



TYNE AND WEAR FIRE AND RESCUE AUTHORITY
EMERGENCY PLANNING UNIT

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 6 JULY 2009

Subject : LOCAL RESILIENCE FORUM BUDGET AND APPOINTMENT OF
LRF PROGRAMME MANAGER

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

- 1.1 The Audit Commission 'Responding to the Civil Contingencies Act' Audit in 2006 commented that Members should receive feedback on the activities at LRF level.
- 1.2 A report was previously submitted to this Committee in March 2008, advising Members that the Local Resilience Forum (LRF) had agreed to establish a budget to enable a permanent full time LRF 'Secretariat' to be appointed, which included a small amount to fund some of the work delivered by the LRF working sub groups. This report provides Members with an update of progress.

2 BACKGROUND

- 2.1 The Civil Contingencies Act 2004 (CCA) gives considerable emphasis to collective working arrangements and has seen an increasing workload falling to LRF's. The associated workload burden had become increasingly difficult to manage and a full time post was identified as necessary to ensure the LRF could continue to be effectively supported and administered. Indeed, this is recognised in statutory CCA guidance, which states that *'the secretariat support role is crucial in ensuring the LRF performs effectively'*. In addition, it was clear that in order to deliver the wider LRF work programme, there would be financial implications for example in running multi-agency training, exercises and events.
- 2.2 Following a joint report to the Northumbria LRF submitted by the Chief Emergency Planning Officer in Tyne and Wear and the County Emergency Planning Officer in Northumberland, it was agreed by the LRF that a budget should be established, principally to fund a three year fixed term post of 'secretariat' (or 'LRF Programme Manager' as it has now become known) with an additional modest amount to support the activities of LRF sub working groups, for example multi agency training, exercises and special events.

- 2.3 A further joint paper, which set out options for establishing the LRF budget, was then considered by the LRF and it was agreed that 90% of the total required would come from the twelve key responding agencies, and the remaining 10% from the other Category 1 responders. The twelve key organisations were Tyne and Wear FRS, all five Tyne and Wear local authorities, Northumberland County Council, Northumberland FRS, NEAS, North of Tyne PCT, South of Tyne PCT and Northumbria Police.

3 APPOINTMENT

- 3.1 Following further LRF consultation on the scope of the role and job description, the new fixed term post of 'LRF Programme Manager' was advertised in August 2008, interviews held on 21st October 2008; and the successful candidate took up post on 29th December 2008 on a three year (36 month) fixed term contract.
- 3.2 The post is currently hosted by Northumberland County Council within the Resilience Team, and so is well placed to support the current Northumbria LRF Chair (the Chief Fire Officer and Director of Community Safety of Northumberland County Council). Day to day line management for the post lies with the Head of Resilience and Chief Emergency Planning Officers in both Northumberland and Tyne and Wear.
- 3.3 At the conclusion of the three year period (ie 2011/2012), a full review of the arrangements will be undertaken, in consultation with LRF members.

4 ROLES, RESPONSIBILITIES AND WORK PLAN

- 4.1 Appendix 1 contains a copy of the job description. The post holder has made an immediate and effective contribution in establishing sound communication networks with LRF members and ensuring a timely flow of information, which has already been demonstrated to good effect during the recent Influenza A (H1N1) 'swine flu' virus. This activity included the regular dissemination of emailed information to LRF members, providing regular 'sitreps' to Government Office NE (GONE) and servicing Extraordinary meetings of the LRF.
- 4.2 A work plan has been developed (Appendix 2) which has been subsequently updated to reflect the additional work generated by the Influenza A (H1N1) 'swine flu' virus discussed above.

5 BUDGET

- 5.1 The original proposal was drafted prior to the cycle of LRF meeting dates being set, so the target start date of April 2008 was necessarily delayed until the LRF could formally agree the final report and the twelve main contributing organisations could then obtain the necessary approvals through internal budgetary processes.
- 5.2 Given the appointment was made in December 2008, invoicing commenced in January 2009, with full flexibility being provided so that

organisations could either pay their contributions all at once; or over three financial years; or alternatively over a period spanning four financial years, (ie paying a percentage basis for 2008/09; the full amount for the financial years 2009/10 and 2010/11; with the remainder where appropriate being paid in 2011/12).

- 5.3 The budget is held and administered by Northumberland County Council and is subject to the usual range of Financial regulations. Regular reports are submitted to the quarterly LRF meetings.
- 5.4 A protocol is required to administer the modest fund that is available to the LRF working subgroups. This will ensure that funds are allocated in line with LRF priorities.

6 CONCLUSION

- 6.1 Ensuring that LRF processes are effectively maintained and administered is of increasingly importance given the growing complexity of the LRF agenda (the latest agenda had twenty four supporting papers) and the growing emphasis being placed on multi agency LRF arrangements. The benefit of having a dedicated secretariat has very quickly been realised at recent LRF meetings; at the additional extraordinary LRF meetings; and in dealing with the exceptional information flows generated by the Influenza A (H1N1) swine flu virus.

7 RECOMMENDATIONS

- 7.1 The Authority is recommended to:
 - a) note this report and
 - b) to receive further reports as appropriate.

BACKGROUND PAPERS

- Civil Contingencies Committee Report - 'LRF Budget', 10 March 2008
- LRF Report 'LRF Budget Strategy – Next Steps' Report of the LRF General Working Group Chair, 4th December 2007
- LRF Report 'Proposal to Establish an LRF Budget' Report by Val Bowman & Ian Clough, 11th September 2007
- LRF Report 'Proposal to Establish an LRF Budget' Report of the LRF General Working Group Chair 5th December 2006

**NORTHUMBRIA LOCAL RESILIENCE FORUM
PROGRAMME MANAGER
JOB DESCRIPTION**

Post Designation : Local Resilience Forum - Programme Manager
Grade : SO1/2
Department : Operational Support and Resilience Unit
Responsible To : County Emergency Planning Officer

GENERAL REQUIREMENTS OF THE POST

- There is a requirement to occasionally work during weekends and evenings for which time off in lieu will be granted. In certain circumstances overtime payments will be made following necessary approvals.
- The postholder will be expected to be able to meet the travel requirements of the post.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Arrange regular LRF meetings and circulate action sheets, minutes and other appropriate papers from meetings attended and undertake such follow up work as may be necessary within required timescale.
2. Prepare and maintain an LRF Concept of Operations document and an LRF activation Protocol and lead the support for the LRF's activity in emergency response.
3. Control, monitor and provide regular reports on the LRF budget.
4. Brief the LRF Chair on a regular basis on key issues.
5. Undertake research and draft reports and papers, as required, for approval by the Chair and submission to the LRF
6. Review, update and maintain accurate LRF contact details and records of Cat 1 and Cat 2 responders including distribution lists and emergency contact details
7. Working in conjunction with the LRF Telecommunications sub-group, manage the Mobile Telecommunications Privileged Access Scheme (MTPAS) for all responders, including assessing new applications, maintaining records of registrations and reviewing current holdings to ensure they are valid.
8. Manage, co-ordinate and report upon the LRF Action Plan and activities of the LRF sub groups and act as Chair of the General Working Group of the LRF
9. Undertake regular LRF self assessment as required by statutory guidance (CH 13) and prepare subsequent action plans to address identified issues

10. Review, update, maintain and publish the LRF Handbook and other agreed Protocols (eg Multi Agency De-brief and Mutual Aid) on a regular basis
11. Track and report progress relating to the timely implementation of LRF recommendations, particularly those relating to “lessons learned” from incidents
12. Maintain contact with GONE, RRF and other LRFs to keep Chair updated with regional and national issues
13. Provide all administrative duties associated with supporting the meeting cycle and processes of the LRF
14. Secure agreement from group members to any formal record of meetings produced in a timely manner
15. Undertake research on behalf of the LRF and its Chair
16. Maintain contact with LRF sub group Chairs ensuring that reporting structures are in place
17. Maintain paper and/or electronic filing systems for documents relating to the LRF in accordance with agreed procedures
18. Implement and manage any policies for managing information and document marking
19. To undertake any other duties consistent with the nature, grade and level of the post

(August 2008)

Report of: Northumbria Local Resilience Forum
Report from: LRF Programme Manager
Date: 3 March, 2009
Subject: LRF Programme Manager - Work Programme

1. Purpose

To inform and seek Members input to the development of the Programme Manager's Work Programme for 2009 to 2011.

2. Background

Members will be aware that the establishment of the Secretariat function for the LRF was considered on a number of occasions through 2007/8 and various proposals were made as to the role and activities to be undertaken.

With the officer now in post it has been possible to outline the basic activities which centre on the servicing of the LRF, the General Working Group and some Sub or Working Group support. These are obviously time based in regard to fixed calendar dates for the Forum and Groups, at least for 2009/10 – future years have been identified and blocks of time allocated until dates for meetings are agreed.

Chairs of Sub \ Working Groups were invited to indicate if they required support for their activities and, where agreed through Ian Clough and Val Bowman as the line Managers for the post, these have been incorporated.

With the publication of the "Expectations and Indicators Good Practice" paper for LRFs in December, 2008, there is also a specific work programme that will be required to ensure compliance and improvement in relation to Sections G and H – Cooperation (category 1 and 2 responders).

Other activities such as review of the Handbook and Flood Plan will be annual or occasional tasks and are shown as approximate times.

Members are invited to notify any other suggested tasks to be included and, thereafter, the work programme will presented on a quarterly basis as a performance measure tool for the Forum.

3. Recommendation

That, subject to any agreed additions, the Work Programme be agreed and adopted and reported to the Forum on a quarterly basis to measure performance.

Attachment: a) LRF Programme Manager Work Programme 2009/11

Background Paper : Expectations and indicators off good practice
(http://www.ukresilience.gov.uk/media/34825/expectation_set_parts1-2.pdf)

Report To: Northumbria Local Resilience Forum

Date : 3 June, 2009

Subject: Work Programme – Update

1. Introduction

- 1.1 The Forum was provided with an outline Programme for the work of the Programme Manager at its meeting on 3 March, last.
- 1.2 The Programme has been updated and revised to show the main areas of work undertaken in the 2nd quarter period since March and the forward Programme at this time.

2. Key Changes

- 2.1 The key changes since the first programme has been reflected in the additional work servicing the Extraordinary Forum meetings in relation to the Influenza A H1N1 outbreak and the circulation of information and updates to the Forum.
- 2.2 Work in relation to the establishment and support to the Review Team and development of a forward plan and programme have been postponed in light of the increased activity on Influenza A H1N1 response.

3. Recommendation

- 3.1 That in cognisance of the impact of the Influenza A H1N1 outbreak on the work programme of all partners the updated Programme be received and development of the forward programme proceed at such time as the Review Team can be convened.

NLF/Wk Prog/2nd

