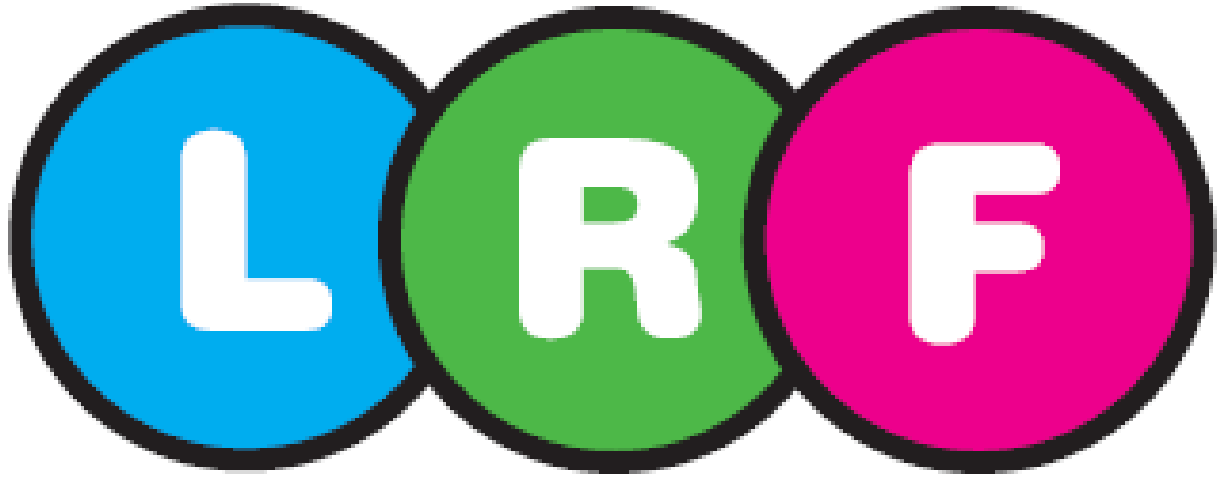


Devon • Cornwall • Isles of Scilly



Local Resilience Forum

Strategic Framework

Contents

- 1. Introduction**
 - 2. Structure and Process**
 - 3. Work Programme**
 - 4. Community Risk Register**
 - 5. Multi-Agency Planning for Emergencies**
 - 6. Planning for Business Continuity Management**
 - 7. Publishing information about risk assessments and plans**
- Annex A – Category 1 and Category 2 Responders**
- Annex B - LRF Standard Agenda**
- Annex C - LRF Report Template**
- Annex D - Multi-Agency Plan Consultation Process**
- Annex E – LRF Sub-Groups**
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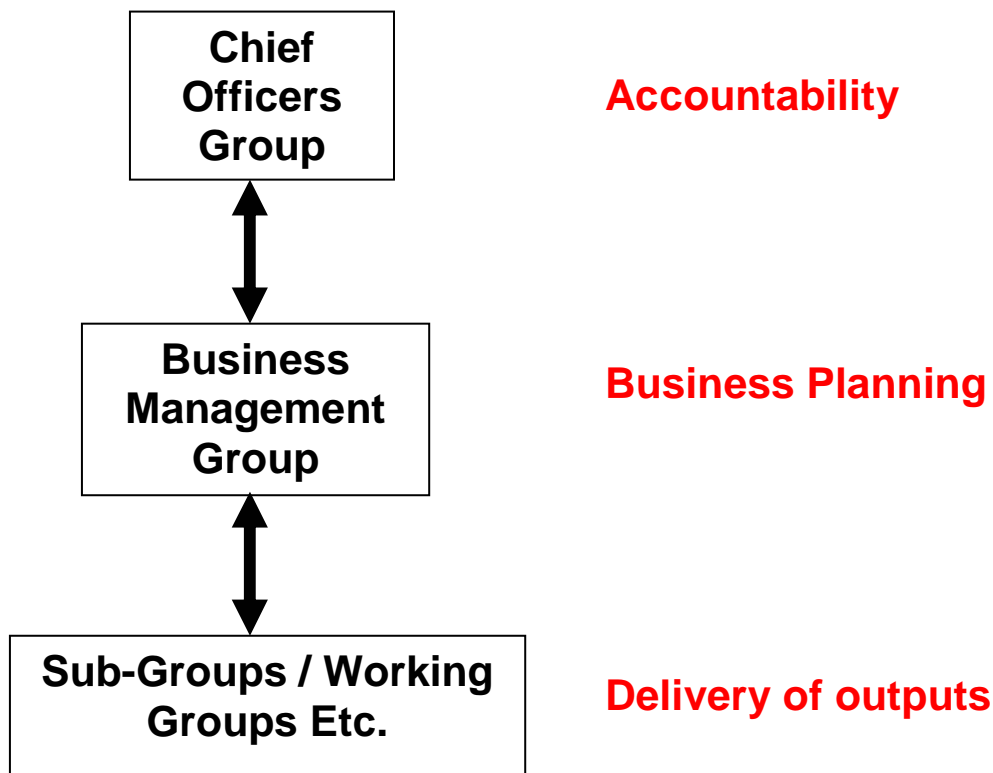
Introduction

- 1.1 The role of the Devon, Cornwall, & Isles of Scilly Local Resilience Forum (LRF) is to ensure effective delivery of duties under the Civil Contingencies Act 2004 that need to be developed in a multi-agency environment to enable the effective multi-agency response to emergencies which may have a significant impact on the communities and environment of Devon, Cornwall and the Isles of Scilly.
- 1.2 This document is the Strategic Framework under which the Local Resilience Forum operates.
- 1.3 A separate LRF Work Programme contains detailed information about the work being carried out by the LRF and its sub-groups.
- 1.4 The LRF is not a statutory body nor does it have powers to direct its members.
- 1.5 The Civil Contingencies Act has consolidated and strengthened what existed previously and placed many new duties and obligations on what are now termed Category 1 and Category 2 Responders (See Annex A). Responders must work collectively and in collaboration as part of a coherent multi agency effort to ensure that civil protection and resilience arrangements are integrated both within and between organisations and agencies.

2. Structure and Process

2.1 The Local Resilience Forum consists of:

- Chief Officers Group
- Business Management Group
- Sub-Groups



2.2 Chief Officers Group

Role

Provide Strategic Direction

Provide accountability

Monitor and approve the LRF Work Programme as developed by the Business Management Group

Make decisions on strategic issues that the Business Management Group can't make, based on options appraisals and risk assessments

Maintain an overview of intra-agency capabilities

Lobby and influence (Regional/national government, Professional associations – ACPO, LGA etc)

The Chair of the Chief Officers Group represents the Local Resilience Forum at the Regional Resilience Forum

Membership

Representatives must be of Chief Officer/Deputy Chief Officer seniority

- Chair – Elected
- Secretariat support
- Chair of Business Management Group
- Category 1 Responders - Represented by lead agency
- Category 2 Responders - Attend as required (Right to invite/right to attend)
- Military representation - As required (Right to invite)
- Other representatives - As required (Right to invite)

Process

2 meetings per year – 1 physical and 1 virtual (video/audio conference)

Use standard Agenda – See Annex B

Work Programme with 'headline issues' report circulated 4 weeks before Chief Officers Meeting

Other reports submitted using standard report format at Annex C

Representatives consult with respective peer group before meeting

2.3 Business Management Group

Role

Recommend priorities – Based on Capabilities work streams, Community Risk Register, Exercise and Training programme, outcomes from incidents (local and national/international) and exercises and training

Determines work groups to deliver the agreed priorities (including required outputs and timescales) and representation from other Category 1 responders

Maintains the LRF Work Programme

Reports to Chief Officers Group

Chair of the Business Management Group attends the Chief Officers Group

Membership

Emergency Planners/Lead Officers

- Chair – ACC Police
- Secretariat
- Chair of Functional Work Groups
- Representatives of Category 1 Responders not represented above
- Regional Resilience Team
- Category 2 Responders attend as required (Right to invite/right to attend)
- Other representatives as required (Right to invite)

Process

4 meetings per year – (May reduce to 2 - alternate with Chief Officers Group)

Use standard Agenda – See Annex B

Work Programme with 'headline issues' report circulated to all Category 1 Responder Chief Officers 4 weeks before Chief Officers Meeting

2.4 Sub-Groups (See Annex E)

2.4.1 Functional Sub-Groups

Role

Deliver outputs as determined by Business Management Group

Chair sits on Business Management Group

Report progress to Business Management Group through updated Work Programme at least 4 weeks before Business Management Group meeting

Membership

Determined by Chair

Process

Meetings as required to deliver outputs

Use standard Agenda – See Annex B

Self supporting – e.g. chair and secretariat

May need to establish separate 'Task and Finish' Subgroup(s)

2.4.2 Organisational Sub-Groups

Role

Established to enable common issues to be addressed within a specific grouping. May be organisational (e.g. Local Authorities or Blue Lights), or geographical (i.e. Police Basic Command Unit)

Self determined priorities

Can report issues to Business Management Group but is not a standing member of Business Management Group

Business Management Group may refer issues to Organisational Sub-Groups

Membership

Determined by group

Process

Meetings as determined by group

Use standard Agenda – See Annex B

Self supporting – e.g. chair and secretariat

2.5 Administration

2.5.1 Administration

Administration tasks must be managed with existing resources, therefore tasks will be shared amongst representative organisations.

Tasks

- Co-ordinate and circulate updated Work Programme and reports for Chief Officer and Business Management Groups
- Book venues

- Take Minutes and distribute
- Maintain Exercise & Training Programme
- Maintain Community Risk Register
- Provide Single Point Of Contact (SPOC) for information cascade

Responsibilities

Organisation(s) chairing Chief Officer and Business Management Groups to provide administrative support for those meetings

Chairs of Functional Sub-Groups responsible for updating Work Programmes

Exercise & Training Programme to be maintained by a nominated member of the Business Management Group

Community Risk Register to be maintained by a nominated member of the Business Management Group

Organisation chairing Chief Officers Group to provide Single Point Of Contact for information cascade

Arrangements to be reviewed after 6 months of implementation

3. Work Programme

- 3.1 The Work Programme contains details of the work being undertaken by the Functional Sub-groups
- 3.2 The document is used by the LRF to:
- Ensure the work of sub-groups are clearly defined, based on the Capabilities Work Streams, Community Risk Register, National Capability Survey, Exercise and Training programme, outcomes from incidents (local and national/international) and exercises and training
 - Enable the work of the Sub-Groups to be monitored and audited
 - Allow an effective means of reporting to the LRF
 - Enable future National Capability Surveys to be completed more effectively

4. Community Risk Register

- 4.1 The Community Risk Register is one of the main tools to inform and drive the key priorities and work streams of the LRF and is reviewed by the Business Management Group

5. Multi-Agency Planning for Emergencies

- 5.1 The LRF will determine the requirement for multi-agency plans
- 5.2 Plans will include considerations for warning and informing and recovery
- 5.3 Plans will be allocated to existing Sub-Groups or specific 'Task and Finish' sub-groups to develop / review

- 5.4 Planning will be carried out in accordance with the planning process at Annex D
- 5.5 The LRF will determine priorities for multi-agency training and exercises
- 5.6 Multi-agency training and exercises will be co-ordinated in accordance with the LRF Training and Exercise Protocol

6. Planning for Business Continuity Management

- 6.1 All Category 1 Responders have a duty to ensure they have arrangements in place to ensure they can continue to provide their functions.
- 6.2 The LRF provides an opportunity to monitor Business Continuity Planning arrangements and ensure good practice is shared.
- 6.3 Local Authorities have a duty to promote Business Continuity Planning within the business community and voluntary sector

7. Publishing information about risk assessments and plans

- 7.1 The Community Risk Register and relevant plans will be made available on the Internet

Category 1 Responders

| |
|---|
| Emergency Services |
| Devon and Cornwall Constabulary |
| British Transport Police |
| Cornwall County Fire Brigade |
| Devon & Somerset Fire and Rescue Service |
| South Western Ambulance Service NHS Trust |
| Local Authorities |
| Cornwall Council |
| Devon County Council |
| Council of the Isles of Scilly |
| Plymouth City Council |
| Torbay Council |
| East Devon District Council |
| Exeter City Council |
| Mid Devon District Council |
| North Devon District Council |
| South Hams District Council |
| Teignbridge District Council |
| Torrige District Council |
| West Devon Borough Council |
| Health Organisations |
| Plymouth Hospitals NHS Trust |
| Northern Devon Healthcare NHS Trust |
| Royal Devon & Exeter Foundation NHS Trust |
| South Devon Healthcare NHS Trust |
| Royal Cornwall Hospitals NHS Trust |
| Health Protection Agency (Cornwall/Devon Health Protection Units) |
| Cornwall Primary Care Trust |
| Devon Primary Care Trust |
| Plymouth Primary Care Trust |
| Torbay Care Trust |
| Miscellaneous |
| Maritime & Coastguard Agency (HM Coastguard) |
| Environment Agency |

Category 2 Responders

| |
|---|
| Utilities Transmission, Distribution, Interconnection – National Grid Western Power Distribution Wales & West Utilities South West Water |
| Communications Network - BT NTL Telewest O ₂ Orange T Mobile Vodafone |
| Train Operating Companies - Arriva Trains First Great Western South West Trains Virgin Trains EWS Network Rail |
| Airports - (Annual throughput of > 50,000 passengers or 10,000 tonnes of freight) Exeter International Airport Plymouth City Airport Newquay Airport St Mary's Airport, Isles of Scilly |
| Harbour Authorities - (Annual throughput of > 200,000 passengers or 1.5 million tonnes of freight) Falmouth Port Health Authority Fowey Port Health Authority Plymouth Port Health Authority Teignmouth Port Health Authority |
| Highways Agency |
| Health and Safety Executive |
| Strategic Health Authority |

Other Responder Organisations

| |
|--|
| Regional Resilience Team |
| Military |
| Voluntary Agencies – British Red Cross |
| Animal Health Agency |

LRF Standing Agenda

1. Attendance and Apologies
 2. Declaration of Any Other Business
 3. Adoption of Minutes of Previous Meeting & Matters Arising
 4. Community Risk Register – Headline Issues
 5. Work Programme – Review & Headline Issues
 - a. Update on progress
 - b. Issues for resolution
 - Capability gaps
 - Resources
 - Exception reports from Organisational Sub-Groups
 - c. Exercises and Training
 - Completed exercises and training
 - Exercise and Training programme
 - d. Significant Events (National / Regional / Local)
 - e. Recent Legislation/Revised Policies and Guidance
 - f. Amendments to and approval of Work Programme
 6. Business Continuity
 7. Other Reports
 8. Any Other Business
 9. Date, Time, Location of Next Meeting
-

LRF Standard Report Format

(Protective Marking Scheme Classification)

Agenda Item No.

**DEVON, CORNWALL & ISLES OF SCILLY
LOCAL RESILIENCE FORUM**

Date

(Freedom of Information classification)

1. **STRATEGIC ISSUE:**

 2. **LRF IMPLICATIONS**

 3. **DECISIONS REQUIRED TO BE TAKEN:**

 4. **OPTIONS**

 5. **RECOMMENDATION**

 6. **AUTHOR/SPONSOR OF BRIEFING PAPER:**
-

Multi-Agency Plan Consultation Process

Planning Group Chair and Terms of Reference (including time scale) will be agreed by the Business Management Group

Roles and Responsibilities

Planning Group Chair

- Determine Planning Group membership
- Drive the project forward at the agreed rate meeting the milestones
- Report progress to the Business Management Group
- Provide “Exception Reports” to the Business Management Group for any significant variance to the project

Planning Group Members

- Provide technical/professional/organisational input to the planning process
- Liaise with peer groups during plan development to ensure issues are identified at an early stage and resolved or incorporated into the draft plan

Process

| | |
|--|--------------------------------|
| Planning Group Chair and Terms of Reference agreed | |
| Planning Group formed | |
| Liaison with relevant groups during draft plan development | |
| Consultation on first draft | Allow 4 weeks for consultation |
| Develop 2 nd Draft based on feedback from consultation | |
| Consult on 2 nd Draft | Allow 4 weeks for consultation |
| Develop Final Draft based on feedback from consultation | |
| Final Draft to Business Management Group for approval and report to Chief Officers Group | |

Planning Group Membership

| | | |
|---|-----------------|-----------------------|
| Chair | | |
| Secretariat | | |
| Organisation | Required | Representative |
| Police (including BTP) | | |
| Fire | | |
| Ambulance | | |
| MCA | | |
| Local Authority (County/District/Unitary) | | |
| PCT | | |
| Acute Trust | | |
| HPA | | |
| Environment Agency | | |
| Animal Health Agency | | |
| Highways Agency | | |
| Voluntary Sector | | |
| Military | | |
| Other | | |

LRF Sub-Groups

Functional Sub-Groups (Represented on Business Management Group)

| Sub-Group | Chair |
|--|---|
| Chemical Biological, Radiological, and Nuclear (CBRN) Resilience (includes HAZMAT) | Fire & Rescue |
| Recovery & Site Clearance | Local Authority (County/Unitary/District) |
| Human Health Emergency Planning Group (incorporating Mass Casualties) | Public Health & South Western Ambulance Service |
| Infectious Diseases - Animal | DEFRA/Animal Health Agency |
| Warning, Informing and Media | Local Authority (County/Unitary/District) |
| Mass Fatalities | Police |
| Humanitarian Assistance (includes Evacuation and Shelter) | Local Authority (County/Unitary) |
| Flooding | Environment Agency |
| Coastal Pollution | Local Authority (County/Unitary/District) |
| Telecommunications Resilience | TBC |

Organisational Sub-Groups (Not represented on Business Management Group)

| Sub-Group | Chair |
|--|--|
| Blue Lights | Devon & Somerset Fire & Rescue Service |
| Local Search & Rescue Committee | HM Coastguard/Police |
| S&W Devon Local Authorities Resilience Group | Torbay Council |
| Cornwall Local Authorities Resilience Group | Cornwall Council |
| Devon Local Authorities Resilience Group | Torbay Council |
| Tamar Estuary Emergency Planning Forum | Plymouth City Council / Cornwall Council |
| Local Voluntary Sector Emergency Committee | Plymouth City Council |