



**TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT**

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 7 JULY 2008

Subject : TWEPU BUSINESS PLAN 2008 - 2010

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this report is to inform Members of the publication of the Emergency Planning Unit (EPU) Business Plan for the period 2008 - 2010.

2. BACKGROUND

- 2.1 Members are aware of the Agreement between Tyne and Wear Fire and Rescue Authority (TWFR) and the Tyne and Wear constituent authorities relating to the provision of a civil contingencies service provided in accordance with the requirements of the Civil Contingencies Act (CCA) 2004 and of the obligations on TWFR, as discharged by the Tyne and Wear Emergency Planning Unit to provide in conjunction with the Councils an annual business plan detailing agreed outputs and timescales.

3. JOINT BUSINESS PLANNING WORKSHOP

- 3.1 A joint TWEPU/T&W councils Business Planning Workshop was held in October 2007 which involved members of the Strategic Management Board (comprising the District Liaison Officers from each Tyne and Wear Council and the CEPO) and officers of the EPU. This was a new initiative and the main objective of the day was to jointly review progress against the requirements of the CCA and the national Capabilities programme, and identify and agree the future key resilience challenges for Tyne and Wear Councils for inclusion in the EPU Business Plan.
- 3.2 It was agreed that this new initiative was extremely useful and that this format could be further refined by including a simultaneous review of the Business plans of each of the five councils to ensure better dovetailing of work programmes. A further workshop date has been set for 30 October 2008, prior to which a review of the EPU Business Plan will be undertaken to refine the current format and include milestone based approach against which progress can be more readily assessed.

4. FUTURE CHALLENGES

- 4.1 During a comprehensive overview of the 'future of emergency planning' given by Bruce Mann, the Cabinet Office 'Civil Contingencies Overview Director' at the Emergency Planning Conference in 2007, a large number of issues were identified which will clearly have a significant impact on the work plan for the EPU in support of the Tyne and Wear Councils. These are outlined in the '*Challenges*' section of the attached Business Plan.

5 NATIONAL CAPABILITIES SURVEY 2008

- 5.1 The National Capabilities Survey is a vital part of the Government's programme to make the country more resilient to disruptive events and plays a key role in assessing the UK's readiness to respond to a range of assessed risks, whether these are threats in the form of terrorist attacks or natural hazards such as flooding. The survey is undertaken every two years.
- 5.2 The 2008 National Capabilities Survey was launched on 8th January 2008. It was available on line for a period of two-months during which time organisations were free to access and revisit the system at any time and make their individual submissions by Friday 7th March 2008. The survey included questions, which focussed specifically on the work of the Local Resilience Forum (LRF) partnership.
- 5.3 The results of the survey, when they become available, will help to improve understanding of national preparedness and inform priorities for future investment, exercises and policy development. The implications for work programmes will be discussed with councils and incorporated in the EPU and council work streams as appropriate. A report on the results of the survey, once published, will be brought to this committee in due course.

6 PROGRESS REPORTING

- 6.1 In accordance with the Agency Agreement, there is a requirement to produce quarterly reports on the delivery outputs relating to the business plan commitments. These reports are discussed at the regular quarterly meetings between the Chief Emergency Planning Officer (CEPO) and the District Liaison Officers (DLO) from each of the councils. These officers comprise the Strategic Management Board.

7 RECOMMENDATIONS

- 7.1 Members are asked to note the publication of the TWEPU Business Plan 2008/10
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BACKGROUND PAPERS

The under-mentioned Background papers are attached:-

EPU Business Plan 2008/10

Tyne & Wear Fire and Rescue Authority



Emergency Planning Unit

BUSINESS PLAN 2008-10

Tyne and Wear Emergency Planning Unit Business Plan 2008/2010

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Foreword

I am pleased to introduce the Emergency Planning Unit's Business Plan covering the period 2008-2010. The Plan summarises the Unit's achievements last year, includes initiatives that commenced in 2007/08, details the Unit's work programme and targets for the year 2008-09 and covers broader, longer term goals for 2008-2010.

It incorporates key elements of the Service Level Agreement and Schedules; required actions arising from the Civil Contingencies Act and the Audit Commission CCA Audit; describes Governance arrangements and sets out our Performance Management framework. It also describes the relationship between the Emergency Planning Unit, the Strategic Management Board and the Tyne and Wear Fire and Rescue Authority.

The overall goal of the Unit is to work in partnership with Tyne and Wear councils to build a coherent and effective civil protection network for our local communities, so that Tyne and Wear remains a safe and secure place in which to live, work, visit and invest.

We will continue to work closely with the five Tyne and Wear Councils and our key resilience partners to ensure that resources are effectively used to deliver and further develop the services required.

Val Bowman

Chief Emergency Planning Officer *MBA, DMS, MEPS, PGCE, DipBCM, FCMI*

Scope and Purpose

This Business Plan has been agreed by all five Tyne and Wear councils and sets out priorities in order that resources can be used effectively and efficiently. It states what needs to be achieved to ensure that local authorities in Tyne and Wear can respond swiftly and proportionately to an emergency whilst, so far as is reasonably practicable, continuing to deliver their key services.

This is a public document and it is available on the Unit's website www.twepu.gov.uk

Service Context and Legislative Base

The nature of the relationship between TWEPU and its partners is one of an advisory nature rather than an enforcing body. The main legislative base of this Business Plan is the Civil Contingencies Act (CCA) 2004. The regulations and statutory guidance that underpin the act came into force on 14th November 2005. Part 1 of the Act deals with local arrangements for civil protection and places seven duties on local authorities; whilst Part 2 of the Act deals with emergency powers arrangements for the most serious emergencies. It is the CCA Part 1 duties that provide the main basis for this business plan.

The Act repeals all previous civil defence legislation upon which civil protection has previously been based, but it does not affect other existing legislation which is also reflected in this Plan. This includes the Control of Major Accident Hazards Regulations (COMAH) 1999 (as amended); the Pipelines Safety Regulations (PSR) 1996 and Radiation Emergency Preparedness and Public Information Requirements (REPPPIR) 2001.

Workstreams are also driven by the requirements of the UK Capabilities Programme. This is the core framework through which the Government is seeking to build resilience across all parts of the United Kingdom. Capabilities work is primarily the responsibility of councils in the Agency Agreement. The aim of the Capabilities Programme is to ensure that a robust infrastructure of response is in place to deal rapidly, effectively and flexibly with the consequences of civil devastation and widespread disaster inflicted as a result of conventional or non-conventional disruptive activity.

The programme consists of several capability 'workstreams' and these fall into three groups:

- **structural** workstreams which essentially deal respectively with the central (national), regional and local response capabilities;
- **essential services** workstreams which are concerned with the: food and water; transport; health services; financial services; and utilities
- **functional** workstreams, dealing respectively with the assessment of risks and consequences; chemical, biological, radiological and nuclear (CBRN) resilience; site clearance; infectious diseases (human); infectious diseases (animal and plant); mass casualties; evacuation and shelter; warning and informing the public; mass fatalities; humanitarian assistance, flooding and recovery.

The programme has no defined end-point or outcome. An important part of the work is to continually identify, challenge and monitor the current levels of resilience in each of the areas covered by the workstreams. Testing and exercising make an important contribution to this assessment.

Vision, Mission and Values

The Vision of the Fire & Rescue Authority, which sets out where we want to be in the coming years, is to 'Create the Safest Community'. Our Mission is to 'Save Life, Reduce Risk, Provide Humanitarian Services and Protect the Environment". The Emergency Planning Unit aims to

achieve this by providing a high quality, flexible and responsive service to the Councils of Tyne and Wear.

Our core values are to:

1. Make community safety our first concern
2. Ensure quality in all we deliver
3. Work together as a team with resilience staff in Tyne and Wear councils
4. Accept responsibility and accountability for our work and our performance
5. Treat colleagues and partners with respect and professionalism
6. Maintain a culture of continuous improvement

What We Do

The Emergency Planning Unit mainly provides an emergency planning, training, exercise and response service to the T&W councils in support of their duties under the CCA, and to the Fire and Rescue Authority in respect of its duties under major hazards legislation.

Our service covers the metropolitan area of Tyne and Wear, an area of 208 square miles with a total population of 1.07 million located within the five metropolitan local authorities of Gateshead, Newcastle, North Tyneside, South Tyneside and Sunderland.

Aims

Our Aims are mostly derived from legislative requirements – principally the Civil Contingencies Act and major hazards legislation - together with some elements of the National Capabilities Programme and also the recommendations contained in the Audit Commission 2005/6 audit 'Responding to the Civil Contingencies Act'. They include:

1. Developing planning in step with newly published national guidance
2. Developing strategies to engage key groups in the community and provide effective public information
3. Engaging the business sector to raise awareness and help improve business resilience
4. Make the Community Risk Register (CRR) more accessible to the public and improve clarity on the issues facing the area
5. Make use of Regional Resilience Forum (RRF) and Local Resilience Forum (LRF) structures to foster collaboration, benchmark progress and share good practice.

In addition to the above aims we are also committed to developing the EPU'S capacity and ways of working to ensure we continue to provide a high quality service to partners.

Objectives

Our objectives are:

1. To enhance the effectiveness of the service and support we provide to our councils, business and the wider community;
2. Achieve the required performance standards as set out in statutory CCA guidance;
3. Consult and communicate effectively with key partners;
4. Ensure we have the right staff with the right skills and motivation in place;

5. Further develop the performance systems of the Unit;
6. Through effective leadership and governance arrangements, make sure the Unit is run appropriately and efficiently.

Performance Management

The Civil Contingencies Act (CCA) provides a basis for robust performance assessment and assessment is undertaken by the mainstream audit and inspection bodies. For local authorities this is the Audit Commission. New for 2008, the recently published draft CLG *'New Performance Framework for LA's and LA Partnerships'* performance Indicators has been developed as part of the CSR 2007 so that it reflects the Government's national priorities.

There will be a single set of indicators to performance manage outcomes. It is stated that these need to be delivered through stronger partnership working and there are clear implications for resilience. Delivery of these will need to be discussed and targets set against the national indicators.

The CCA is reflected consistently in the Emergency Planning Unit's (EPU's) internal performance assessment framework which is based on a systematic, structured and prioritized approach based upon risk assessments at national, regional, local resilience forum and priorities at council level. Work is ongoing to refine and further improve this framework to build firm foundations for robust performance assessment. This includes the Unit's drive to meet quality management standards

Performance is currently monitored in the following ways:

EXTERNAL MONITORING

- Detailed quarterly reports to the Civil Contingencies Committee
- Reports to the Fire & Rescue Authority as required
- Annual report to the Civil Contingencies Committee;
- Quarterly performance reports are provided to the Strategic Management Board (SMB) in line with Agency Agreement/Service level Agreement (SLA) obligations;
- External assessment by the Audit Commission

In 2006 the Audit Commission undertook a review to assess the response of the Fire and Rescue Authority and individual Tyne and Wear Local Authorities to the Civil Contingencies Act 2004 (CCA) and the level of preparedness in meeting the requirements of the CCA. Their findings were contained in an Action Plan, elements of which are addressed in the attached EPU Work Plan as appropriate.

It is anticipated that the EPU will assist with addressing the findings of any future Audits and similarly assist councils with addressing the findings of on-going CPA (or similar) Assessments.

INTERNAL MONITORING

- Monthly staff meetings (standing agenda item) - monitoring of internal business plan progress against targets by Chief Emergency Planning Officer (CEPO); supplemented by:
- Weekly feedback at informal 'Team Briefs';
- Monitoring of internal staff action plans by line managers;
- Quarterly review of overall performance by the EPU officer responsible and issues arising/intervention actions /discussed with the CEPO.

Partnership Risk Management

Government expects resilience to be delivered through partnership and it is becoming more widely recognised that good risk management is integral to the delivery of successful partnerships. The Tyne and Wear resilience partnership provides opportunity and economy in the provision of a resilience service, which will be further strengthened by a risk management approach to identify, assess, and allocate risk ownership.

The Chief Emergency Planning Officer has arranged for an Internal Audit of the resilience partnership to be undertaken during 2008-09; and for a 'health check' to be undertaken by the Strategic Management Board to help identify opportunities to improve how the partnership operates and to further improve its performance.

Key Achievements 2007/08

The past year has seen continued achievements both in performance and meeting the challenges in line with the Service Level Agreement, actions arising from the Civil Contingencies Act, Capabilities Programme and recommendations of the Audit Commission CCA Audit 2006.

Other Key achievements for 2007/08 were:

- Agreement/support of key stakeholders (Staff, Unions, Elected members, SMB and key FRA officers with delegated responsibility) on proposed major restructure of EPU and agreement relating to the introduction of payment for Duty Officer scheme
- Secured multi agency LRF agreement to establish and fund Northumbria LRF Secretariat and establish a special projects budget;
- Tyne and Wear- wide contract secured for deployment of demountable structures and mortuary equipment with Kenyon's; Mass Fatalities Plan reviewed and revised;
- Validation of Northumbria Mass Fatalities plan through a 2 day multi-agency exercise/seminar;
- Schools Model Plan Template and Guidance developed and published;
- Schools Disaster Seminar held November 2007; scoping work undertaken for development of a Schools Education Pack;
- Role of Elected Members –issue of member's role in recovery raised at national level. Appendix now included in National Recovery Guidance;
- MTPAS(ACCOLC) Tyne and Wear -wide electronic database of LA mobile telephone registrations established and updated in line with July 7 Bombings recommendations;
- Tyne and wear Central Bedding Store upgraded and relocated to North Tyneside: 24/7 activation arrangements agreed
- Validation of EPU Business Continuity Plan through live exercise;
- Co-ordination of biennial LRF National Capabilities Survey Pilot and main survey;
- Local Resilience Forum (LRF):
 - Updated LRF Community Risk Register (Version 3) updated and published to inform local civil protection work programmes;
 - Communicating with the Public – LRF direction and guidance provided to ensure compliance with CCA requirements, group Terms of Reference and practitioner guidance 'Ten Step Cycle'; LRF Public Communications Capability Survey compiled Audiences defined - including 'hard to reach groups' and 'vulnerable' communities.

- LRF Handbook full revision and publication on web;
- LRF task & finish Flood Group established to respond to the Interim Pitt report; Action plan 2 New Groups established to respond to the Interim Pitt Report into the major Floods; and the Resilient Telecoms Group as a result of CCS directive
- LRF Information Sharing Protocol developed and published as per Audit recommendations;
- LRF Communications Strategy developed and published
- Vulnerable People's workshop and Seminar held.
- Buncefield 'Newton' report:
 - North East regional assessment of COMAH site impacts arranged; development of regional 'assessment template' adopted by other regional EPU's;
 - LRF wide impacts identified and Action plan presented to LRF
 - Actions required for COMAH plans identified and progressed
 - Actions required in Council ERP's identified and TWROPS informed
- Design and delivery (or significant involvement in) major multi agency exercises, e.g. COMAH and Norland exercises;
- 1.5 page newspaper article on Business Continuity Management promotion in Journal Newspaper Business section;
- Training LA staff in the response to BCM enquiries from the business and voluntary sectors;
- Complete review of the activation of voluntary agencies in response to major incidents;
- HAC guidance Version 2 completed;
- NEPF (Fuel) Design, issue and collation of LRF-wide Questionnaire results to identify fuel holdings and minimum stock requirements (collated for submission to DTI);
- Information Security Document (CCA requirement) issued to Councils
- Key speaker provided on request for Dealing with Disaster Conference relating to LA BCMP duty: presentation has now triggered University research
- Exercise Northern Sentinel – two day Counter Terrorist Exercise March 2008: co-ordination of LA input;
- Internal: Major Installation of EPU VOIP telephone system (VOIP) with enhanced Business Continuity facilities and reduced running costs; EPU ICT Audit (IT identified as major risk to business) –outcome: 100% compliant - Effective systems of control in place;
- Emergency Response: assisted councils with various emergencies; also available on standby to support councils with smaller incidents should they have escalated.
- Bulletin Service provided to councils re Animal Disease outbreak 'Top Line Briefs'

Challenges 2008/09

Following a CCA compliance assessment presented the SMB Business Planning Workshop, plus a further horizon scanning exercise, the challenges for Tyne and Wear are listed below. These are consistent with those stated by government to be facing all authorities across the UK at this time. Items 2-7 are considered by the Civil Contingencies Secretariat to be the UK's main challenges for the future.

The challenges for the EPU over the next year (and beyond) are leading or assisting council's/LRF workstreams as required with the following (*EPU and council responsibilities are set out in the Agency Agreement*). In both cases there is joint working to ensure co-ordination of effort:

1. Restructuring of the Unit taking account of standstill budget
2. **Telecommunications resilience**
3. **Mass Fatalities, particularly Flu Pandemic body storage**
4. **Humanitarian assistance**
5. **CBRN & response plans**
6. **Severe Flooding – The Pitt Report**
7. **'Black Start' electricity outages**
8. **The New Inquiry (Buncefield)**
9. Climate Change and severe weather
10. Identifying location of and assessing the potential impacts of emergencies on the Critical national Infrastructure (CNI)
11. Recovery
12. The vulnerable and 'hard to reach' groups –identify and develop, in partnership with other agencies, effective methods of communicating with them.
13. Regional mass evacuation and providing coordinating and supporting role between regional planning and individual city/ town centre evacuation plans.
14. Co-ordination of the councils/LRF response to the National Capabilities Survey 2008 (pilot and actual survey) (held every 2 years)
15. Issues arising from the National Capabilities Survey 2008
16. LRF Review/self assessment (LRF Secretariat to lead?)
17. Prioritisation of issues arising from the '6000 mile' review of the CCA
18. Production of an LRF communications/Media plan
19. Performance Management - Implementing new CLG National Performance Indicators (particularly NI35, 36, 37, 188, 189, 190)
20. Encouraging Business to prepare BCM plans through enhanced BCM 'promotion' initiatives and press for BCM plans to be mandated for e.g. the Critical National Infrastructure
21. Continuing to deliver requirements of the CCA 'Emergency preparedness'
22. Continuing to deliver the requirements of Capabilities programme:
 - o food and water; transport; health services; financial services; and utilities
 - o CBRN resilience; site clearance; infectious diseases (human); infectious diseases (animal and plant); mass casualties; evacuation and shelter; warning and informing the public; mass fatalities; humanitarian assistance, flooding and recovery.

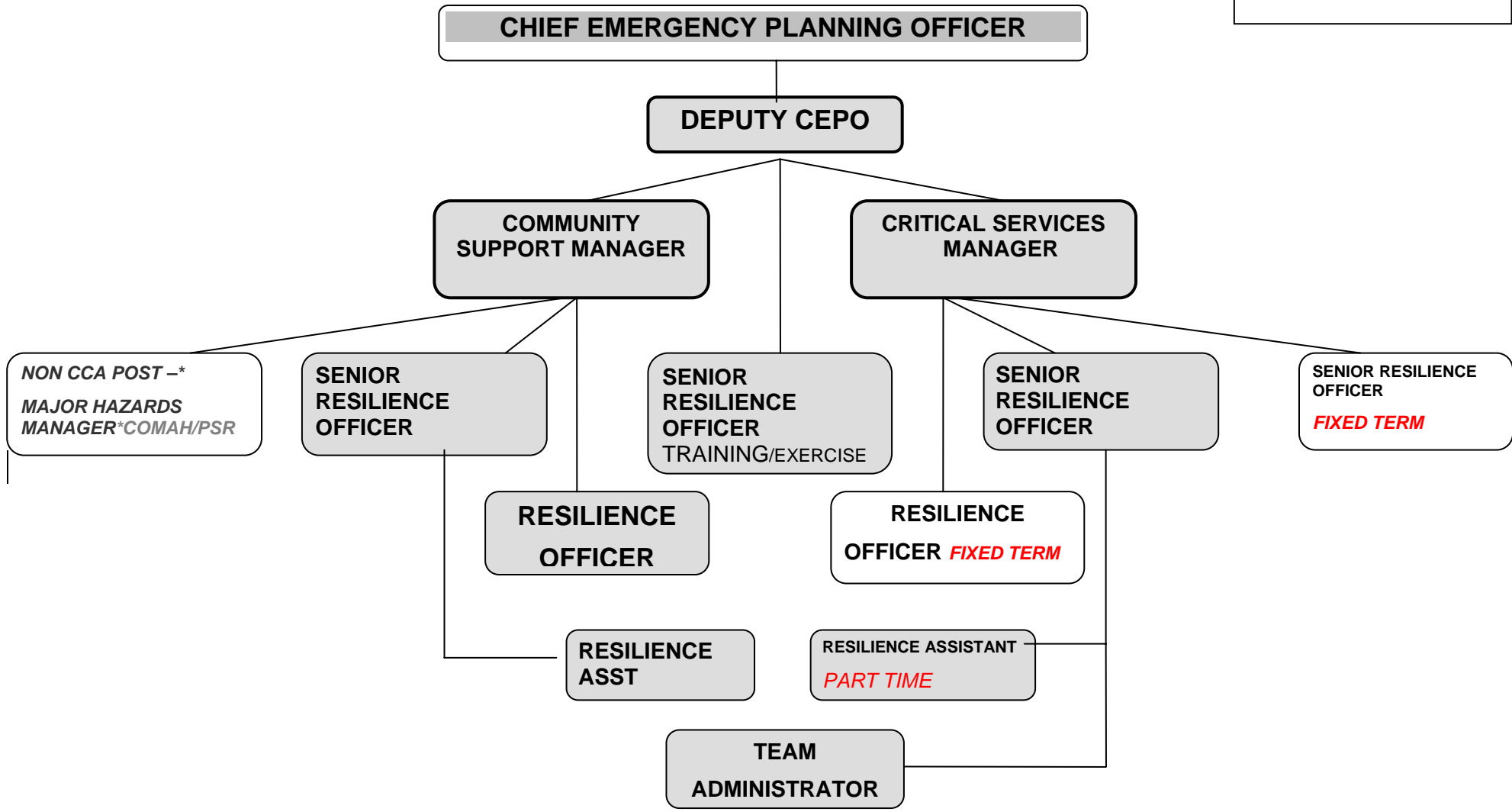
23. Addressing ongoing recommendations in the Audit Commissions CCA Audit 2006
24. Publication and promotion of the EPU Model Schools Emergency Plan
25. Review of risk registers (Local/LRF Community Risk Register (CRR)).
26. Horizontal mutual aid
27. Training, Core Competencies
28. National exercise involvement
29. Identify Implications for district councils in relation to recent National Emergencies e.g. Flooding, Foot & Mouth, Avian Flu & Blue Tongue etc.
30. Ensure all relevant EPU documentation is impact assessed to ensure it meets 'Equality & Diversity' legislative requirements
31. Continue our drive to improve performance by working towards the ISO 9001:2000 Quality Management System Standard

Looking Ahead: challenges 2008-2010

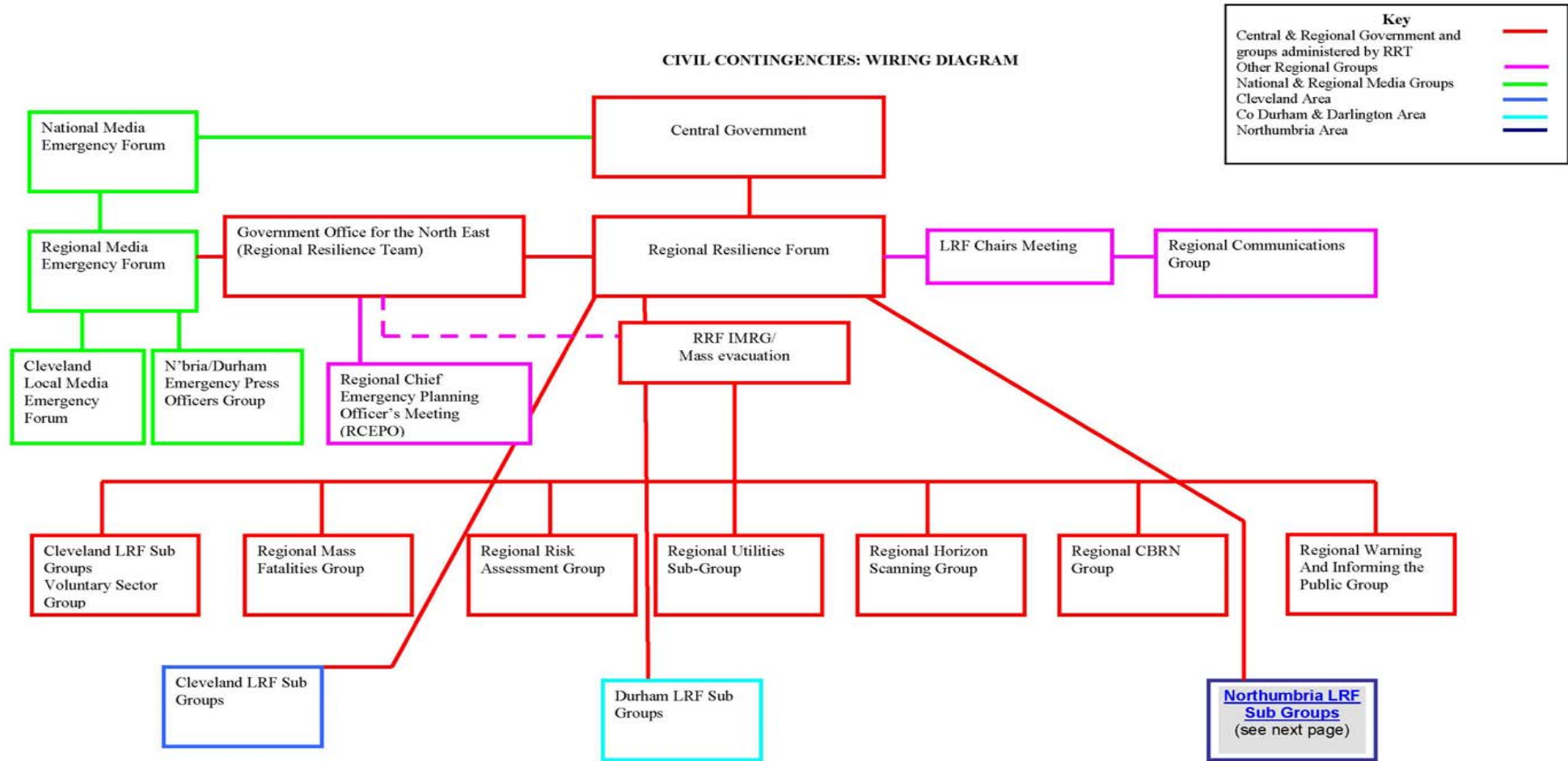
The challenges during 2008-2010 will include nearly all of those listed above, with the aim of:

- Building resilience to violent extremism
- Protection against terrorist attack
- Awareness of civil protection arrangements in the local area
- Building a more resilient business community
- Supporting formation, implementation and delivery of Emergency Awareness to higher education establishments
- Greater engagement of citizens, communities and business with the emphasis on what the public can do
- Planning for the 'Olympic Effect' (local events and impacts) 2012
- Further developing and embedding the concept of community resilience
- Corporate Manslaughter Act 2008 – awareness/implications
- Climate Change

EPU STRUCTURE



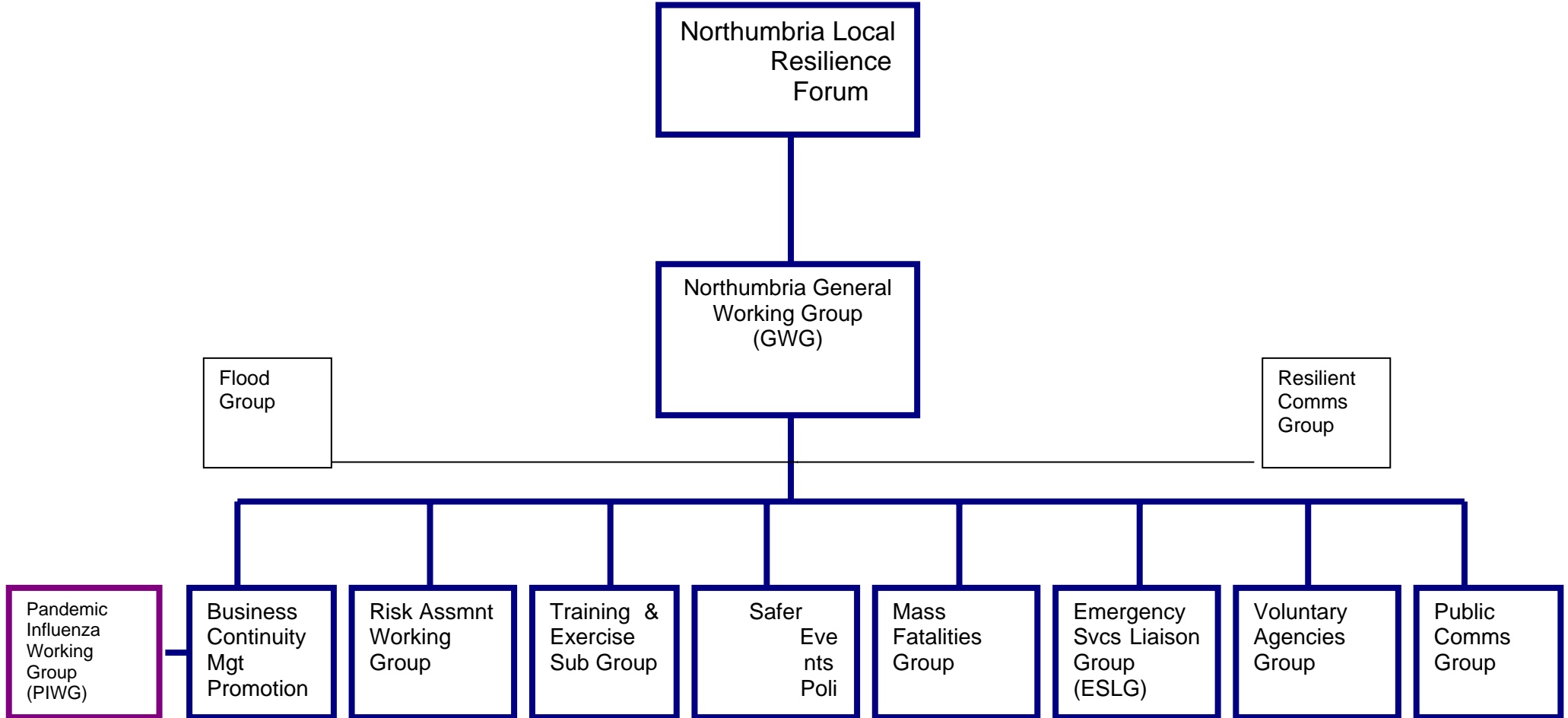
CIVIL CONTINGENCIES: WIRING DIAGRAM



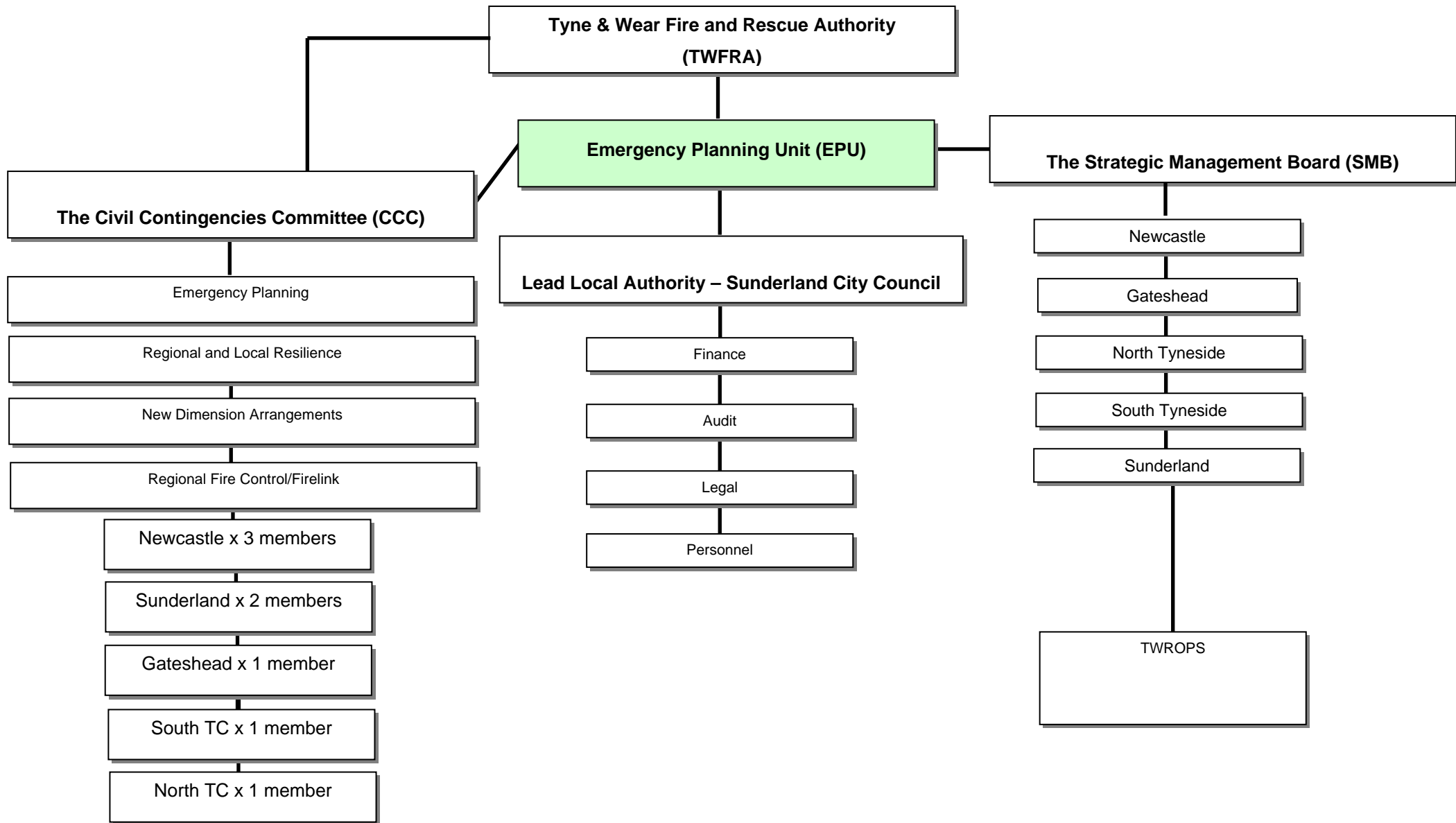
Note: LA's are represented on the above regional groups as follows:

- 1) Regional Resilience Forum: ANEC representative (currently Chief Executive, Hartlepool BC) (Deputy ANEC rep and LRF Rep - Chief Executive, Sunderland City Council);
- 2) T&W EPU represents T&W councils at the: LRF Chairs meeting, RCEPO group, IMRG (Impact Management Recovery Group), Utilities sub group (STyne Council also attends); CBRN, Risk Assessment Group, Mass Fatalities Group (also attended by N/castle Council); Mass Evacuation Group.
- 3) Note some regional groups are under review

NORTHUMBRIA LOCAL RESILIENCE FORUM (LRF) SUB GROUP STRUCTURE



Source: Northumbria LRF Handbook. Local authorities in Tyne and Wear are represented on all groups either directly, or by the Emergency Planning Unit as agreed (LA attendance at ESLG is Agenda driven).



Budgetary information 2008 - 2010

1. The Business Plan is linked to the Budget setting process and this drives the performance objectives of the Unit. There is a standstill budget in operation until 2010.
2. The budget monitoring process is subject to quarterly reporting to the Strategic Management Board.
3. Financial support, monitoring and advice is provided by Sunderland City Council Treasurers Department.

Breakdown of Income between Districts For the period of April 2008- March 2010

Newcastle:	141,189
Sunderland:	136,554
Gateshead:	92,406
North Tyneside:	87,933
South Tyneside:	77,205
TOTAL:	<u>535,289</u>

Tyne & Wear Fire and Rescue Authority

The logo of the Tyne & Wear Fire and Rescue Authority is a large, semi-transparent watermark centered on the page. It features a Maltese cross with a central emblem depicting a fire engine and a firefighter. The text 'FIRE AND RESCUE AUTHORITY' is written in a circular path around the central emblem, and 'TYNE AND WEAR' is written on a banner at the bottom of the cross.

Emergency Planning Unit

WORK PLAN

2008/2009

Work Plan 2008/2009

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Section 1

Work Plan/Streams

1st quarter 2008/2009

Work streams represent an SMB agreed prioritized list of key issues to be addressed during the coming financial year. They are not exhaustive as issues will arise during the course of the year which will require inserting which may result in a reprioritization of the planned work programme below. Targets are split into quarters in order to align with the SMB reporting requirements contained in the Service Level Agreement and they are further prioritized on a High (H), Medium (M) and Low (L) basis.

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Restructure of EPU	Restructure agreed	Revised structure to be implemented to meet business needs and remain within financial constraints	1 ST quarter
H	Civil Contingencies Committee Reports (for July 07 mtng)	Topics identified, reports prepared and content agreed with DLO's	Accountability; governance, Member engagement & awareness	1 ST quarter
H	Community Risk Register (CRR)	Development & publication of Version 4	Updated risk data for prioritization of planning, training and exercising in T&W	1 st quarter
H	Mass Fatalities equipment, sites & structures contracts	Review of mass fat issues/sites/equipment/ Structures Survey of current mortuary capacity across NHS facilities	Any changes to arrangements identified to be agreed by councils Determine plans for body storage in a flu pandemic	1 st quarter/ ongoing

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	N'bria Emergency Mortuary Plan	Revise/update plan in line with Northumberland arrangements	Revised plan with updated provisions in place	1 st quarter
H	Flu Pandemic	LRF Plan	Plan in place	1 st quarter
H	Critical National Infrastructure (CNI)	CNI details obtained (if poss) and impacts assessed	Resilience planning implications reviewed in light of data and way fwd agreed	1 st quarter
H	Buncefield – Newton report	Response to/Progression of Newton Report recommendations	Improved plans and response to COMAH incidents	1 st quarter ongoing
H	Shell Off-site COMAH plan <i>South Tyneside</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Effective plans with improved provisions in place Compliance with legal requirements	1 st quarter
H	SRM Off-site COMAH plan <u>Ocean Terminal</u> <i>Sunderland</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Effective plans with improved provisions in place Compliance with legal requirements	1 st quarter
H	SRM Off-site COMAH plan <u>Hendon Dock</u> <i>Sunderland</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Effective plans with improved provisions in place Compliance with legal requirements	1 st quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Vulnerable communities	Action plan prepared derived from outcomes of March 08 workshop	Agreed work programme in place for vulnerable people, issued identified	1 st quarter
H	Public Communication	Review LRF PCG Action plan – Agree/progress actions Start Protocol dev icw LRF	Improved awareness of civil protection arrangements in local area Greater community resilience	1 st -2 nd quarter
H	Mass Evacuation	Way forward agreed via RRF/T (IMRG)	Work programme identified	1 st quarter ongoing
H	National Capabilities Survey	Analysis and review of results (not yet known when results due)	CRR impact assessment; work programme developed/progressed	1 st - 2 nd quarter? (TBC)
H	Capabilities programme	Support councils in taking their capabilities responsibilities forward where possible	Help councils to ensure robust arrangements for utility major failure. EPU capability leads working in partnership with districts	1 st -4 th quarters ongoing
H	Utility Service Failures (e.g. black start for electricity outages)	Support councils in taking their capabilities responsibilities forward	Help councils to ensure robust arrangements for utility major failure	1 st -4 th quarters ongoing
H	LRF Secretariat	LRF arrangements progressed; funding and recruitment issues agreed	Suitable LRF Secretariat appointed on or near 1/4/08	1 st quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	LRF Agenda	Set/agree LRF Agenda and papers, brief Chair	June 11 th LRF held icw statutory requirements	1 st quarter
H	LRF Sub groups	Performance manage subgroups, prep summary doc for issue	LRF members informed/aware of LRF sub group progress	1 st quarter
H	CBRN Response plan(s)– Newcastle/Tyne and Wear	Development of site specific response plan for CBRN event in City Centre	Greater resilience to violent extremism; protection against terrorist attack. Improved ability to respond to a CBRN incident	ongoing
M	National Occupational Standards (draft)	1) EPU staff to obtain threshold qualification (PTLLS) 2) Councils aware of implications of NOS 3) NOS requirements integrated into EPU protocols	Lessons learned are captured, actioned and plans/procedures improved	1 st quarter
M	Training & Exercises	1) Maintain database for T&W training records 2) Develop & deliver central training modules, support material & eval reports	CCA compliance ref need to keep Audit trails of trained staff Trained, informed and better prepared council responders Quarterly reports supplied	1 st quarter
M	T&W Partnership Policy	Monitor implications of T&W Information Sharing Partnership (TWISP)	Structured strategic approach to data sharing where appropriate.	1 st quarter/ ongoing

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	Climate Change – ‘Sustaine’ Climate Change Action Plan; and LGA Climate Change Commission report	Monitor/assess, and advise implications	Understanding of climate change impacts and subsequent work required	1 st quarter ongoing
M	Business Continuity Promotion (Advice & Assistance)	Implementation of DLO report ‘TWEPU 24/07’	Improved awareness and resilience of BCM Business and Voluntary organizations	ongoing
M	Norland Multi Agency Exercise (Flooding scenario)	Assist with planning for and support at: <ul style="list-style-type: none">Norland 72 exercise South Tyneside (14/5/08)	Scenario development, issues identified, exercise questions and event arrangements under development. Learning points identified and integrated into plans	1 st quarter
M	Model MIP outline	Model MIP plan structure available for use	CCA compliance for MIPs	1 st quarter
M	EPU ‘Guide to the Production of Emergency Plans’	Publication of Guidance to ensure compliance with CCA/ISO requirements	Single source of reference re local CCA arrangements	1 st quarter
M	T&W Careline Scheme	Review scheme as per SMB feedback	Revised scheme in place	1 st -2 nd quarter (TBC)
M	Major Exercises – Feedback of Key Learning Points	Report to DLO’s/CC Cttee) on previous ¼ exercise outcomes	Lessons learned are captured, actioned and plans/procedures improved	1 st quarter
M	CCA Audit	Follow up mechanism in place to monitor progress against targets	CCA Audit recommendations tracked/complied with.	1 st quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	EPU BCM response	Action plan/SLA agreement in place with Sland following Jan 08 EPU BCM exercise	Improved BCM arrangements in EPU; Confirmed protocols in place with Sunderland ICT for access to Moorside	1 st quarter
M	EPU Website	Regular content updates Usage analysis for security services to assist with the identification of potential terrorist related activity	Useful up to date website CT activity tracked	1 st quarter
M	Review of Voluntary Sector callout arrangements	Review of Vol Org handbook	Effective callout procedures in place	1 st quarter
L	CHEMET & Firemet Scheme Awareness procedure	Procedure reviewed for currency	Up to date procedures in relevant plans (COMAH) Relevant personnel aware of any changes	1 st quarter
L	RIMNET alert system – annual review and routine tests	Annual Review of alert system & tests (based on EPU email distribution)	Effective RIMNET distribution system for councils	1 st quarter
L	EPU Duty Officer/Incident Officer procedures	Update both schemes	Revised rota and 24/7 procedures in place	1 st quarter
L	Environmental Audit of EPU & policy development	Ongoing Identification of 'green' issues/actions required	Costs savings identified icw Gershon principles Reduced carbon footprint	1 st quarter
L	Equality Impact assessments	Plans/procedures EQ&D assessed	EQ&D Compliance attained	1 st quarter ongoing

Section 2

Work Plan/Streams

2nd quarter 2008/2009

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Team Building event (icw councils - TBC)	Embed new EPU structure	Effective team work and improved outputs	2 nd quarter or earlier
H	Civil Contingencies Committee Reports	Topics identified, reports prepared and content agreed with DLO's	Accountability; Member engagement & awareness	2 nd quarter
H	Performance Management	¼ ly Report to SMB Identify no. of targets met/workstreams on track	SLA Compliance	2 nd quarter
H	CCS '6000 mile review of CCA) impacts (TBC – CCS release date not yet known)	Initial assessment of impacts	Revised work priorities to accommodate issues arising	2 nd quarter? Not yet known
H	Chemson Off-site COMAH plan <i>North Tyneside</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Effective plans with improved provisions in place; legal compliance	2 nd quarter
H	Simon Storage Off-site COMAH plan <i>North Tyneside</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Effective plans with improved provisions in place; legal compliance	2 nd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	National Occupational Standards - Core Competencies	Respond to consultation, assess implications	Understand/prepare for implications of Core competencies	2 nd quarter (TB C)
H	Flu Pandemic	<ol style="list-style-type: none"> 1) Input to LRF plan 2) Review of EPU Flu Pandemic arrangements 3) Horizon scan to inform councils of latest developments 	<ol style="list-style-type: none"> 1) Robust internal arrangements for flu pandemic Improved arrangements in T&W councils	2 nd quarter
H	Vulnerable populations	Progress action plan requirements	Vulnerable communities better supported	2 nd -4 th quarter(and beyond)
H	Public Communication	Protocol dev icw LRF sub group	Improved awareness of civil protection arrangements in local area; Community resilience	1 st -2 nd quarter
H	National Capabilities Survey	Analysis and review of results (not yet known when results due)	CRR impact assessment; work programme developed/progressed	1 st - 2 nd quarter? (TBC)
H	Norland Multi Agency Exercise (Flooding scenario)	Planning and support for: <ul style="list-style-type: none"> • Norland 73 exercise North Tyneside (2/7/08) • Norland 74 exercise Gateshead (10/9/08) 	Scenario development, issues identified, exercise questions and event arrangements under development; Learning points identified and integrated into plans	2 nd quarter
H	Critical National Infrastructure (CNI)	CNI impacts addressed where reqd	Improved response plans	ongoing

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Flooding	Response to Pitt Report icw LRF Task & Finish Group	LA implications progressed as identified (to be agreed)	2 nd quarter
H	Buncefield – Newton report	Response to/Progression of Newton Report recommendations	Improved plans and response to COMAH incidents	ongoing
H	CBRN Response plan(s)– Newcastle/Tyne and Wear	Development of site specific response plan for CBRN event in City Centre	Greater resilience to violent extremism; protection against terrorist attack. Improved ability to respond to a CBRN incident	ongoing
H	LRF Agenda	Set/agree LRF Agenda and papers, brief Chair, check draft minutes	Sept LRF held icw statutory requirements	2 nd quarter
H	LRF Sub groups? tbc. (Handover to new LRF Sec?)	Performance check of all subgroups, summary doc prepared	LRF members informed/aware of LRF sub group progress	2 nd quarter
M	Resilient Telecommunications	Establish EPU testing regime for Global Satellite Equipment (E300)	Improved telecoms infrastructure in place in EPU	2 nd quarter
M	Capabilities programme	Support councils in taking their capabilities responsibilities forward where possible	Help councils to ensure robust arrangements for utility major failure. EPU capability leads working in partnership with Districts	1 st -4 th quarters ongoing

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	Mass Evacuation (Capability)	Support councils where poss Provide co-coordinating role	Work programme progressed EPU working in partnership with Districts	2 nd quarter
M	Business Continuity Promotion (Advice & Assistance)	Implementation of DLO report 'TWEPU 24/07'	Improved awareness and resilience of BCM Business and Voluntary organizations	ongoing
M	T&W LA Recovery Guidance	Review of activation protocol for recovery elements of incidents (all scales of incident)	Improved recovery procedures EPU working in partnership with district	2 nd quarter ongoing
M	Humanitarian Assistance (HAC) leaflet	Annual review of Leaflet/Guidance	Updated HAC leaflets available for issue to the public affected by an incident	2 nd quarter
M	Climate Change	Monitoring LGA Climate Change Commission & UKCIP outputs and other significant issues	Councils aware and plans/procedures developed accordingly	2 nd quarter/ ongoing
M	Major Incident Plans	Review MIP against CCA requirements	Up to date generic LA plans for dealing with emergencies	2 nd quarter
M	Training & Exercises	1) Maintain access database for T&W training records 2) Develop & deliver central training modules plus support material & evaluation reports	Audit trail of trained staff; Trained, informed and better prepared council responders; Quarterly reports supplied	2 nd quarter
M	Major Exercises– Feedback of Key Learning Points	Reports to DLO's (and FRA CC Cttee) on 1 st quarter exercise issues	Lessons learned captured, actioned and plans improved	2 nd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	TWEVAC activation procedures (Evac transport Provision)	Review of TWEVAC scheme with road passenger transport providers for evacuation	Transport provider roles and responsibilities understood Agreed activation procedures in place Transport provider awareness	2 nd quarter
M	EPU Website	Regular Updates to web Usage analysis for security services Develop and design more 'public friendly' information.	Up to date website Assist with the identification of potential terrorist related activity	2 nd quarter
L	Northumbria Debrief Protocol	Review procedure (tbc)	up to date procedures fit for purpose	2 nd quarter
L	Voluntary agencies MOU & activation procedures	review call out protocol	appropriate arrangements in place	2 nd quarter
L	T&W Central Bedding Store Activation procedure	review procedure	up to date procedures fit for purpose	2 nd quarter
L	BRCS Disaster Appeal Scheme	review procedure	up to date procedures fit for purpose	2 nd quarter
L	T&W Civil Emergency Broadcasting Arrangements	review procedure	up to date procedures fit for purpose	2 nd quarter
L	NAIR scheme	review procedure	up to date procedures fit for purpose	2 nd quarter
L	RIMNET alerting procedures	review procedure	up to date procedure fit for purpose	2 nd quarter
L	NSWWS procedures	review procedure	up to date procedure fit for purpose	2 nd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPON SIBLE	TARGET
L	Heat Wave Scheme	review procedure	up to date procedure fit for purpose	KC	2 nd quarter
L	ECSTWS procedure	review procedure	up to date procedure fit for purpose	KC	2 nd quarter
L	Flood Alert procedures	review procedure	up to date procedure fit for purpose	KC	2 nd quarter
L	Live Search	Review and enhance using live maps for delivery to EPU Staff as a training/practical session	EPU staff able to produce and annotate Google maps for internal incident use and post incident reports	EH	2 nd Quarter
L	Equality Impact assessments	Plans/procedures EQ&D assessed	EQ&D Compliance attained	DH	2 nd quarter

Section 3

Work Plan/Streams

3rd quarter 2008/2009

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Civil Contingencies Committee Reports	Topics identified, reports prepared and agreed with DLO's	Accountability; Member engagement & awareness	3 rd quarter
H	EPU Business Plan 2009/11 SMB Workshop	Commence 2009/11 Business Plan process	Workshop session to identify/agree key components	3 rd /4 th quarter
H	Rohm & Haas off-site COMAH plan (South Tyneside)	Review and update as required by Regs and Newton report (Buncefield) recommendations	Revised plan with updated provisions in place Compliance with legal requirements	3 rd quarter
H	SHASUN off-site COMAH plan North Tyneside	Review and update as required by Regs and Newton report (Buncefield) recommendations	Revised plan with updated provisions in place Compliance with legal requirements	3 rd quarter
H	Public Communications/Media Plan	Co-ordinate the production of an overarching LRF Communications/Media Plan	Better educated public on civil contingencies	3 rd -4 th quarter
H	Tyne Tunnel Exercise	Tabletop exercise (date tbc)	Improved awareness and response	3 rd quarter (Date TBC)
H	Vulnerable populations	Assess data from questionnaire and workshop, progression of key issues	Development of measures required to support vulnerable communities	2 nd -4 th quarters (and beyond)

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
H	Flooding	Response to Pitt Report icw LRF Task & Finish Group	LA implications progressed as identified (to be agreed)		ongoing
H	Buncefield – Newton report	Response to/Progression of Newton Report recommendations	Improved plans and response to COMAH incidents		ongoing
H	Norland Multi Agency Exercises — Flooding scenario	Assist with planning for and support at: <ul style="list-style-type: none"> Norland 75exercise Newcastle (22/10/08) 	Scenario development, issues identified, exercise questions and event arrangements under development Learning points identified and integrated into plans		3 rd quarter
H	Critical National Infrastructure (CNI)	CNI issues progressed as required	Improved plans and response		ongoing
H	National Capabilities Survey	Progress actions identified	Priorities tackled		ongoing
H	CBRN Response plan(s)– Newcastle/Tyne and Wear	Development of site specific response plan for CBRN event in NC City Centre iaw national template Rollout to other councils	Greater resilience to violent extremism; protection against terrorist attack. Improved ability to respond to a CBRN incident		ongoing
H	LRF Agenda	Set/agree LRF Agenda and papers, brief Chair, check draft minutes	icw statutory requirements		3 rd quarter
H	LRF Sub groups? (TBC – handed over?)	Performance check of all subgroups, summary doc prepared	LRF members informed/aware of LRF sub group progress		3 rd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	SHASUN Exercise <i>North Tyneside</i>	Test off-site plan in line with COMAH regulations 2004	Validated COMAH plan	3 rd Qtr
M	CBRN multi-agency mass decontamination, Recovery & Restoration awareness exercises/ seminars (TBC)	LA Staff trained/aware Issues arising actioned CBRN Site specific event	Improved staff awareness/training Improved ability to respond to a CBRN incident	3 rd Qtr (exact date TBC)
M	Capabilities programme	Support councils in taking their capabilities responsibilities forward where possible	Help councils to ensure robust arrangements for utility major failure	1 st -4 th quarters ongoing
M	Mass Evacuation (Capability)	Support councils where poss	Work programme progressed	3 rd quarter
M	Members Training	LRF Event held	Increased awareness and engagement of members CCA Audit recommendation satisfied	3 rd quarter
M	MTPAS/ACCOLC registrations Procedures	review registrations	up to date procedure and registrations in place	3 rd quarter
M	FTPAS/GTPS Registrations procedures	review registrations	up to date procedure and registrations in place	3 rd quarter
M	Climate Change	Monitoring LGA Climate Change Commission & UKCIP outputs and other significant bodies	Councils aware, procedures in place	3 rd quarter/ ongoing

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	OFFICER RESPONSIBLE	TARGET
M	Business Continuity Promotion (Advice & Assistance)	Implementation of DLO report 'TWEPU 24/07'	Improved awareness and resilience of BCM Business and Voluntary organizations		ongoing
M	Rabies Plan	Review and revise plan	Review and revised plan in accordance with National Animal Disease Plan		3 rd quarter
M	Training Schedule 2009	Relevant training events identified	Agreed T&W wide training Schedule		3 rd quarter
M	Training & Exercises	-Maintain access database for T&W training records -Develop & deliver central training modules plus support material & evaluation reports	Audit trail of trained staff Trained, informed and better prepared council responders Quarterly reports supplied		3 rd quarter
M	Voluntary Sector Handbook	Review LRF Vol Agency Handbook	One stop shop for all vol agency resource info		3 rd quarter
M	EPU - CCA Self Assessment:	Review progress against Audit commission standards & CCA Chapter 13 guidance requirements	CCA compliance		3 rd quarter
M	Multi Agency Exercises (being held next quarter)	Planning commenced for exercise in 4 th quarter (tba)	Scenario development, issues identified; exercise questions and event arrangements under development		3 rd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	Major Exercises– Feedback of Key Learning Points	Reports to DLO's (and FRA CC Cttee) on 2 nd quarter exercise issues	Lessons learned captured, actioned and plans improved	3 rd quarter
M	Schools Emergency Response Plan Guidance	Review/update plan for T&W	Updated Guidance and Template for all schools	3 rd quarter
M	Guide to Civil Contingencies in Tyne & Wear	Review and update common reference document	Single authoritative source/ directory of CCA & related info	3 rd quarter
M	EPU Website	Regular Updates Usage analysis for security services to assist with the identification of potential terrorist related activity Develop and design more 'public friendly' information.	Useful website	3 rd quarter
M	Animal & Plant diseases	Review plan in provision of technical support to LAs in preparation for animal diseases	LA have plans ready to deal with new animal/agricultural crisis/blights	3 rd quarter
L	Loss of 999 Service alert procedures	review current Police procedure and advise LA's of changes notified by the LA ESLG rep (J. Kirton)	Improved response to 999 failure	3 rd quarter
L	BT Linkline Activation procedure	review procedure on how to activate BT Linkline	up to date activation arrangements	3 rd quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
L	Morrisons Crisis Purchasing Scheme	review procedure on how to activate scheme	up to date scheme	3 rd quarter
L	NEIL Activation procedure	review LRF procedure	Up to date procedure, relevant personnel aware of any changes	3 rd quarter
L	Cleverdata Emergency Telephone Directory Management Procedure	review procedure on how to access/update information	Up to date Management Information system	3 rd quarter
L	RADSAFE scheme	review procedure	Up to date procedure Relevant personnel aware of any changes	3 rd quarter
L	Equality Impact assessments	Plans/procedures EQ&D assessed	EQ&D Compliance attained	3 rd quarter

Section 4

Work Plan/Streams

4th quarter 2008/2009

Priority (H,M,L)	Objective	PERFORMANCE MEASURE	Outcome	Target
H	Civil Contingencies Committee Reports	Topics identified, reports prepared and agreed with DLO's	Accountability; Member engagement & awareness	4 th quarter
H	Set SMB timetable for review of future EPU funding allocation/Agency Agreement 2010-13	Timetable agreed with SMB - to implement from April 2009	SMB agreement on way forward	4 th quarter
H	EPU Business Plan 2008/11 & Work Plan	Agreed plan finalised	Final Business Plan ready to be reported to next CC Committee	4 th quarter date TBC
H	Northern Gas Networks Pipeline Safety Regulations (PSR) plan (<i>N/c, G'hd & S'land</i>)	Annual review – revise & update plan	Improved plan for responding to a major pipeline emergency; Legal Compliance with PSR	4 th quarter
H	Community Risk Register (CRR)	Review of register	Public friendly version Compliance with CCA Audit recommendation	4 th quarter
H	International Paints off-site COMAH plan <i>Gateshead</i>	Review and update as required by Regs and Newton report (Buncefield) recommendations	Revised plan with updated provisions in place Compliance with legal requirements	4 th Quarter
H	Vulnerable populations	implement methods of communication	Support for vulnerable communities	2 nd -4 th quarters (& beyond)

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	CBRN Response plan(s)– Newcastle/Tyne and Wear	Development of site specific response plan for CBRN event in N/c City Centre iaw national template Roll out to other councils idc	Greater resilience to violent extremism; protection against terrorist attack. Improved ability to respond to a CBRN incident EPU working in partnership with District	4 th Qtr
H	Public Communication/Media plan	Publish Plan; arrange validation exercise Identify future public communications requirements	Improved awareness of civil protection arrangements in local area Greater community resilience	4 th quarter
H	LRF Agenda	Set/agree LRF Agenda and papers, brief Chair, check draft minutes	LRF held icw statutory requirements	4 th quarter
H	National Emergency Plan – Fuel (NEP-F) <i>previously known as DOERP</i>	Review NEP-F plan/arrangements	Clear structure and arrangements for Fuel supply incident	Anticipated 4 th quarter
H	National Capabilities Survey	Progress actions as identified	Priorities tackled	ongoing
H	Flooding	Response to Pitt Report icw LRF Task & Finish Group	LA implications progressed as identified (to be agreed). Production of LRF Action Plan	4 th Qtr
M	Annual review of Cleverdata electronic contact database	Bi-ennial Mailshot to entries, update and review of whole directory	Up to date emergency call out lists	4 th quarter 200 9
M	Contingency Plan for Oil Pollution Countermeasures	Review plan	Effective plan in place	4 th quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	Training Prospectus	2009/10 training programme information developed	Prospectus published	4 th quarter
M	Training Module Profiles	Modules prepared	Modules available for councils use	4 th quarter
M	Clergy and Faith Groups plan	Support production of plan	Effective Clergy plan	4 th quarter
M	Capabilities programme	Support councils in taking their capabilities responsibilities forward where possible	Help councils to ensure robust arrangements for utility major failure	1 st -4 th quarters ongoing
M	Business Continuity Promotion (Advice & Assistance)	Awareness raising activity review	Improved awareness and resilience of BCM Business and Voluntary organizations	4 th quarter
M	Mass Evacuation (Capability)	Support councils where poss	Work programme progressed	4 th quarter
M	Training reports – End of Year	Stats summary of all training provided to councils in 2007-08	Audit trail of training activity	4 th quarter
M	Major Exercises– Feedback of Key Learning Points	Reports to DLO's (and FRA CC Cttee) on 3 rd quarter exercise outcomes	Lessons Learned are captured, actioned and plans improved	4 th quarter
M	Careline handbook	Review handbook	Guidance to Careline Volunteers	4 th quarter
M	CBRN – NE Region Capabilities Plan	Review of combined Regional Response/ Recovery doc	Combined response and recovery document	4 th quarter

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
M	Major Incident Plan <i>Gateshead</i>	Review MIP against CCA requirements	Up to date generic LA plans for dealing with emergencies	4 th quarter
M	Climate Change	Monitoring LGA Climate Change Commission & UKCIP outputs and other significant issues	Councils aware	4 th quarter/ ongoing
M	Multi Agency Exercises (being held next 1/4)	Planning commenced for: • (exercise schedule tbc)	Scenario development, issues identified; exercise questions and event arrangements under development	4 th quarter
M	Training & Exercises	-Maintain access database for T&W training record-Develop & deliver central training modules plus support material & evaluation reports	Audit trail of trained staff Trained, informed and better prepared council responders Quarterly reports supplied	4 th quarter
L	Tyne & Wear Emergency Centres Operations Guide	Review of common guidance document	Maintain consistency between LA emergency centre's	4 th quarter
L	Annual review of EPU 'Response Plans' cupboard	Review links to NT, S.T & G'hd cupboards	Verification that up-to-date multi agency plans and procedures held to deal with incident	4 th quarter
L	Annual review of EPU Procedure documents	Review/audit procedures in place.	Verification that up-to-date multi agency plans and procedures held to deal with incident	4 th quarter
L	EPU Website	Regular Updates to web Usage analysis for security services to assist with the identification of potential terrorist related activity	Up to date website	4 th quarter
L	Equality Impact assessments	Plans/procedures EQ&D assessed	EQ&D Compliance attained	4 th quarter

Section 5

Work Plan/Streams

Corporate Responsibilities 2008/2009

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	Performance Management	Identify no of targets met/workstreams on track.	SLA compliance 1/4ly report prep for SMB	1 st -4 th quarter
H	Preparation of estimate working papers	Papers submitted to Treasurers deadline	Within budget; Councils advised of any funding issues	3 rd -4 th quarter
M	EPU Corporate Policies & Procedures	Updated in line with Authority/SCC policies	Compliance with employment legislation and best practice	1 st -4 th quarter
M	Progression towards/attainment of ISO 9001/2000 Standard	Compliance with ISO Standard	Improved quality of service delivered	1 st quarter
M	TWEPU Electronic Time Sheet system	Review	Improved system	2 nd quarter
M	Annual Service Audit recommendations	Compliance with Audit recommendations	Implementation rate Reported to FRA/Governance Cttee(s)	3 rd /4 th quarter
M	Partnership Audit	Health Check questionnaire with SMB	Partnership risk identified and managed	tbc
M	Governance Audit	Required standards met	Compliance with recommended practice to provide a high standard of service	tbc
M	Audit Plans	Review of 2008/09 Audits and identification of audits for 2009/10	Agreed strategic audit plan for 2009/10	4 th quarter
L	Maintenance of IIP Standards	Compliance with IIP requirements	Maintain/improve service delivery	1 st quarter

Section 6

Work Plan/Streams

Miscellaneous 2008/2009

Priority (H,M,L)	OBJECTIVE	PERFORMANCE MEASURE	OUTCOME	TARGET
H	CAA	Provide assistance to Local Authorities to prepare for inspection where appropriate	Councils assisted to achieve desired CAA rating for resilience related work	Ongoing/as required
H	Response to Emergencies	Assist councils as requested/directed	Effective emergency response	As required
M	Cat 2 engagement	Improved engagement via LRF	More effective wide area emergency planning & response	As required
M	National Emergencies e.g. Foot & Mouth & Blue Tongue	Identify implications for councils	Updated plans	Ongoing
M	Technological Developments	Advise councils as required	Awareness and consistency of approach across councils to facilitate cross-boundary incidents	Ongoing
L	Local Government Association	CEPO – LGA Corresponding Adviser	Improved local and national resilience	Ongoing
L	Olympics 2012	Tbd	Tbd	

Section 7 - Future Work Streams 2009/2010

Some of the issues below have been initiated during 2007/08 but the nature and scope of some of these issues is such that they remain significant challenges in the medium-long term.

OBJECTIVE	PERFORMANCE MEASURE	OUTCOME
EPU Funding Review	Business Case for future funding of EPU	Appropriate use of resilience resources
Community Cohesion	Interface with CC planning where relevant; monitor rising tensions	Improved response to incidents
Climate Change	TBD	LA's prepared as far as is practicable
Core Competencies	Building in occupational standards into training and performance management of EPU	Training programme appropriate to core competencies
BCM awareness	Promotional activity	Business Resilience to disruption
Review of CCA 2004 (6,000 mile review)	tbd	tbd
Olympics 2012	Tbd	tbd
<i>National Exercises?</i>	<i>tbd</i>	<i>tbd</i>
Public Information	Effective Mechanisms in place	Better informed public inc vulnerable communities
Public Engagement	Effective Mechanisms in place	Better engaged public

Section 8

EPU Core Training Modules

Training and Exercising is designed and delivered by Tyne and Wear Emergency Planning Unit (EPU), in relation to the duties outlined in the Civil Contingencies Act and Local Authority response protocols.

Training is based around awareness raising and giving participants the confidence to carry out their role during activation of the Major Incident Plan. Exercises are tests of procedures, not people; therefore participants in exercises should have an awareness of their roles, and be reasonably comfortable with them, before being subjected to an exercise (it is recognized that some exercises can be delivered to support training, however, these should only be used as a method of assessment of the learners and not a test of the plan).

Information detailing what training offers have received may be obtained from the formal records that will be maintained (see Records of Training and Exercising). This information can be used to determine which officers would be suitable to participate in an exercise.

In addition to the provision of training for those officers required to respond to emergencies, all local authority employees should have a general awareness of emergency planning and Business Continuity Management (BCM) and know that plans for both emergencies and business interruption exist within the council. The guidance suggests a number of ways this can be achieved, an example being to include information as part of induction training for all staff. In addition to this inclusion of the plans (or summaries) should be included on each council's intranet and a link to the TWEPU website will be of significant value.

The training schedule is integrated with the multi-agency exercise calendar which is published in December each year.

The timescales for delivering the core training modules will be outlined in each Council MIP applicable to each individual Council.

The core training modules will be subject to periodic review through the TWROPS Group. The group will evaluate previous year's training delivery in order to make recommendations on how to develop the TWEPU training programme in conjunction with the requirements of the Civil Contingencies Act 2004, Community Risk Register and individual requirements of the Tyne and Wear Local Authorities.

The following modules will form the basis of the 2008/2009 Training and Exercise Schedule; additional sessions may be held should the number of attendees exceed the available capacity for the proposed event.

CORE TRAINING SCHEDULE 2008/09

CORE MODULE	DELIVERY DATE	DELIVERED BY
Incidents involving Hazardous Materials	14 February 2008	AS
Mass Fatalities & Emergency Mortuaries	9 October	JW
CBRN Awareness	21 November 2008	JW
Regional Resilience Awareness Raising Seminar	27 November 2008	KC/GONE – Regional Resilience Team
COMAH	16 September 2008	TS
Communication with the Public	10 July 2008	LH
Severe Weather	23 May 2008	AJ
Evacuation and Shelter (I)	23 April 2008	DT
Evacuation and Shelter (II)	21 May 2008	DT/EH
Resilient Telecomms	25 September 2008	A. Hindhaugh
Rest Centre Planning	Ad hoc training in districts	Relevant project officer
Site Incident Officer – Roles and Responsibilities	Ad hoc training in districts	Relevant project officer
Recovery Phase	Ad hoc training in districts	Relevant project officer

Section 9

Tyne and Wear Exercises (summary) 2008/2009

EXERCISE	PARTICIPANT	DATE
EPU Business Continuity Plan Test/Validation	EPU	3 rd Quarter
Orpheus (HPA)	Multi Agency	5 March 2008
Cold Call Exercises	Districts x 5	4 per year (1/4ly)
HAC Exercise	Multi-agency	27 June 2008

COMAH/Pipeline Exercises

EXERCISE	PARTICIPANT	DATE
Northern Gas Networks	Multi Agency	TBC
Shasun	Multi-Agency	24 th September 2008

Norland Exercises 2008 – Flooding

EXERCISE	PARTICIPANT	DATE
Norland 71	Sunderland City Council	27 February 2008
Norland 72	South Tyneside	14 May 2008
Norland 73	North Tyneside Council	2 July 2008
Norland 74	Gateshead Council	10 September 2008
Norland 75	Newcastle	22 October 2008

Section 10

COOPERATION - REGIONAL

Cooperation at the regional level involves representatives of Category 1 and 2 responders and central government bodies working together to address larger-scale civil protection issues. The Regional Resilience Forum (RRF) is the main focus for multi-agency cooperation. Organisations are expected to co-operate both within and outside the RRF although activity at a regional level takes place on a permissive basis.

The table identifies the RRF and its subgroups

Regional Resilience Groups	Chair	EPU Role	Meetings
Regional Resilience Forum	RRT	Dissemination of RRF papers to T&W chief Execs & DLO's	Quarterly
Impact Management Recovery Group/Mass evacuation	RRT	Represent T&W Councils (VB/JW/DT)	As req'd
Regional Warning and Informing Group	RRT	Interface with LRF representative (NEAS)	Tba
Regional Risk Assessment Group	RRT	Represent T&W Councils	As req'd
<i>Regional Operational Sub Group</i>	<i>GO-NE RRT</i>	<i>Represent T&W Councils</i>	<i>Quarterly (tbc)</i>
Regional Utilities Sub Group	GO-NE RRT	Represent T&W Councils (AJ)	Bi-annual
Regional Mass Fatalities Sub-Group	GO-NE RRT	Represent T&W Councils (LH)	Quarterly
Regional CBRN issues group	EPU <i>Tyne & Wear</i>	Represent T&W Councils (JW)	3 monthly
Regional Risk Assessment Working Group	GO-NE RRT	Represents T&W Councils	2 monthly
Regional Communications Group	EPO <i>Northumberland</i>	Represent T&W Councils (EH)	Ad-hoc
Regional Human Diseases Group	Regional Director of Public Health	Represent T&W Councils	As req'd
LRF Chairs Group	GONE	Support to NLRF Chair	Quarterly
COOPERATION -NATIONAL			
Regional CBRN chairs group	Regional	Represent Regional CBRN issues group (JW)	3 monthly

COOPERATION - LOCAL

Category 1 and 2 responders are obliged to co-operate with other Category 1 and 2 responders and other organisations engaged in response in the same local resilience area. Each local resilience area is based on a police area. The principle mechanism for multi-agency co-operation is the Local Resilience Forum (LRF). The LRF is not subordinate to the RRF, which is in turn not subordinate to Central Government: information, direction and support should flow freely between them.

The LRF is not a statutory body but it is a statutory process. Subgroups are required to be formed within LRF's to allow effective co-operation and use of time. A diagrammatic representation of these groups is contained in the Business Plan. Category 1 responders are also encouraged to co-operate outside the LRF framework

The number and composition of these groups is decided locally and the table below sets out those which currently operate within the Northumbria LRF. These are subject to periodic review.

Local Resilience Groups	Chair	EPU Role	Meetings
Local Resilience Forum	Chief Executive (Sunderland City Council)	Ensure coordination & interface of plans, procedures, and exercises.	Quarterly
LRF General Working Group	CEPO (T&W)	Coordinate/report on work of LRF Sub-Groups.	Quarterly
LRF Northumbria Voluntary Agencies Group (NVAG)	EPO (Northumberland)	Represent T&W Councils	Quarterly
LRF BCMP Group	EPO (Northumberland)	Develop strategy and ensure CCA compliance	Bi monthly
LRF Pandemic Influenza Pandemic Group	NHS (tbc)	Provide advice on EP issues for T&W Councils	Ad hoc
LRF Risk Assessment Working Group	CEPO (Northumberland)	To formulate Community Risk Register	Quarterly
LRF Humanitarian Assistance Working group	EPU	To develop HAC arrangements	Quarterly
LRF Training and Exercise Sub Group	Police	Production of annual multi-agency calendar	Quarterly
LRF Mass Fatalities Sub group	Police	Represent T&W Councils Represent NVAG	As required
LRF Safer Events Policy Group	Police	Planning Group representation	Annually
LRF Public Communication Working Group	NEAS	Represent T&W Councils.	Tbc
LRF Resilience Comms Group	Sunderland council	To provide input on aspects of Emergency	As reqd

		Planning	
LRF Flood Group	EA	To provide input on aspects of Emergency Planning	As reqd
Local Resilience Groups	Chair	EPU Role	Meetings
Norland Exercise Group	Police	Assist with planning group/exercises	Monthly
T&W Resilience Operations Group	Resilience Officer (<i>NCC</i>)	Work in partnership with districts on joint projects	Monthly
EPS COMAH/Pipelines Group (<i>National</i>)	Derbyshire EPU	Corresponding Member providing comments where necessary on national issues	Quarterly
Newcastle Airport Emergency Planning <i>Exercise Sub-Group</i>	Newcastle Airport	To assist with development of exercises and co-ordinate involvement of N/c City Council (also rep on group)	As required
Tyne Tunnels EP Group	Tyne Tunnels	Represent South Tyneside and North Tyneside councils	As required
New Tyne Crossing Safety Group	Tyne Tunnels	Provide emergency planning expertise	TBA
Care Line Working Group	EPU	To facilitate Team Leader meetings	2 monthly
North East Standing Environment Group	Environment Agency	Represent T&W Councils	Ad-hoc
<i>EPS Northern Branch</i>	<i>Vacant</i>		<i>TBC</i>
Newcastle City Council <i>Resilience Planning Group/Emergency Response & Recovery work stream</i>	Newcastle City	Provide input on aspects of Emergency Planning	Two mo nthl y
Sunderland City Council <i>Major Incident Planning Group (internal)</i>	EPU	Provide input on aspects of Emergency Planning Stand-in as chair as req'd	Two mo nthl y
Sunderland City Council <i>Resilience Group (i.e. external partners)</i>	S'land	Provide input on aspects of Emergency Planning	Two mo nthl y
Gateshead <i>HQ Co-ordinator Group</i>	Gateshead	Provide input on aspects of Emergency Planning	Monthly
South Tyneside MBC <i>Emergency Planning Group</i>	South Tyneside	Provide input on aspects of Emergency Planning	Quarterly
North Tyneside <i>Emergency Planning Co-ordinators' Group</i>	North Tyneside	Provide input on aspects of Emergency Planning	6 weekly

North Tyneside Multi-Agency Liaison Group	North Tyneside	To provide input on aspects of Emergency Planning	3 monthly
Sunderland Resilience Group	Sunderland	To provide input on aspects of Emergency Planning	Monthly
Governance committees	Chair	EPU Role	Meetings
Fire & Rescue Authority (FRA) (VB)	Cllr P. Gibson (Sunderland)	Accountability & reporting of significant issues to elected members	9 p/a
Civil Contingencies Committee (VB)	Cllr J. Bell (S.Tyneside)	Accountability & reporting of significant issues to elected members	Quarterly
FRA Governance Cttee (DH)	G. Cook (independent chair)	Accountability & reporting of significant issues to elected members	Quarterly
FRA Performance Review Cttee (DH)		Accountability & reporting of performance related issues to elected members	Quarterly
FRA Policy Advisory Cttee (DY/DH)	Cllr P. Gibson (Sunderland)	Accountability & reporting of significant FRA policy issues to elected members	Quarterly
FRA Human Resources Cttee (LH)	Cllr D. Bolland (Gateshead)	Accountability & reporting of significant personnel issues to elected members	Quarterly

Section 11

Obligations – Gap Analysis agreement

GA ref	Agreement
Generals principles agreed:	
1)	<u>'Emergency Preparedness'</u> is principally EPU core work (with input from Las (* to be reviewed); and
2)	<u>'Emergency Response and Recovery'</u> is principally LA's core work (with input from EPU
Core EPU services to be agreed with additional buy in arranged and agreed as required.	
1 Primary Obligations	
1.1	Principal responsibility for undertaking work on behalf of the Councils in connection with 'Emergency Preparedness' statutory guidance (i.e. as identified in the 'CCA Gap Analysis).
1.2	Horizon scan to be aware of new and/or significantly changed hazards and threats which might affect the locality, and inform Councils so that appropriate actions can be taken and so that risk assessments and plans can be revised accordingly.
2 Co-operation	
2.1	Provide an interface through which the Councils are able to engage in the LRF sub group framework.
2.2	Whilst LRF General Working Group (GWG) chair: <ul style="list-style-type: none"> • <i>develop, maintain and review the framework against which the LRF can assess its effectiveness</i> • <i>manage the review, establishment and work of the LRF subgroups</i> • <i>ensure arrangements are in place to link the LRF with its counterparts at the regional level and with neighboring Regional Resilience Forums (RRFs)</i> • <i>ensure that voluntary organizations are engaged in the LRF or its sub groups</i> • <i>ensure that all C1s and C2s are effectively engaged with the LRF</i>
3 Information Sharing	
3.1	Establish and maintain a joint website on behalf of the Councils
3.2	Ensure that full and effective use is made of open source information and that the Councils are advised accordingly.
4 Risk Assessment Duty	
4.1	Represent the councils on the LRF Risk Assessment Working Group (RAWG)
4.2	Inform Councils of the LRF area risks

GA ref	Agreement
5.	Emergency Planning
5.1	Identify, and agree with the Councils, existing plans and procedures that are to be retained to ensure compliance with the Civil Contingencies Act 2004 (CCA) to prevent, reduce, control or mitigate the effects of an emergency or taking any other action in connection with it.
5.2	<u>Existing Plans/procedures</u> – review and update existing plans and procedures, against the requirements of the CCA to ensure they address, as appropriate, at least the matters listed in.
	Training
(1)	Review and revise all existing Tyne and Wear Central Training Modules against CCA requirements.
6	Business Continuity Management
6.1	Provide Business Continuity Management (BCM) ‘Advice & Assistance’ as required
7	Communicating with the Public
7.1	Consult Councils on proposed publication arrangements
7.2	Arrange publication of all/relevant parts or edited/summary versions of plans prepared on behalf of and for the Councils.
8	Advice and Assistance to Business and Voluntary Organisations
8.1	Develop ‘business continuity management promotion’ (BCMP) strategy on behalf of Councils.
8.2	Ensure a senior officer is identified and suitably trained for BCMP work.
8.3	Support the delivery of a coherent and coordinated BCMP programme across the LRF area, entering into collaborative arrangements with other C1s/C2s (and other relevant agencies) as required.
9.	Monitoring and Enforcement (Ch 13)
9.1	Provide advice to Councils on monitoring and enforcement issues.
9.2	Assist Councils with Comprehensive Performance Assessment (CPA) preparation as required.

OPTIONAL COSTED SERVICES:

Councils may collectively or individually engage the Emergency Planning Unit Of TWFRAs on additional resilience work, subject to agreement as to costs and extent of work between the relevant parties.

NOTE: this is an edited version of the summary. A copy of the full Gap Analysis and accompanying Committee report is available on the TWEPU website