Appendix 1 – External Review Action Plan

No.	Recommendations	Priority	Status	Action Plan / Update	Target Date
1	I would recommend the local multi-agency BRF formally risk assesses the site-specific risks or locations in the Borough, and they are included in the Borough Risk Register.	**High**	**COMPLETE**		
2	Sharing risk info with the neighbouring boroughs to collectively improve understanding of risks that may have a secondary or indirect impact. Enabling mutual aid to be considered.	**Medium**	**COMPLETE**		
3	Brent Major Emergency Plan include an early reference to recovery and the four components of recovery. Consider a brief explanation and prompts to guide thinking towards recovery in the early stages.	**Medium**	**IN PROGRESS**	• A revised Major Emergency Plan has been drafted – now aligning to other plan updates. • Next step is consultation, before it is finalised and signed off.	**End of Oct 2024**
4	I would recommend that a local Humanitarian Assistance plan is developed incorporating local structures, resources, and assets, whilst exploring the training needs and delivery options available.	**Medium**	**IN PROGRESS**	• The Humanitarian Assistance plan is being reviewed. • Additional HALOs have been identified and booked on training. • Internal training arranged for 20th November.	**End of Feb 2025**

					• Exercise to be arranged once training and plan are completed.	
5	I would recommend a short generic guide to provide guidance to all staff responding to a major emergency, ensuring a consistent approach to incident management.	**High**	**COMPLETE**			
6	I would recommend that the site-specific locations included Borough Risk Assessment be included in the Brent Major Emergency Plan (at an Appendix) with clear guidance on any specific actions.	**Medium**	**IN PROGRESS**		• This is being built into the annual review of the risk register with partners and the update of the Major Emergency Plan.	**End of Nov 2024**
7	I would recommend that the Critical Threat, Cyber and Multi-Faith Plans are put in place and tested.	**Medium**	**IN PROGRESS**		• STS have a cyber plan. Loss of IT already covered in service level BC plans but needs to strengthen this section as most are based on a short-term outage. This will be completed as part the BC Programme Review. • 2 Cyber exercises have been held in March 24 and Aug 24. Report from Aug exercise being finalised. • Move to Critical action card has been updated and services have been briefed on their roles. The action card will be built into the revised Major Emergency Plan.	**End of Oct 2024**

				• Multi faith considerations to be weaved into exiting plans as updated, rather than a standalone plan. This will be ongoing as plans are updated.	
8	I would recommend that Gold/Strategic refresher training is delivered annually.	**High**	**COMPLETE**		
9	I would recommend that Silver/Tactical Command refresher training is delivered annually.	**High**	**COMPLETE**		
10	I would recommend that the pool of 'Loggists' is established, reviewed, and steps taken to ensure that the Council Strategic/Gold Commanders can be adequately supported during an incident	**Medium**	**IN PROGRESS**	• Training is scheduled. • Interest in the role is low, so recruitment will need to be ongoing to sustain a reasonable size pool.	**Ongoing**
11	I would recommend that a structured debriefing skills course is delivered to the EP Team, for post incident/exercise debriefing, to support the learning and development.	**Medium**	**IN PROGRESS**	• Looking at dates and costs for the Emergency Planning College course and other providers.	**End of March 2025**
12	I would recommend that greater emphasis is given over the next twelve months to developing Brents recovery capability, including a recovery exercise.	**Medium**	**IN PROGRESS**	• Linked to recommendations 8/9, this was picked up as part of the scenario-based training exercise to be undertaken in July. • The Recovery Plan is being reviewed. • Additional reference to recovery has been added to	**End of Dec 2024**

				• the revised Major Incident Plan. • Further exercises opportunities being considered – Wembley Exercise in Jan 2025.	
13	I would recommend an EP training package Elected Members.	**Medium**	**IN PROGRESS**	• Handbook and presentation in draft. • Next step is sign off and to arrange dates for session.	**End of Dec 2024**
14	The Local Borough Resilience Forum considers a targeted user-friendly local risks style Community Risk Register.	**Low**	**COMPLETE**		
15	I would recommend that Council adopts the IEM process and embeds it into activities related to emergency preparedness and resilience.	**Low**	**COMPLETE**		
16	I would recommend the Council's Emergency Planning Team should comprise: a Service Manager; three Emergency Planning and Response Officers	**High**	**COMPLETE**		
17	I would recommend that a Business Continuity Manager should be considered as part of the Council's Emergency Planning Team.	**Medium**	**Not Adopted**		
18	I would recommend the Council's Emergency Planning team leader be graded at a higher level (minimum PO/7/8).	**High**	**IN PROGRESS**	• To be completed as part of the review of the new Organisational Assurance and Resilience Department.	**TBC**

19	I would recommend the Council's Emergency Planning team manage the Emergency Duty Officers (EDO) on call function.	**Medium**	**COMPLETE**		
20	I would recommend the consideration be given to the Council's Emergency Planning team fulfilling the Councils initial Silver/Tactical Command role of incidents.	**Medium**	**Not Adopted**		
21	I would recommend the Business Continuity Manager and/or EP Team continues to train and exercise across the council to fully embed BC and ensure that it is recorded.	**Low**	**IN PROGRESS**	• Recent exercises and training used to support this. • Development of a Business Continuity Programme due to progress from Oct 2024, supported by graduate.	**End of March 2025**
22	I would recommend the Business Continuity Manager and/or EP Team be tasked with providing advice and assistance to businesses and voluntary organisations about business continuity management.	**Medium**	**IN PROGRESS**	• Information on our website being benchmarked against other London Council's websites and updated. • The working relationship with Brent CVS is also being developed in the context of business continuity understanding/knowledge. • Need to explore existing council links with businesses and voluntary organisations, so these can be used to support this workstream.	**End of March 2025**