ourselves to deliver the sustainable development principle which forms an integral part of the Well-being of Future Generations (Wales) Act. The sustainable development principle states that *“You must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs, by taking account of the sustainable development principle”*.

Appendix A contains the detailed plan which illustrates the actions we will undertake in the coming year to deliver our priorities. The action plan includes information relating to the way we will measure performance against our targets and the resources we will deploy.

Appendix B contains the detailed plan which illustrates the enabling actions we will undertake in the coming year to deliver our priorities. The action plan includes information relating to how we will maximise our key resources through integrated planning in order to achieve our priorities.

Our Team Plan Summary

Delivering our vision for the Vale of Glamorgan ‘Strong communities with a bright future’

Our Council’s Values

Ambitious	Open	Together	Proud
Forward thinking, embracing new ways of working and investing in our future	Open to different ideas and being accountable for the decisions we take	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services	Proud of the Vale of Glamorgan: proud to serve our communities and to be part of the Vale of Glamorgan Council

The Well-being Outcomes Our Team Contribute to:

An Inclusive and Safe Vale	An Environmentally Responsible and Prosperous Vale	An Aspirational and Culturally Vibrant Vale	An Active and Healthy Vale
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The Well-being Objectives Our Team Contribute to:

Reducing poverty and social exclusion.	Providing decent homes and safe communities.	Promoting regeneration, economic growth and employment.	Promoting sustainable development and protecting our environment.	Raising overall standards of achievement.	Valuing culture and diversity.	Encouraging and promoting active and healthy lifestyles.	Safeguarding those who are vulnerable and promoting independent living.
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The Integrated Planning Actions Our Team Contribute to:

Reshaping Services	Workforce Planning & PDRS	Financial Planning	Well-being Assessment with Partners	Consultation & Engagement	Collaboration & Partnerships	Performance Management	ICT & Information Management	Scrutiny & Challenge	Risk Management	Procurement	Asset Management
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The Way That we Work

Taking an integrated approach – for us this means thinking about the needs of our customers and working with our partners.	Working in a collaborative way – for us this means recognising we can achieve more and deliver better services by working as part of a team, for example by working with the Third Sector, Town and Community Councils and neighbouring authorities.	Involving the population in decisions – for us this means engaging with our residents and customers, including the business community and ensuring that we are listening to a wide range of views to inform our thinking.	Understanding the root causes of issues and preventing them – for us this means being proactive in our thinking and understanding the need to tackle problems at source for example by undertaking needs assessments to inform our priorities.	Looking to the long term – for us this means planning for the future and taking a strategic approach to ensure services are sustainable and that we understand the future need and demand for services.
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Team Action Plan 2016/17

Well-being Outcome An Inclusive and Safe Vale	Objective Providing decent homes and safe communities.
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Well-being Goals	A Resilient Wales	A Healthier Wales	A More Equal Wales	A Wales of Cohesive Communities	A Wales of Vibrant Culture & Thriving Welsh Language	A Prosperous Wales	A Globally Responsible Wales
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Our Ways of Working	Long Term	Integrated	Involving	Collaborative	Preventing
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Ref	Team Action	Outcome & Key Milestones 2016/17	Officer Responsible
	Increase the awareness of the Council's emergency planning arrangements to ensure that staffs are prepared and contingency arrangements are in place in the event of an emergency incident.	Relevant staff have the competencies and skill-sets required to effectively implement emergency plans, should the situation arise 1/4/16- 31/3/17.	Debbie Spargo
	Review Plans in line with Emergency Plan Review Framework	Council Emergency Plans are up to date and current, this will enable Council to respond effectively to an emergency / incident ensuring that communities and residents are looked after 1/4/2016- 31/3/2017	Debbie Spargo Dafydd Thomas
	Renew the Council's Business Continuity Management System	Council will continue to deliver its 'critical' services during emergency incidents 31/3/17	Dafydd Thomas
	Develop security strategy (including counter terrorism (CT)) Security plan	Relevant staff trained. A Security/CT awareness programme 1/4/2017-31/3/17	Debbie Spargo Dafydd Thomas
	Develop resilient communities programme (2016/2018)	Raise awareness by engaging with town/community councils. Provide a resilient communities toolkit. Link with initiatives already in place. 1/4/16 - 31/3/18	Debbie Spargo Dafydd Thomas
	Develop a Shelter & Temporary Accommodation Plan	Council will be able to look after and accommodate its' residents during an emergency 1/4/16 -31/3/17	Debbie Spargo
	Produce a Silver Officer Handbook.	All tactical level officers have silver Officer Handbook that will assist them to respond to an emergency/incident 1/4/17 31/3/17	Debbie Spargo
	Produce a Gold Officer Handbook.	All Strategic level officers have gold Officer Handbook that will assist them to respond to an emergency/incident 31/3/17	Debbie Spargo
	Work with partners to ensure the South Wales Local Resilience Forum (SWLRF) is working	South Wales Local Resilience Forum (SWLRF) works effectively to ensure resilience and multiagency working so that residents are	Debbie Spargo Sioned Warrell (externally)

	effectively across the SWLRF region. Work with Partners to ensure the SWLRF delivers its work programme.	and feel safe in their homes and when out in the Vale. 1/4/2016-31/7/17	funded post)
	Deliver Silver (Tactical) Officer refresher training to all relevant staff.	Council staff trained to include Joint Emergency Services Interoperability Program. 1/4/2016-31/3/17	Debbie Spargo External Trainer
	Deliver Gold (Strategic Tactical) Officer training to Corporate Management Team and relevant chief officers.	CMT trained to include Joint Emergency Services Interoperability Program. 31/3/17	Debbie Spargo External Trainer
AC12	Ensure service delivery and customer engagement complies with Welsh Language standards.	Outcome: Improved provision for Welsh language speakers.	This is a standard corporate action that should not be removed – Please specify responsible officer in your area.
AC10	Improve equality monitoring data from service areas so that services can make more informed decisions about service delivery.	Outcome: Accurate and timely data which informs proposals and decisions about service delivery. Key milestones: More services collect and analyse data for use in Equality Impact Assessments (EIA) and service improvements. More data included in EIAs to inform decisions	This is a standard corporate action that should not be removed – Please specify responsible officer in your area.

Integrated Planning

Our Ways of Working	Long Term	Integrated	Involving	Collaborative	Preventing
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Insert the relevant 'enabling actions' actions your Team intends to undertake in the coming year to help maximise your resources in order to achieve service priorities and contribute towards the Corporate Well-being outcomes and objectives. These will include specific actions that contribute to your Workforce Plan (refer to Workforce Plan and Service Plan 2016/17 for actions), any significant ICT projects, specific areas of development in terms of assets, major capital projects and any actions to mitigate against identified service risks.

Ref	Team Action	Outcome & Key Milestones 2016/17	Officer Responsible
<i>Insert Service Plan 'Ref'</i>	<i>Insert the specific action your Team will take during 2016/17 to contribute towards your Service Plan action.</i>	<i>Ensure all Team actions detail the intended outcome including the key milestones by which you will judge success. You should also include an indication of the timeframe (i.e. the start and end date of the activity.)</i>	<i>Identify a named officer who is accountable for delivering the action. This information is required so that progress against actions can be effectively monitored.</i>