


Leicester, Leicestershire & Rutland



Local Resilience Forum

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LOCAL RESILIENCE FORUM CONSTITUTION

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DOCUMENT MANAGEMENT

DOCUMENT DISCLAIMER

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DOCUMENT OWNER

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FREEDOM OF INFORMATION

As the LLR LRF is not a public authority the Freedom of Information Act (FOI) does not apply to information which it holds. However, requests can be made to any signatory which is a public authority, which should respond to the request in an appropriate manner following consultation with the LLR LRF. In the first instance please send any requests to the LRF.

EQUALITY IMPACT ASSESSMENT

This document will be subject to an Equality Impact Assessment (EIA).

REVIEW & AMENDMENTS

LRF REVIEW POLICY

Unless otherwise stated every LRF plan / key document will be subject to a Biennial review. This will encompass the plan / key document being distributed to the General Working Group for consultation and comment. Once any alterations have been made the revised edition should be approved by the Programme Board and validated by the Executive Board.

Once a plan / key document has been used for an incident any points that come from the de-brief process must be presented at the General Working Group for approval and the incorporation of the de-brief points into the document. Once this is complete the revised edition should be approved by the Programme Board and validated by the Executive Board.

DOCUMENT REVIEW

Date of Review	Type of Review After Use (A) Scheduled Review (S) Training (T) Exercising (E)	Suitable / Unsuitable (S/U)	Details
01 Sep 2011	(S)		

LRF AMENDMENT POLICY

Minor changes to this document will result in the appropriate page(s) being updated and the obsolete page(s) being destroyed, confirmation of which must be supplied to the author(s).

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VALIDATION OF AMENDMENTS

Any substantial changes, which is defined as a complete re-write of the document, a section of the document or changes to the integral infrastructure or command structure of the multi-agency response, must be consulted and actioned at the General Working Group and Programme Board and validated by the Executive Board.

Any minor changes such as contact details, internal department arrangements, updates of tables/diagrams etc. do not need to be ratified by the Executive Board and can be signed off by the Programme Board once consulted at the General Working Group.

AUDIT OF AMENDMENTS

Date	Paragraph Changed	Brief details of alterations	Approved by
29/12/10	Annex D	<p>Standing Groups added:</p> <ul style="list-style-type: none"> Risk Assessment Working Group Industrial Hazards Working Group. Olympics, Paralympics + Torch Relay Working Group. <p>Standing Group deleted:</p> <ul style="list-style-type: none"> Category Two Voluntary Sector Group. <p>Add LRF Subgroup Structure Chart.</p>	<p>GWG – 07/01/11</p> <p>Programme Board – 18/01/11</p>
26/01/11	Partners P6	Highways Agency added to Partners to the Agreement.	
01/09/11	4.1 + Annex B	Removal of definitions of Risk, Task, Liaison and standing group, now sub-group.	
01/09/11	4.2	Change in reference to LRF funded posts	
01/09/11	5.1	Removal of assistant chief constable as a deputy for LRF, now read appointed deputy.	
01/09/11	5.1, 5.2, 5.3	Removal of term deputy of LRF Director, now read appointed deputy.	
01/09/11	5.3	Change to TOR of GWG, inclusion of points 6,7,8 and removal of previous 5 and 8 and duplicating points 4 and 8 has been given greater definition.	
01/09/11	5.4	Removal of definition standing groups, replaced by TOR for Sub-Groups.	
01/09/11	5.5	Inclusion of TOR for the LRF Office	
01/09/11	7.1	Replace GWG with Risk Assessment Working Group.	
01/09/11	7.2	Replace LRF Resilience Team with Risk Assessment Working Group.	
01/09/11	7.5	Removal of paragraph, no longer relevant composition of groups reviewed post CRR.	
01/09/11	8.1	New risk mitigation process.	
01/09/11	8.2	Provide examples of types of plans under three definitions.	
01/09/11	12	Removal of GOEM, inclusion of Central Resilience Division (CRD).	
01/09/11	13	Removal of B, D. Inclusion of Sub-Group terms of Reference, new structure chart.	
24/10/11	Foreward.	Change to endorsed by LRF Executive Board	
24/10/11	Throughout	Change of term LRF Director and staff to LRF Office	
24/10/11	5.3	Removal of term Contingency Practitioner to Emergency Management Officer	
24/10/11	Annex A	Inclusion of Leicestershire Partnership Trust and Central Nottinghamshire Clinical Services as parties to the Constitution	
24/10/11	5.3	Adding GWG responsibility-Horizon scanning	
24/10/11	5.3	GWG shape project expected outcomes for ratification by Programme Board.	

FOREWORD

The LRF Constitution is the foundation document of the Leicester, Leicestershire and Rutland Local Resilience Forum. The structure of the LRF has been developed after consultation and consideration by all parties of the Forum's members. The document is endorsed LRF Executive Board.

DISCLAIMER

This document has been prepared and published in good faith by Leicester, Leicestershire & Rutland Local Resilience Forum (LLR LRF) and is believed to comprise of accurate and up-to-date information regarding all matters contained within the document at the time of writing. This document is a 'live document' and is reviewed and updated on a biennial basis unless otherwise specified.

- However, no guarantee, warranty, nor binding assurance or representation of any kind given by virtue of the preparation and publication of this document on behalf of LLR LRF, its employees or agents or anyone acting on their behalf.
- That the plans, intentions, procedures and information herein are complete and without defect or error of any kind.
- That any action or series of actions, processes, or procedures described herein as to be taken will be taken by the person or person herein described or by any other person or persons acting on his, her or their behalf.
- That all or any of the persons, resources, equipment, facilities or services described herein will be available at all or any time or times.
- That any person or persons other than members, employees or agents of LLR LRF who act or fail to act in reliance upon this procedure or any part of it do so entirely at his, her or their own risk.

PARTNERS TO THE AGREEMENT

List 1. Signatories to the agreement	List 2. Other organisations
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 Leics District Council Oadby & Wigston Borough Council University Hospitals Leicester NHS Trust Leicester City PCT Leicestershire & Rutland County PCT Leicestershire Partnership Trust Leicestershire Constabulary Leicestershire Fire & Rescue Service East Midlands Ambulance Service Environment Agency Health Protection Agency	Severn Trent Water Central Networks National Grid British Red Cross Help the Aged Salvation Army East Midlands Airport Anglian Water Severn Trent Water Leicestershire Partnership Trust Health and Safety Executive Highways Agency Central Nottinghamshire Clinical Services Military

All partners will be informed of any change to this list.

BACKGROUND

The purpose of this document is to outline the processes and structures that the Leicester, Leicestershire and Rutland Local Resilience Forum will use to enable it to fulfill its duties under the Civil Contingencies Act 2004.

LEGISLATION

The Civil Contingencies Act 2004 places a statutory duty upon key responding and supporting agencies to prepare for and respond to emergencies.

Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The Act divides local responders into two categories, imposing a different set of duties on each.

Category 1 Responders are those organisations at the core of the response to most emergencies (e.g. Emergency Services, Local Authorities, NHS bodies, Port Health Authority and Environment Agency). Category 1 Responders are subject to the full set of civil protection duties.

They will be required to:

- Co-operate with other local responders to enhance co-ordination and efficiency.
- Share information with other local responders to enhance co-ordination.
- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place Emergency Plans.
- Put in place Business Continuity Management arrangements.
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn inform and advise the public in the event of an emergency.
- Provide advice and assistance to businesses and voluntary organisations about Business Continuity Management (Local Authorities only).

Category 2 Responders such as the Health and Safety Executive, Transport, Utility Companies and the Voluntary Sector Organisations. These “co-operating bodies” are less likely to be involved in the core planning work but may be heavily involved in incidents.

Category 1 and 2 Organisations will come together to form “Local Resilience Forums” (based on police areas) which will help co-ordination and co-operation between responders at local level. The Leicester, Leicestershire & Rutland Local Resilience Forum was created to meet this requirement.

LEICESTER, LEICESTERSHIRE AND RUTLAND, LOCAL RESILIENCE FORUM CONSTITUTION

1. INTRODUCTION

1.1 The Constitution has been developed in order to allow all members of the Leicester, Leicestershire and Rutland (LLR) Local Resilience Forum (LRF) to understand how it fulfils its role and what structures and processes are in place for the creation of Multi-Agency Emergency Plans and relevant supporting documentation, protocols and projects. The LRF is not a statutory body and as such this agreement in no way forms any contractual obligations for the LRF Stakeholder. The LRF Constitution is to be viewed as a guidance document that formalises the existing working relationships and practices between all partners within LLR, as directed by the Civil Contingencies Act 2004.

2. DOCUMENT AIM & OBJECTIVES

2.1 AIM

The aim of this document is to outline the Leicester, Leicestershire and Rutland (LLR) Local Resilience Forum's (LRF) Constitution.

2.2 OBJECTIVES

In order to meet this aim this document will encompass the four objectives listed below.

- a. Describe the aim and the objectives of the LLR LRF Constitution.
- b. Outline the structure needed to meet these aim and objectives.
- c. Outline the roles and responsibilities of those bodies outlined in the structure.
- d. Articulate the Process that is required in order to meet these roles and responsibilities.

3. CONSTITUTION AIM & OBJECTIVES

3.1 AIM

The Leicester, Leicestershire and Rutland Local Resilience Forum sits at the apex of the Leicester Leicestershire and Rutland's local civil protection arrangements. Its overall purpose is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which may have a significant impact on the communities of Leicester, Leicestershire and Rutland.¹

3.2 OBJECTIVES

In order to meet this Aim the LLR LRF must meet specific objectives: ²

- a. To agree on joint strategic and policy approaches relating to Leicester, Leicestershire and Rutland's preparedness and response.
- b. To approve the Community Risk Register and ensure it provides a robust basis for planning.
- c. To ensure that appropriate multi-agency plans, procedures, training and exercises necessary to address identified foreseeable local and wider area hazards and threats are in place and outstanding capability gaps identified.
- d. To direct and oversee the activities of working groups as they are established and allocate tasks to them as appropriate.
- e. To receive reports from the working groups on current levels, gaps in planning and progress on actions tasked.
- f. To ensure that appropriate resources are made available to working groups to fulfil statutory and task based responsibilities.
- g. To co-ordinate the individual approaches and responsibilities of each organisation to ensure that they complement each other and dovetail with partners arrangements.

4. STRUCTURE OF THE LLR LRF MANAGEMENT GROUPS

4.1 MANAGEMENT STRUCTURE

In order to meet the aim and objectives of the LLR LRF Constitution several groups from Executive to Practitioner have been established. The composition of the groups and how they interact are listed below, they will be known as the LLR LRF Management Groups. See Annex B.

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

- a. LLR LRF Executive Board.
- b. LLR LRF Programme Board.
- c. LLR LRF General Working Group.
 - (1) Sub Groups

¹ Guidance to Part 1 of the Civil Contingencies Act Page 178 Annex 2A-Model terms of reference for the LRF

² Guidance to Part 1 of the Civil Contingencies Act Page 178 Annex 2A-Model terms of reference for the LRF

4.2 LRF FUNDED POSTS

The 3 LRF Funded posts will support the day to day activities of the LLR LRF management structure. These posts will facilitate and co-ordinate the risk management process by supporting the management structure of the LRF. Please see sec 5.5 for further details.

5. TERMS OF REFERENCE OF LLR LRF MANAGEMENT GROUPS

Each of the management groups within the LLR LRF have separate and distinct roles and responsibilities which ensure that the aims and objectives of the LLR LRF Constitution are met. These roles and responsibilities are outlined below.

5.1 EXECUTIVE BOARD

- a. **Representation:** Chief Executive (or deputy) level. Chaired by the Chief Constable or appointed deputy. The LRF Director, or appointed deputy, will attend to consult and brief board members.
- b. **Role:** It is the role of the LLR LRF Executive Board to act as the Strategic Coordinating Group for the LLR LRF. They are the most senior level of Management within the LLR LRF and own the LLR LRF Community Risk Register.
- c. **Responsibilities:** The LLR LRF is responsible for:
 - (1) Ensuring the aims and objectives of the LLR LRF Constitution are being met.
 - (2) Provide strategic direction to all the LRF Management and Sub Groups.
 - (3) Approve LLR LRF Community Risk Register and priority of work.
 - (4) Approve LLR LRF Contingency plans.
 - (5) Approve LLR LRF Training and Exercise programme.
 - (6) Monitor, validate and approve LLR LRF Budgets.
 - (7) They are to meet on a quarterly basis and on an extraordinary basis where the operational situation demands.
 - (8) The LRF Office will co-ordinate and arrange such meetings and will be responsible for the administration of said meetings.
- d. The LRF Director should not chair the Executive Board, but will act as a consultant to the chair on all relevant LRF related issues.

5.2 THE PROGRAMME BOARD

- a. **Representation:** Director or Senior Manager level, and chaired on a rotational basis. The LRF Director, or appointed deputy, will attend to consult and brief board members.
- b. **Role:** The role of the Programme Board is to provide programme management of the LLR LRF Sub Groups in order to meet the Strategic direction set by the LLR LRF Executive Board.
- c. **Responsibilities:** The LLR LRF Programme Board is responsible for:
- (1) Implementing the strategic direction set by the LRF.
 - (2) Audit, support and approve the LLR LRF projects.
 - (3) Maintain project register, approve projects, authorise all completed work and preside over a robust monitoring process.
 - (4) Approve or identify project managers and identify resources for the project.
 - (5) Authorise and review completed contingency plans.
 - (6) Authorise and review the training and exercise programme.
 - (7) Authorise contingency plans to be referred to the LRF Executive Board for approval.
 - (8) Meet on a bi-monthly basis and an extraordinary basis where the operational situation demands.
 - (9) The LRF Office will co-ordinate and arrange such meetings and will be responsible for the administration of said meetings.
- d. The LRF Director should not chair the Programme Board, but will act as a consultant to the chair on all relevant LRF related issues.

5.3 THE GENERAL WORKING GROUP (GWG)

- a. **Representation:** Contingency practitioner level and those members of the LRF with specific subject matter expertise. The LRF Director, or appointed deputy, will chair the group.
- b. **Role:** The role of the GWG is to implement and put into practise the LRF Strategy. They are to ensure that all relevant threats and hazards are monitored; evaluated and effective solutions to these risks are developed.
- c. **Responsibilities:** The LLR LRF General Working Group is responsible for:
- (1) Maintaining the Community Risk Register.
 - (2) Communicate a list of the 'top ten' risks to the LLR LRF community.
 - (3) Monitor threat and risk assessments.
 - (4) Horizon Scan to identify future issues.
 - (5) Identify capability gaps, propose solutions and submit to the Programme Board for approval.
 - (6) Co-ordinate the LRF Diary.
 - (7) Shape project proposals and define expected outcomes of projects for ratification by the Programme Board.
 - (8) Address resource issues for progress of work.
 - (9) Validate plans and proposals of Sub-Groups, identifying communication, logistics and training/ exercising needs.
 - (10) The GWG will produce an annual business case, gathered from the needs of each sub-group, for the financial requirements of the forthcoming year. It is to be presented to the Programme Board and ratified by the Executive Board. This will happen in the August of each year.
 - (11) The GWG is to meet on a monthly basis and an extraordinary basis where the operational situation demands.
 - (12) The LRF Office will co-ordinate and arrange such meetings and will be responsible for the administration of said meetings.
- d. Members of the General Working Group will not sit on the Programme Board. The LRF Director will act as the link between the GWG and the Programme Board.

5.4 THE SUB GROUPS

a. **Representation:** Emergency management officer level and/or members of LRF partner organisations with specific subject matter expertise. Administrative support will be supplied by the Chair of each group, sourced from their own organisation, or from one of the members of the group. Sub-groups can either be a standing body dealing with a recurring risk, or commissioned for a fixed task with a defined end date.

b. **Role:** The role of a Sub Group is to implement and put into practice the LRF Strategy. They are to ensure that all relevant threats and hazards assigned to them are monitored; evaluated and effective solutions to these risks are developed.

c. **Responsibilities:** The LLR LRF Sub groups are responsible for:

- (1) Maintain the risks allocated to them via the Community Risk Register.
- (2) Review and submit revisions to these risks to the Risk Assessment Management Working Group on request.
- (3) Monitor threat and hazards in relation to their assigned risks.
- (4) Update and review assigned plans
- (5) Identify capability gaps, propose solutions and submit to the General Working Group for approval.
- (6) Develop contingency plans/protocols as per Programme Board expected outcomes from agreed project proposal.
- (7) Submit proposals for training and exercising to mitigate their risks.
- (8) Each financial year submit resource requests to allow GWG to develop business case.
- (9) Sub groups will meet as dictated by their Terms of Reference. The Chair and or LRF Director may call an extraordinary meeting where the situation demands.

5.5 LRF OFFICE

- a. **Representation:** The LRF office comprises of 3 Posts; LRF Director, LRF Senior Administrator and the Resilience Support Officer.
- b. **Role:** They are to facilitate management meetings, and ensure accurate audit of LLR LRF projects and support training and exercising and special projects.
- c. **Responsibilities:** The LLR LRF Office is responsible for:
 - (1) Provide management support to the LRF Executive Board, Programme Board and GWG; ensuring accurate minutes and action lists are maintained and distributed.
 - (2) Provide guidance and support to Sub-group chairs in the identification of resources and development of terms of reference and work streams.
 - (3) Liaise with Sub-group chairs to ensure work is on target.
 - (4) Ensure the CRR is distributed to the public and partners.
 - (5) Maintain register of plans ensure compliance with review cycle.
 - (6) Manage budget on behalf of LRF Executive.

5.6 The Terms of Reference (TOR) for each group are to be reviewed following an operational incident and following the full review of the Community Risk Register. The current Terms of References can be seen in **Annex F**. It is the Chair of each group's responsibility to draft Terms of Reference for the Sub Group, these are to be approved by Programme Board.

6. RISK MITIGATION PROCESS

6.1 The LLR LRF is responsible for the completion of the Community Risk Register.³ It is to identify the risk to its communities, ensure that plans are developed, the relevant resources trained and exercised in those plans and said plans are regularly reviewed to ensure that they are relevant and operationally viable at all times.⁴ The process below outlines how this will be achieved. The focus for the LLR LRF risk mitigation process will be the Top Ten identified risks from the Community Risk Register. The Risk Mitigation Process can be divided into three areas:

- a. Risk Identification (Community Risk Register).
- b. Risk Mitigation (Multi-Agency Emergency Planning).
- c. Evaluation and Development (Training, exercising and plan review).

³ Guidance to Part 1 of the Civil Contingencies Act Page 36, sub-section 4.9, Co-operation

⁴ Guidance to Part 1 of the Civil Contingencies Act Page 48-52, Emergency Preparedness

7. RISK IDENTIFICATION

7.1 The Risk Assessment Working Group will undertake biennially a complete review of the Community Risk Register. Furthermore the Risk Assessment Working Group will undertake a summary review every year upon delivery of the Local Risk Assessment Guidance (LRAG) from the CCS. The Risk Assessment Working Group is responsible for ensuring that this piece of work is undertaken and that the relevant agency/body undertakes the classification of new risk identified from LRAG, or the annual review of their respective risks.⁵

7.2 The Risk Assessment Working Group are to co-ordinate the collation of that information and then prioritise that risk using an agreed methodology and defined Risk Assessment process outlined in Guidance on Part 1 of the CCA 2004, Chapter 4, Local responder risk assessment duty.

7.3 The Community Risk Register is then to be reviewed by the LRF GWG who is to ensure that this work is completed on time and to schedule and give guidance on the development of the risk profiles.

7.4 The LRF Programme Board and Executive Board are to then sanction the updated Community Risk Register. The Executive Board owns the risk for the LLR LRF communities and as such are to ensure they have a thorough understanding of the risk that they will own. They are to resolve any areas of dispute and ensure that plans are in place to mitigate newly identified risks, or alterations to existing risks.

7.5 Following each full Community Risk Register review the structure of the LRF Sub-groups will be reviewed to align them with the top 10 risks, ensuring we prioritise our work with the highest priority risks.

8. RISK MITIGATION

8.1. Once the risk has been identified work can then begin on mitigating that risk through multi-agency planning. Risks are assigned to the relevant Sub Group to manage the risk. Each group will be assigned risks based on its area of responsibility. If the Sub Group does not consider it their risk to own they are to raise it to the LRF Director to be resolved at a GWG.

The lead of the project/work is then to complete a project brief to be submitted to the GWG where the expected outcomes of the work will be agreed. The lead is to then provide project updates for each GWG and a project completion report once the work has been concluded. The projects are then to be signed off by the Programme Board, under delegated authority from the LRF Executive Board, and a report submitted to the Executive Board to inform them that the risk has been mitigated. See Annex C.

Regional risks are not assigned to sub-groups but will be monitored by the RAWG in conjunction with the Central Resilience Division.

⁵ Guidance to Part 1 of the Civil Contingencies Act Page 43, Box 4.3 Local Risk Assessment Guidance (LRAG)

8.2 LLR LRF Plans are split into three categories:

- a. **LRF Plans.** These plans are developed on behalf of all member agencies and are owned, and are accountable for, by the LRF Executive Board. Current examples of these plans are the LRF Major Incident Plan, Resilient Telecommunication Plan and the Communication Cell CONOPS.
- b. **LRF and partner agency plans.** These plans are owned by the relevant agency to meet a risk that belongs to their field of expertise or responsibility. However, they are written in conjunction with, and require the assistance of other agencies within the plan to mitigate the identified risk. These plans therefore have a multi-agency dimension which the LRF is best placed to co-ordinate. Examples of this type of plan are; Leicester City Evacuation Plan, Loughborough Evacuation Plan and the Anti-Viral Distribution Plan
- c. **Partner agency plans.** These plans are owned by one of the members that belong to the LRF Management Groups; but have an effect on several partners in the response and thus the management groups will seek assurances that these plans meet the expected criteria. An example of this type of plan is a community flood plan.

9. EVALUATION & DEVELOPMENT

9.1 TRAINING AND EXERCISING

It is explicitly stated in the CCA that the regulations require a plan to include provision for the carrying out of exercises and for the training of staff or other persons. Exercises should ensure that the emergency plans are effective. It also stipulates that training should be provided for an appropriate number of suitable personnel of the Category 1 responder and other persons whom the responder considers necessary.⁶

In order to fulfil these statutory requirements under the LLR LRF Constitution the LLR LRF Training Strategy has been developed. Please see the LLR LRF Training Strategy for further details.

Sub-group Chairs and/or project leads are to submit their training and exercising needs to the training and exercising sub-group for approval and support.

9.2 REVIEW CYCLE

Plan maintenance procedures must be developed to ensure that plans are kept up to date.⁷ The LRF Office will maintain the review cycle in collaboration with the Sub Groups. Review of plans will be based on their identified risk impact from the Community Risk Register. Any plan that falls within the Top Ten risks should be reviewed biennially. While the top ten risks will be the focus for the LRF where the situation dictates, or where a new risk emerges, the relevant Sub Group will be assigned the risk and will be tasked with developing the relevant plan to mitigate it.

The Programme Board, empowered by the Executive Board can demand that specific plans be reviewed more frequently.

⁶ Guidance to Part 1 of the Civil Contingencies Act- Page 152- Training and Exercises-sub section 5.41-5.44

⁷ Guidance to Part 1 of the Civil Contingencies Act- Page 49- Plan Maintenance Procedures-sub section 5.16

10. INFORMATION STORAGE

10.1 All relevant and current plans will be stored on the LLR LRF website and NRE for access by its members. Any past or supporting documentation will be kept by the lead agency of the plan.

11. FURTHER INFORMATION

11.1 Questions relating to this document should be directed to the LRF Office – 0116 305 6146.

11.2 FURTHER READING

LRF Website	www.localresilienceforum.org.uk
UK Resilience	www.cabinetoffice.gov.uk/ukresilience.aspx
Emergency Planning College	http://epcollege.com/epc/home
Civil Contingencies Act (2004)	Available for download on the UK Resilience website.
Civil Contingencies Act (2004) – A Short Guide	Available for download on the UK Resilience website.
Emergency Preparedness (Guidance on Part 1 of the CCA (2004))	Available for download on the UK Resilience website.
Emergency Response and Recovery Non-statutory guidance to complement Emergency Preparedness	Available for download on the UK Resilience website.

11.3 LRF PLANS

A comprehensive list of all LRF plans can be found in the LRF website in the member's area.

11.4 REFERENCES

- a. Guidance to Part 1 of the Civil Contingencies Act.

12. GLOSSARY AND ACRONYMS

CBRNE	Chemical, Biological, Radiological, Nuclear and Explosives
CONOPS	Concept of Operation
CRD	Central Resilience Division
CCA	Civil Contingencies Act (2004)
CCS	Civil Contingencies Secretariat
COBR	Cabinet Office Briefing Rooms
DEFRA	Department for the Environment, Food and Rural Affairs
GDS	Government Decontamination Service
GNN	Government News Network
HAC	Humanitarian Assistance Centre. A one-stop-shop for survivors, families, friends and all those affected by the emergency, through which they can access support, care and advice.
LGD	Lead Government Department. Government department which, in the event of an emergency, coordinates central government activity. The department which will take the lead varies depending on the nature of the emergency. The Government regularly publishes a full list of LGDs.
LLR	Leicester, Leicestershire and Rutland
LRF	Local Resilience Forum
MACA	Military Aid to the Civil Authorities
OCT	Outbreak Control Team
RAWG	Risk Assessment Working Group
RCCC	Regional Civil Contingencies Committee. A committee which meets during an emergency when a regional response or other action at regional level is required.
RCG	Recovery Coordinating Group
RegCG	Regional Co-ordination group
SCG	Strategic Coordinating Group
STAC	Science and Technical Advice Cell
TCG	Tactical Coordinating Group
USAR	Urban Search And Rescue

13. INDEX OF ANNEXES

- a. ANNEX A LRF Membership.
- b. ANNEX B LRF Management Groups and Structure Workflow.
- c. ANNEX C LRF Project Process.
- d. ANNEX D LRF Project Management Forms.
- e. ANNEX E LRF Sub-Group Structure Chart.
- f. ANNEX F LRF Sub-Group Terms of Reference.

LRF MEMBERSHIP

1. The organisations listed below comprise the membership of the LLR LRF.
2. **Category 1 responders:**
 - a. Leicestershire Constabulary.
 - b. Leicestershire Fire & Rescue Service.
 - c. East Midlands Ambulance Service.
 - d. Leicestershire County Council.
 - e. Leicester City Council.
 - f. Rutland County Council.
 - g. Blaby District Council.
 - h. Charnwood Borough Council.
 - i. Harborough District Council.
 - j. Hinckley & Bosworth Borough Council.
 - k. Melton Borough Council.
 - l. North West Leicestershire District Council.
 - m. Oadby & Wigston Borough Council.
 - n. Environment Agency.
 - o. Health Protection Agency.
 - p. Leicester City Primary Care Trust.
 - q. Leicestershire & Rutland Primary Care Trust.
 - r. University Hospitals of Leicester NHS Trust.

3. Category 2 responders:

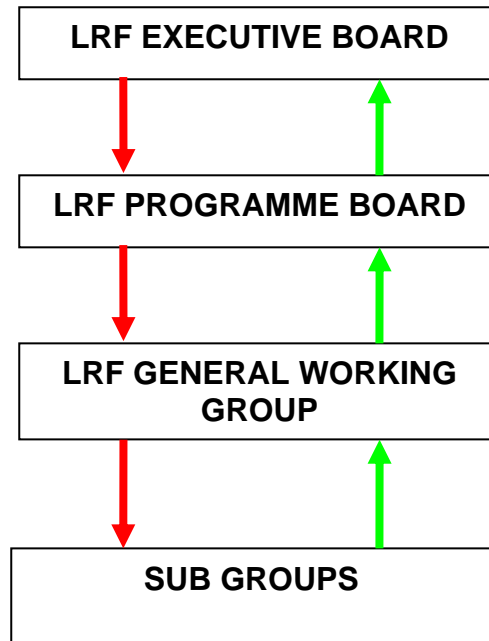
- a. Electricity distributors and transmitters.
- b. Gas distributors.
- c. Water and sewage undertakers.
- d. Telephone service providers.
- e. Railway operators.
- f. Airport operators.
- g. Highways Agency.
- h. Health and Safety Executive.
- i. Strategic Health Authorities.
- j. Voluntary Sector.

4. Other organisations

Not Category 1 or 2 responders but inform and support the LLR LRF membership.

- a. Central Resilience Division.
- b. Leicester Partnership Trust.
- c. Military (represented by 49 East Brigade).
- d. Central Nottinghamshire Clinical Services.

**LRF MANGEMENT GROUPS
STRUCTURE AND WORKFLOW**



Key



Task/Project



Product/Briefing

PROJECT PROCESS

1. GENERAL

To ensure that all work undertaken by the LLR LRF Management Groups can be monitored, evaluated and audited the process outlined below will be followed:

- a. **Project Proposal** – following the identification of a new piece of work, or an identified capability gap in current planning a formal proposal will be made to the Programme Board. This will be developed by the lead individual tasked with the completion of the project and then submitted to the GWG for validation and then onto the Programme Board for approval.
- b. **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.
- c. **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. A progress report is to be submitted before each GWG and Programme Board by the lead member.
- d. **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 recommend areas for future development or review. This is to be validated by the GWG and approved by the Programme Board.

2. Templates of the Project forms can be found in Annex D.

PROJECT MANAGEMENT FORMS



PROJECT PROPOSAL

PART 1 : PROJECT DETAILS		Date:	Ref:
Project Proposal Name:			
Project Proposal Description:			
PART 2 : OUTLINE BUSINESS CASE			
Brief background information:			
Does this project support the LRF strategic aims & objectives?			
Community Risk Register information:			
Risk name:			
Likelihood & impact ratings		Risk rating:	
Supporting information			

General Working Group Assessment & Business Case:		
Objectives:		
Drivers:		
Scope:		
Planned outcomes		
Deliverables:		
Exclusions/constraints:		
Interfaces with other projects:		
Risks if project is not completed:		
PART 3 : Likely resource requirements:		
Financial:		
Human:		
Time:		
PART 4 : Programme Board Decision:		
Approved:		Deferred:
Reason not approved:		
Reason deferred:		
Lead Agency:		
Project manager:		
Commenced	Deferred	Completed

PART 4 : PROJECT RISKS		
<i>Detail any potential risks that may prevent project completion:</i>		
PART 5 : RESOURCES:		
ITEM:	DETAIL:	PROPOSED SOURCE:
Proposed project team:		
Financial:		
Other:		
PART 6 : PROJECT COMMUNICATIONS PLAN		
<i>Specify how the project details will be communicated to involved parties:</i>		
PART 7 : Programme Board Decision:		
Management Briefing Approved:	Yes / No	
Amendments required:		

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PROJECT PROGRESS REPORT

PART 1 : PROJECT DETAILS	Date:	Ref:
Project name:		
Project description:		
Project manager:		
Date started:		
Date due for completion:		
Date of progress report:		
PART 2 : PROJECT SUMMARY		
Previous progress status:	RED - AMBER - GREEN	
Current progress status:	RED - AMBER - GREEN	
Reason for red/amber:		
PART 3 : CHANGE REQUEST FOR PROGRAMME BOARD APPROVAL		
Change detail:		
Reason:		
Impact on project if approved:		

Impact If not approved:	
Resource implications: (Human/Financial/other)	
PART 4 : PROGRAMME BOARD SUMMARY	
Programme Board comments:	
Further action required:	
Date:	

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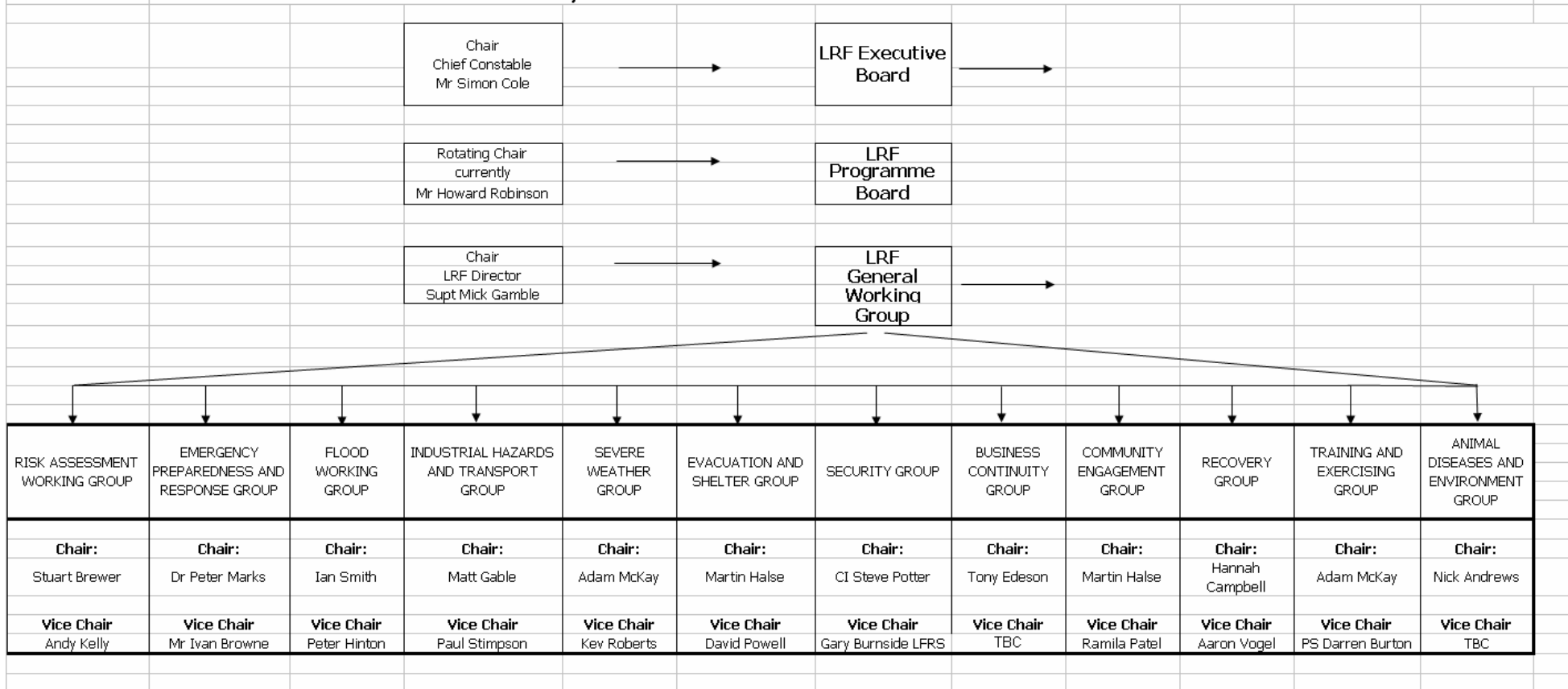
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PROJECT CLOSURE REPORT

PART 1 : PROJECT DETAILS	Date:	Ref:
Project name:		
Project description:		
Project manager:		
Date completed:		
PART 2 : ACHIEVEMENT OF OBJECTIVES		
All objectives met?	Yes / no	
Objectives not met:		
Objective	Reason	
PART 3 : FURTHER ACTION REQUIRED		
Is any further action required?	Yes / no	
Action	Reason	

PART 4 : LESSONS LEARNT	
<i>What are they and who needs to know?</i>	
PART 5 : COMMUNITY RISK REGISTER UPDATE	
<i>Specify changes required:</i>	
PART 5 : PROGRAMME BOARD SUMMARY	
Comments & feedback:	
Referral to LRF required?	Yes / no
Further action required?	
Programme Board sign off date:	

THE LEICESTER, LEICESTERSHIRE AND RUTLAND LOCAL RESILIENCE FORUM



SUB GROUP TERMS OF REFERENCE

Terms of reference are currently being updated and will be added to this document when they are completed.