

CONSTITUTION OF THE LOCAL RESILIENCE FORUM

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1. Introduction

- 1.1 The purpose of this document is to explain how the Local Resilience Forum will prepare for large scale emergencies within Leicester, Leicestershire and Rutland.
- 1.2 The role of the Local Resilience Forum is to oversee the effective delivery of those duties under the Civil Contingencies Act that need to be developed in a multi-agency environment. In particular, the LRF process should deliver:
 - a. The compilation of agreed risk profiles for the area, through a Community Risk Register.
 - b. A systematic, planned and co-ordinated approach to encourage responder bodies, according to their functions, to address all aspects of policy in relation to:
 - Risk
 - Planning for emergencies
 - Planning for business continuity
 - Publishing information about risk assessments and plans
 - Arrangements to warn and inform the public
 - Other aspects of the civil protection duty, including the promotion of business continuity management by local authorities; and
 - c. Support for the preparation by all or some of its members of multi-agency plans and other documents including protocols and agreements and the co-ordination of multi-agency exercises and other training events.

2. Structure

2.1 **Appendix A** shows the LRF structure chart.

2.2 The LRF will deliver its objectives through a three tier management structure:

The Local Resilience Forum

Representation:

- Chief Executive (or deputy) level and chaired by the Chief or Assistant Chief Constable.

Primary role:

- Provide strategic direction to the LRF
- Approve contingency plans
- Monitor threat and risk assessments
- Support the Programme Board
- Receive reports on incidents and exercises

Appendix B lists the membership of the LRF.

The Programme Board

Representation:

- Director or Senior Manager level, the LRF Co-ordinator and chaired on a rotational basis.

Primary Role:

- Apply the strategic direction set by the LRF
- Approve Projects
- Identify project managers and resources
- Monitor project progress
- Audit completed plans
- Refer completed plans to the LRF for approval.

Appendix C lists the membership of the Programme Board.

The General Working Group

Representation:

- Emergency planner level and chaired by the LRF Co-ordinator.

Primary Role:

- Maintain the Community Risk Register

- Maintain a list of the 'top ten' risks
- Identify new work and submit to the Programme Board.
- Co-ordinate the LRF Diary
- Co-ordinate training and exercising
- Co-ordinate the review of completed contingency plans.

Appendix D lists the membership of the General Working Group.

Note:

Members of the General Working Group will not sit on the Programme Board.

Emergency Planning Liaison Groups

The purpose of these groups is to plan for emergencies that are specific to their area of responsibility. The groups will normally meet only when it is necessary to plan for emergencies. Training and exercising issues should be referred to the General Working Group

See **Appendix E** for more detail.

Practitioner Forums

The purpose of these groups is to facilitate the sharing of information and best practice amongst specialists.

See **Appendix E** for more detail.

Liaison Groups

The purpose of these groups is to share information about the work of the LRF and to encourage support and participation from the public.

See **Appendix E** for more detail.

3. Aims and Objectives

Our Aim

- 3.1 This plan is designed to deliver an effective and integrated approach to civil contingencies to a common standard, in accordance with the Civil Contingencies Act 2004 and supporting legislation.
- 3.2 The Local Resilience Forum will actively engage the Category 2 Responders whenever they can add value to the achievement of our objectives.

Our Objectives

- 3.3 To establish an effective approach to civil contingencies issues through the formation of a clearly recognised multi-agency infrastructure.
- 3.4 To determine a single common approach to planning actions for use by all agencies and responders.
- 3.5 To clearly define the areas of responsibility for each agency and responder in relation to local, regional and national events.
- 3.6 To identify known and potential risks within our local area through the creation of a Community Risk Register.
- 3.7 To engage our stakeholders and the community in civil contingencies issues, and to ensure that an effective means of communicating with, and alerting the public, is in place.
- 3.8 To have in place a robust system of auditing and testing our contingency plans together with a process of periodic review.
- 3.9 To ensure that all people responsible for the delivery of a contingency plan are trained to an acceptable standard.

4. Risk Identification

- 4.1 We are required to compile and maintain an accurate register of risks that are considered likely foreseeable events within our area of responsibility. This is known as the Community Risk Register, and is prepared and maintained by the General Working Group.
- 4.2 Risks identified in the Community Risk Register, or which are identified through other means, will normally fall into one of the following work streams.

These are:

- **Weather related**
- **Transportation**
- **Hazmat** (including COMAH & Pipeline)
- **CBRN** (Chemical, Biological, Radiological, & Nuclear)
- **Human Health**
- **Animal Health**
- **Terrorism**
- **Utilities**

5. Consequences

5.1 All of the foreseeable events will have a number of consequences, which will require pre-determined plans. These are listed below, however it is possible that others may be identified in the future.

- **Mass evacuation**
- **Mass fatalities**
- **Mass casualties**
- **Mass vaccinations & treatment**
- **Urban search and rescue, and site clearance**
- **Community recovery**
- **Communicating with the public**
- **Business continuity**
- **Failure of utilities**

6. Planning Process

6.1 The General Working Group will assess risks, produce and maintain a current 'top ten' risk list, and identify any new work from that list that is required to meet our objectives.

6.2 Proposed new work will be submitted to the Programme Board for approval as a new project.

6.3 New projects will be produced under the direction of a responsible person who will be nominated as the Project Manager by the Programme Board.

6.4 The LRF Co-ordinator will provide advice and support to project managers.

6.5 **Appendix F** shows the process for the production of contingency plans through a project management process.

7. Contents of Plans

7.1 All contingency plans will be integrated and produced in a common format and will contain sections relating to each agency that has a part to play in the delivery of the plan.

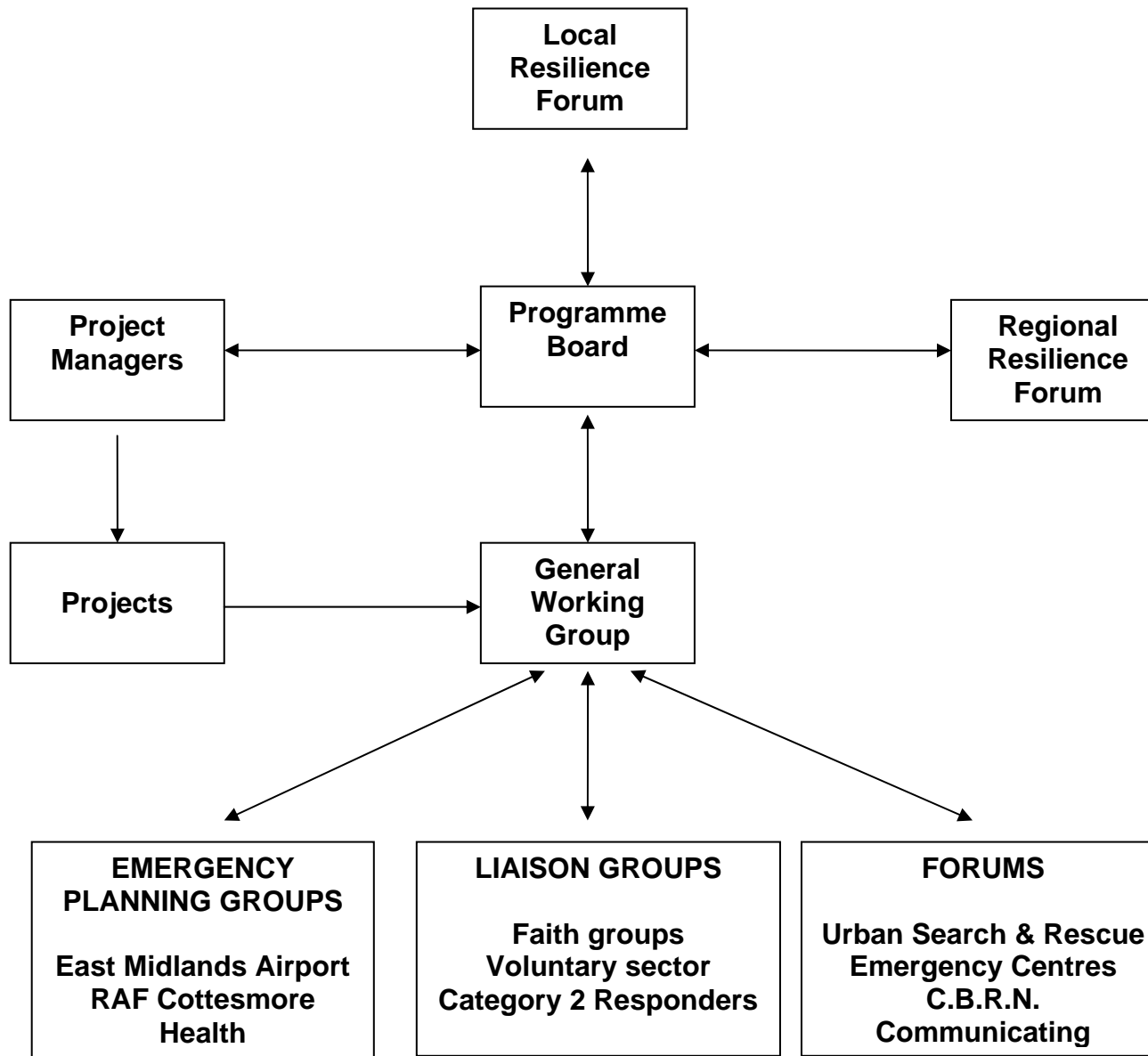
7.2 The Local Resilience Forum acknowledges the need for some specific contingency plans to be produced by a single agency to deal with their own day-to-day activities.

7.3 Each multi-agency contingency plan will contain information in relation to each partner agency based on the following key elements:

- **Immediate action information**
- **Interim action information**
- **Consequence strategies**
- **Long-term action and recovery information**
- **Legislative powers.**

8. Regional Resilience Forum

8.1 Representation at RRF will be made by the chair of the Programme Board and the LRF Co-ordinator.



Leicestershire Constabulary

Leicestershire Fire & Rescue Service

East Midlands Ambulance Service

Leicestershire County Council

Leicester City Council

Rutland County Council

Blaby District Council

Charnwood Borough Council

Harborough District Council

Hinckley & Bosworth Borough Council

Melton Borough Council

North West Leicestershire District Council

Oadby & Wigston Borough Council

Environment Agency

Health Protection Agency

Leicester City Primary Care Trust

Leicestershire & Rutland Primary Care Trust

University Hospitals of Leicester NHS Trust

Leicester Partnership Trust

Military (represented by 49 Brigade)

Voluntary Sector (represented by British Red Cross)

Government Office East Midlands

Health & Safety Executive

Leicestershire Constabulary

Leicestershire Fire & Rescue Service

East Midlands Ambulance Service

Leicester City Council

Leicestershire County Council

Districts x 2

Health x 2

LRF Co-ordinator

Note:

The chair will rotate by agreement.

GENERAL WORKING GROUP MEMBERSHIP

Appendix D

LRF Co-ordinator (chair)

Leicestershire Constabulary

Leicestershire Fire & Rescue Service

East Midlands Ambulance Service

Leicestershire County Council

Leicester City Council

Rutland County Council

Blaby District Council

Charnwood Borough Council

Harborough District Council

Hinckley & Bosworth Borough Council

Melton Borough Council

North West Leicestershire District Council

Oadby & Wigston Borough Council

Environment Agency

Health Protection Agency

Leicester City Primary Care Trust

Leicestershire & Rutland Primary Care Trust

University Hospitals of Leicester NHS Trust

Leicester Partnership Trust

Army (Liaison Officer)

RAF (Liaison Officer)

Prisons

Voluntary Sector (represented by British Red Cross)

Government Office East Midlands

EMERGENCY PLANNING LIAISON GROUPS

NAME	MEMBERSHIP	FREQUENCY
RAF Cottesmore	RAF (lead), Police, Fire, EMAS, Rutland CC, Leicestershire CC, EA & LRF Co-ordinator	Annually and as necessary
East Midlands Airport	EMA (lead), Police, Fire, EMAS, NWL District, Leicestershire CC, EA, Revenue & Customs, LRF Co-ordinator	Annually and as necessary
Health Agencies	County PCT (lead), City PCT, UHL, LPT, EMAS, HPA, SHA, Social Care (unitaries) LRF Co-ordinator	Quarterly and as necessary

PRACTITIONER FORUMS

NAME	MEMBERSHIP	FREQUENCY
CBRN	Police (lead), Fire, EMAS, PCTs, UHL, HPA, Leicestershire CC, LRF Co-ordinator	As necessary
Urban Search & Rescue	Fire (lead), Police, EMAS, PCTs, UHL, Unitary authorities	As necessary
Emergency Centres	City (lead), Police, Fire, EMAS, Red Cross, PCTs, all Las & LRF Co-ordinator	As necessary
Communication	Police (lead), Fire, EMAS, EA, EMA, PCTs, UHL, BBC Leicester, Commercial Radio, Leicester Mercury, LRF Co-ordinator	As necessary

LIAISON GROUPS

NAME	MEMBERSHIP	FREQUENCY
Faith & Community	City (lead), Leicester Council of Faiths, Leicestershire Council of Faiths, Unitary Las, LRF Co-ordinator	As necessary
Voluntary Sector	City (lead), British Red Cross, St Johns Ambulance, Voluntary Action, Salvation Army	As necessary
Category 2	Gas, Electricity, Water, Telecommunications, Transport providers, LRF Co-ordinator	As necessary

- Project Proposal – following the identification of a new piece of work that should only be effectively delivered through a project process – a formal proposal will be made to the Programme Board. This will normally come from the General Working Group.
- Project Management Briefing – this will provide full details of the project including its objectives, planned outcomes, resources, timescales and any constraints – prepared by the Project Manager.
- Project Progress Report – this is used by project managers to provide information/ communication on progress of projects. It can be used to request additional resources or amend timescales. It could also be used to change the parameters of a project.
- Project Closure Report – the purpose of this is to signal the completion and closure of a project and confirm that the plan and other products are ‘signed off’. It will also identify any tasks still outstanding.

The Programme Board will manage the project management framework and the LRF Co-ordinator and administrative staff will maintain the project framework documentation and secretariat for the system.