

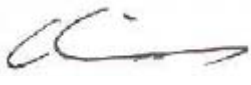
Leicester, Leicestershire & Rutland



Local Resilience Forum

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LOCAL RESILIENCE FORUM CONSTITUTION

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DOCUMENT MANAGEMENT

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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).

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.
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- 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 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

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 formalizes 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 aims and the objectives of the LLR LRF Constitution.
- b. Outline the structure needed to meet these aims 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

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

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.
- h. To consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum for the Local Resilience Forum area.

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 need to be 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 A.

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 (GWG).
 - (1) Risk Specific Groups.
 - (2) Task Specific Groups.
 - (3) Liaison Groups.
 - (4) Standing Groups.

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

4.2 RESILIENCE TEAM SUPPORT

The LLR LRF Resilience Team will support the day to day activities of the LLR LRF management structure. They will facilitate and co-ordinate both the risk mitigation process and the co-ordination to major incident response. The structure and remit of this organisation can be seen in Annex B.

5. ROLES & RESPONSIBILITIES OF LLR LRF MANAGEMENT GROUPS

Each of the management bodies 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 Assistant Chief Constable. The LRF Director, or 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 Coordinator 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 Groups.
 - (3) Approve LLR LRF Community Risk Register and priority of work.
 - (4) Approve LLR LRF Contingency plans.
 - (5) Approve LLR LRF 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 Director and his staff 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 deputy, will attend to consult and brief board members.
- b. **Role:** The role of the Programme Board is to ensure that the practitioner groups are meeting the Strategic direction set by the LLR LRF Executive Board and to monitor, validate and approve all work undertaken by GWG.
- c. **Responsibilities:** The LLR LRF Programme Board is responsible for:
- (1) Implementing the strategic direction set by the LRF.
 - (2) Audit and 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 of, and if need be identify project managers and provide resources.
 - (5) Authorise and review completed contingency plans.
 - (6) Authorise and review the 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 Director and his staff 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 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) Identify capability gaps, propose solutions and submit to the Programme Board for approval.
 - (5) Identify new work and submit to the Programme Board for approval.
 - (6) Co-ordinate the LRF Diary.
 - (7) Co-ordinate training and exercising from a multi-agency approach.
 - (8) Co-ordinate the review of completed contingency plans.
 - (9) The GWG is to meet on a monthly basis and an extraordinary basis where the operational situation demands.
 - (10) The GWG will produce an annual business case 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 LRF Director and his staff 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 STANDING GROUPS

The GWG is empowered by the Executive Board to create sub-groups to enable the completion of the identified pieces of work that it is responsible to fulfil. These groups and their functions are listed below.

- a. **Risk Specific Groups:** Groups established to fulfil specific requirements around risks that have been identified from the community risk register. The development of the plan will be a task and finish exercise, but the continuing review of said plan, or implications of new regulations might specify the need to have frequent meetings. This will be decided by the Terms of Reference for the group set by the GWG.
- b. **Task Specific Groups:** Groups established to fulfil specific roles or duties that do not directly relate to a risk, but play a supportive function within it, i.e Communicating With The Public, Training Group. Task specific groups should be task and finish teams. However where applicable further meetings can be convened to review said work or investigate implications of new regulations or issues. This will be decided by the Terms of Reference for the group set by the GWG.
- c. **Liaison Groups:** The purpose of these groups is to share information about the work of the LRF between its members as well as public groups. Such an example of this group would be the Welfare Group.
- d. **Standing Groups:** Due to the nature of some risks or requirements placed upon the LLR LRF Management Groups it is required that certain groups remain active and meet on a regular basis to ensure that all contingencies are considered around a specific risk or task. See Annex D.

5.5 The Terms of Reference (TOR) for the group will be agreed on and drawn up in the project brief for the relevant piece of work. For Liaison groups the individual leading the group will articulate the GWG TOR and it will be documented and archived on the LRF website. All of the above groups are to submit progress/update reports to the GWG at the monthly meeting. It is the lead individual's responsibility to draft this report for submission and review.

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 risk 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 GWG will undertake biennially a complete review of the Community Risk Register. Furthermore the GWG will undertake a summary review every year upon delivery of the Local Risk Assessment Guidance (LRAG) from the CCS. The LRF Resilience Team 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 LRF Resilience Team 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 Chapter 4 'Local responder risk assessment duty, of the Guidance on Part 1 of the CCA 2004.

7.3 The Community Risk Register is then to be reviewed by the LRF Programme Board 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 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 To categorise each risk the LLR LRF has adopted the National Capability Workstreams model. Each risk will be classified using this information and portfolios of work will be developed and approved using this recognised criteria.

8. RISK MITIGATION

8.1. Once the risk has been identified work can then begin on mitigating that risk through multi-agency planning. A contingency practitioner will be nominated from within the GWG to undertake the work. This can either come direct from the Programme Board, or most likely from within the GWG where the risk was identified. Depending upon its complexity and time constraints it can be completed either by the formation of a Risk or Task specific group or completed by the nominated individual. The lead of the project/work is then to complete a project brief to be submitted to the Programme Board for review and approval. They are to 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, who are empowered to do so by the LRF Executive Board, and a report submitted to the Executive Board to inform them that the risk has been mitigated. See Annex C.

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 which are developed on behalf of all member agencies and are owned, and are accountable for, by the LRF Executive Board.
- 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 sits best place to co-ordinate.
- c. Partner agency plans: These plans are owned and are accountable for by one of the members that compose the LRF Management Groups.

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 plan 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.

9.2 REVIEW CYCLE

Plan maintenance procedures must be developed to ensure that plans are kept up to date.⁷ The GWG will submit to the Programme Board a review cycle for their approval. 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.

Subsequent plans that fall out of the Top Ten will be reviewed dependant on their risk when compared to the other risks that fall out of the top ten. The lead agency responsible for that risk and its mitigation will submit a frequency of review dependant on the level of impact and likelihood they assess that risk to have.

This will then be discussed at the GWG and a review time will be agreed and submitted for the Programme Board. The Programme Board, empowered by the Executive Board can demand that specific plans be reviewed more frequently under their Strategic assessment and guidance from the LRF Director.

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 for access by its members. Any past or supporting documentation will be kept by the lead agency of the plan and where applicable the LRF Resilience Team. For information sharing guidance please see the LLR LRF Information Sharing protocol and agreement.

11. FURTHER INFORMATION

11.1 Questions relating to this procedure should be directed to the LRF Resilience Team Office – 0116 305 6101.

11.2 FURTHER READING

LRF Website	www.localresilienceforum.org.uk
UK Resilience	www.cabinetoffice.gov.uk/ukresilience.aspx
Emergency Planning College	www.epcollege.gov.uk
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.

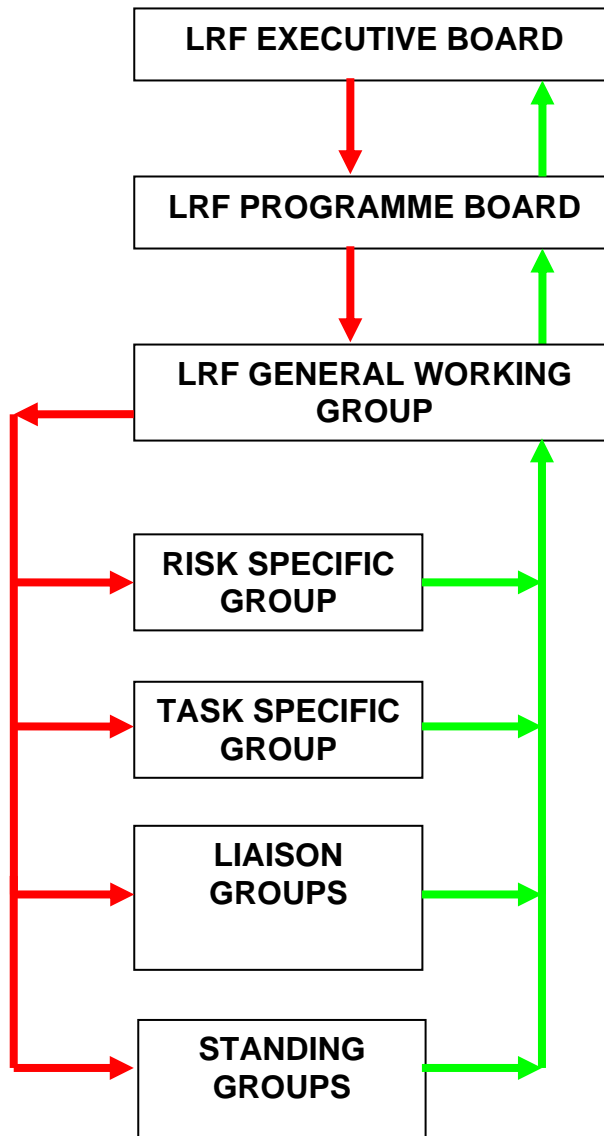
12. GLOSSARY AND ACRONYMS

CBRNE	Chemical, Biological, Radiological, Nuclear and Explosives
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
GOEM	Government Office for the East Midlands
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
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
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 Management Groups and Structure Workflow.
- b. ANNEX B LRF Resilience Team Structure and Roles and Responsibilities.
- c. ANNEX C Project Process.
- d. ANNEX D Standing Groups.
- e. ANNEX E LRF Membership.
- f. ANNEX F Project Management Forms.

**LRF MANGEMENT GROUPS
STRUCTURE AND WORKFLOW**



UKey

→ Task/Project

→ Product/Briefing

**LRF RESILIENCE TEAM STRUCTURE,
ROLES AND RESPONSIBILITIES**

1. GENERAL

Currently the function and structure of the LRF Resilience Team is subject to a review and therefore this Annex cannot be completed until that review has been submitted in September 2009. However there are certain core functions which will remain and are outlined below.

2. STRUCTURE

To be confirmed following LRF review Sept 09. The current LRF Resilience Team has been seconded from the Leicestershire County Council Emergency Management Team. Under the Service Level Authority (SLA) with the County Council the team has Emergency Management duties to perform for the County Council (Upper Tier Authority). These will be managed in conjunction with the LRF tasks allocated to the resilience team.

3. ROLE

The LLR LRF Resilience Team will support the day to day activities of the LLR LRF management structure. They will facilitate and co-ordinate both the risk mitigation process and the co-ordination to major incident response. They are also responsible for co-ordinating the planning, training and exercising of the LLR LRF Multi-agency exercise programme.

4. RESPONSIBILITIES

It is the responsibility of the LRF Resilience Team to:

- a. Co-ordinate all LRF Management Group meetings.
- b. Conduct administration for all LRF Management Group meetings.
- c. Co-ordinate, activate, locate and initiate all resources required for Strategic Co-ordinating Groups when called upon to do so by LRF members.
- d. Co-ordinate, activate, locate and initiate all resources required for Tactical Co-ordinating Groups when called upon to do so by the LRF members.
- e. Conduct reviews of LRF projects and work streams when asked to do so by LRF Executive Board and the Programme Board.
- f. Monitor and manage the budget of the LRF on behalf of the Executive board.

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 F.

STANDING GROUPS

1. GENERAL

The groups listed below are to remain active unless the GWG decides that the group is no longer valid. The dispersal of the group must be approved by the Programme Board.

- a. Flood Working Group.
- b. Communicating with the Public Group.
- c. Training and Exercising Group.
- d. Welfare Liaison Group.
- e. LLR LRF Emergency Planners Liaison Group.
- f. PIPE Group (Pandemic Influenza Planning Executive).
- g. Category Two Voluntary Sector Group.
- h. East Midlands Airport Emergency Planning Liaison Group.
- i. CBRNE.
- j. Resilient Telecommunications Group.
- k. Animal Diseases Group.

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. Government Office East Midlands (GOEM).
- b. Leicester Partnership Trust.
- c. Military (represented by 49 East Brigade).

PROJECT MANAGEMENT FORMS

Leicester, Leicestershire & Rutland



Local Resilience Forum

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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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:	