

Civil Contingencies Secretariat

Draft Recovery Reporting Framework

Introduction

This framework is the formal mechanism for local authorities to report information on the recovery phase of an incident to central government, through the Government Offices. The information provided will be used by central government to inform ministerial decision making. The flow of information will be two-way and will also be collated and used to provide an overview of the national situation to the regions.

The framework is currently in draft format and will be incorporated into the Response Situation Report Template once this has been revised. This has been delayed as a result of the Swine Flu outbreak.

Issue

Recommendation 81 of the Pitt Review stated there should be '*an agreed framework, including definitions and timescales for local-central recovery reporting*'. The Government accepted this recommendation and has since been developing a standard mechanism for recovery reporting.

Next Steps

The recovery reporting principles will be included in ERR, and the information requirements captured in the framework will be included in the Situation Report template document.

Recovery Reporting Principles

- The recovery reporting framework allows local responders to be aware of the potential requirements for reporting recovery and, in the event of an emergency, will provide a strategy to coordinate central government requests for recovery information.
- The information requirements in the framework should be sufficiently generic to be useable in any type of emergency recovery situation be it flooding, pandemic flu or a terrorist attack, for example. That said, the framework has the flexibility to allow for additional information needs depending on the situation being dealt with.
- The framework should only be activated when there is central government recovery co-ordination and a Lead Government Department role is initiated. Government will judge whether co-ordination is needed on a case by case basis.
- Government Departments will ask for information using the recovery reporting framework and using the principles set out. Only in exceptional circumstances should Government

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Departments ask for additional information not covered in the reporting framework.

- Information included in the framework should have a sound rationale for their inclusion and clear provenance of the data. Data requests should be kept at a minimum whilst still allowing Departments and Ministers sufficient information from affected areas to allow them to determine the scale of the recovery situation and make decisions about the type of support that may need to be offered.
- Information in the framework will also be used to monitor progress being made during the recovery process.
- The framework will be integrated as far as possible with the collection of information for the Response Situation Report Template to make the reporting requirements as seamless as possible for Regional Resilience Teams/Welsh Assembly Government and local responders. The revised Response Situation Report Template will be published at a later date on the Cabinet Office UK Resilience website.
- Most recovery work in Wales will fall to the Welsh Assembly Government and there may not always be a requirement to report up to CCS or OGDs if the emergency falls within devolved competence or is not of a sufficient scale to require UK Government involvement.
- Information included in the framework should include, as far as possible, information required to determine any additional funding from individual departments recovery funding schemes. However, it will not necessarily follow that activation of the recovery framework goes hand in hand with additional funding for local authorities.
- It is not possible to prescribe timescales for the duration for collection of this information but exit strategies should link to the completion of recovery objectives as set out in recovery plans. Timescales should, as far as possible, be consistent with those required by the funding streams so as to reduce the burden on Local Authorities collecting this information. All of the information required may not be available during the early stages of the recovery phase. There may be an incremental increase in the amount of information it is possible to gather.
- The information required will be collected as a function of the Recovery Coordinating Group. The information should be provided and disseminated as follows:



Recovery Reporting Framework

Please refer to the recovery reporting principles for guidance on the use of this framework.

Department for Children, Schools and Families (DCSF)

PART 1 – DISRUPTION¹:

What has been the disruption to SCHOOLS?

For each local authority:

	Still open		Closed		Re-opened	
	Schools	Pupils	Schools	Pupils	Schools	Pupils
Primary						
Secondary						
Academy						
Special						
Independent						

What has been the disruption to EARLY YEARS AND CHILDCARE SETTINGS?

One table per Government Office

LA	Settings still open	Settings closed	Settings re-opened
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¹ 'Disruption' refers to a break in the provision of services

'Damage' refers to physical damage to the fabric of the school

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LA X			
LA Y			
LA Z			

Note: please include all early years and childcare settings, including day nurseries and nursery schools, Sure Start Children's Centres, pre-schools and playgroups, childminders, crèches, out-of-school childcare and holiday play schemes, in this table.

What has been the disruption to OTHER SERVICES FOR CHILDREN, YOUNG PEOPLE AND FAMILIES?

Note: In the table below, please use a 'traffic light' system as follows:

Green = no problem; Green/Amber = minor problems; Amber = significant problems, but coping; Amber/Red – major problems; Red = services at or near breakdown

LA	Care system	Vulnerable children (incl. CP)	Other services for CYPF	Youth Justice/ secure estate
LA X				
LA Y				
LA Z				

Please include notes/comments on Amber/Red or Red entries above:

Please include any information on significant impacts upon third sector organisations working in this sector:

PART 2 – DAMAGE²

What has been the damage to SCHOOLS?

²² 'Disruption' refers to a break in the provision of services

'Damage' refers to physical damage to the fabric of the school

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LA	Schools with severe damage	Schools with significant damage	Schools with minor damage	Number of pupils in schools suffering damage

What disruption has there been to OTHER SERVICES FOR CHILDREN, YOUNG PEOPLE AND FAMILIES?

Please provide any information on damage to Children's Centres or facilities for youth services.

Department for Transport (DfT)

Please provide information on the impact on:

Roads:

Provide information on the main areas affected and road closures.

Public transport:

Communities and Local Government (CLG)

What has been the impact on households?

Displaced households	Figures
Total numbers of households affected	

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Of whom:	
i) owner occupied wholly displaced	
ii) owner occupied partially displaced	
iii) owner occupied without building insurance (as this may affect the speed at which they get home)	
iv) LA/RSL ³ tenants wholly displaced	
v) LA/RSL tenants partially displaced	
vi) PRS ⁴ tenants wholly displaced	
vii) PRS tenants partially displaced	
viii) Total wholly displaced living in caravans	

What has been the impact on housing considered under the Decent Homes scheme?

Impact on council housing decency:

No. of properties affected	Of which			Additional cost of decency	DH still affordable/ target achievable
	were decent	Non-decency intensified	Already benefited from DH works		

Note: Decent Homes questions will be included at least until 2010-11 (when the majority of landlords will have completed their programmes.)

³ Registered Social Landlord

⁴ Private Rented Sector

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Department for Culture, Media and Sport (DCMS)

What arrangements are in place with regards to Humanitarian Assistance for those affected?

What has been the impact on tourism and the leisure industry?

What has been the impact on the historic environment?

What has been the impact on museums, galleries, theatres and libraries?

What has been the impact on sports facilities?

Note: you may wish to consult with DCMS sector non-departmental public bodies and the Regional Development Agencies to help in forming your picture of the impact in these areas. These bodies might include:

- *Museums, Libraries and Archives Council*
- *Sport England*
- *English Heritage*
- *Visit Britain*
- *Regional and sub-regional tourism partnerships*

Department for Business, Innovation and Skills

What has been the impact on provision of Further and Higher Education?

What has been the impact on Further Education Colleges and Higher Education Institutions (HEIs) in the affected areas?

What has been the disruption to services?

What has been the damage to infrastructure?

Note: in terms of data collection, the GO and/or Local Authorities may wish to consult with the local Learning and Skills Council and individual FE institutions; and with Universities UK, GuildHE and individual HE institutions.

What has been the impact on the business community?

Please provide information by affected area - local authority, sub-region and finally aggregated to regional level:

Baseline information:

Number of businesses				
Value of businesses				
Number of employees				
Number of large and strategic businesses				
Number of Small/Medium Enterprises				
Overall value to the regional economy				

Note: you may wish to consult with DCMS the Regional Development Agencies to help in forming your picture of the impact in these areas.

Recovery information:

Number of businesses:	
Of whom are:	
i) Partially open - trading, but not fully functioning or fully operational	

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ii)	Temporarily closed - recovery plan in operation	
iii)	Require/seeking temporary premises	
iv)	Now open - but operating from temporary premises	
v)	At risk of failure - no recovery plan in operation, no insurance	
vi)	Permanently closed - recovery plan and/or intervention failed – Number of redundancies	
vii)	Receiving recovery support – (indication of value)	

Department for Environment, Food and Rural Affairs (DEFRA)

What has been the effect on the health and welfare of animals?

What has been the impact on the rural economy?

What has been the impact on food availability and supplies?

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What has been the impact on waste management?

What has been the impact on water supply and sewerage?

What has been the impact on drinking water?

What has been the impact on access to the countryside?

What has been the impact on the open environment?

Department of Health (DH)

Incident specific health information will be gathered by Strategic Health Authorities and should be sent to the Regional Resilience Teams for information [this does not need to be included in the recovery report] and to the Department of Health to ensure health issues are addressed as part of the DH central government response.

[Note: In addition to this, there are very specific 'Winter Pressure' reporting routes, with responsibility of the SHA's to report on NHS Operations. This reporting route will continue irrelevant of the incident.]