



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 7 JULY 2008

Subject : EPU PERFORMANCE AGAINST TARGETS 2007/2008

Report of the Chief Emergency Planning Officer

1. INTRODUCTION

- 1.1 The purpose of this end of year report is to provide members with a progress report on the analysis of the performance against targets contained in the EPU Business Plan 2007/10.

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 produce progress reports.

3. PROGRESS REPORTING

- 3.1 Progress reports are produced five times per year: i.e. one report is produced at the end of each quarter relating to the preceding quarters targets; and a final summary report is produced at the year end on the overall delivery outputs relating to stated business plan commitments. These reports are tabled and 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.

4. CONTEXT

- 4.1 Service provision and performance analysis was considered against the following, the result of which significantly increased the work pressure on staff:
- The long term sickness, followed by the untimely and very sad death of a highly experienced, well liked and respected senior colleague on September 30th, 2007;
 - Further long term sickness;

- The departure of the Training Officer and recruitment of a new Training Officer;
- Departure of a temporary appointment and recruitment of a new temporary member of staff.

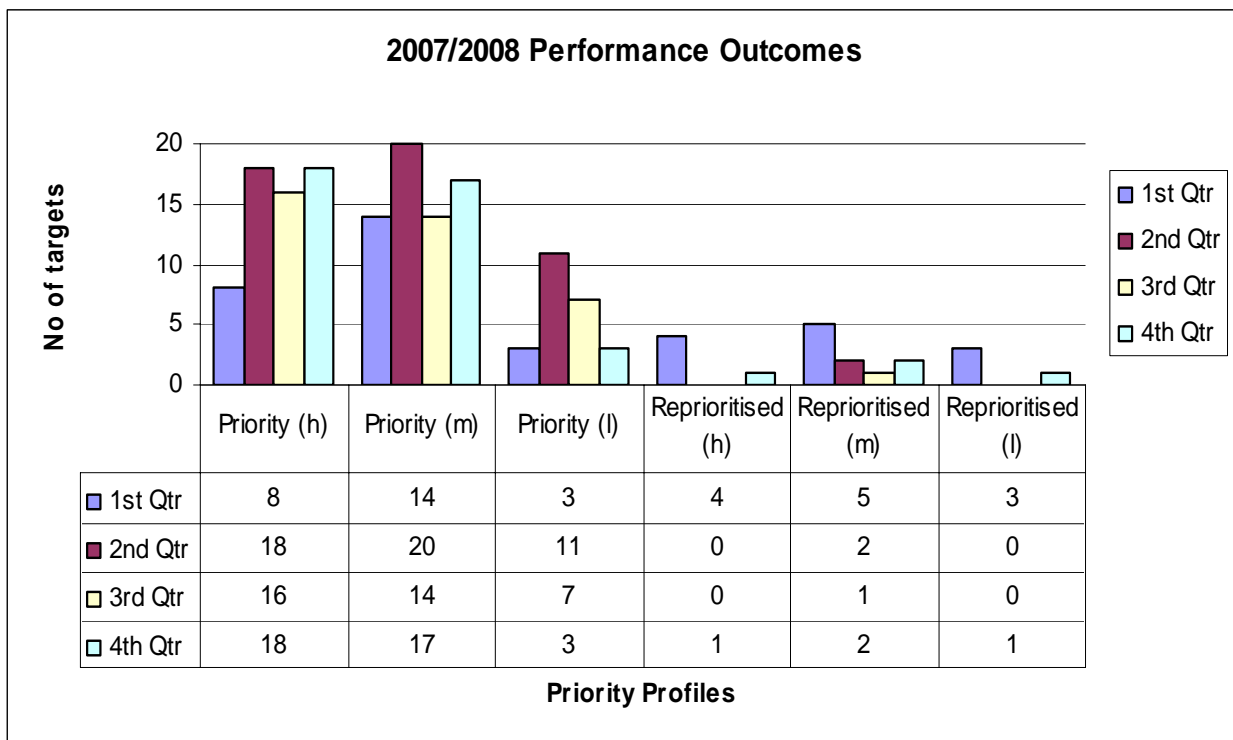
4.2 The EP Team pulled together during this difficult time and delivered exceptionally good performance, as evidenced by both planned and additional work delivered as outlined in this report.

5. ANALYSIS OF THE OUTCOMES OF THE TARGETS

5.1 The end of year progress report is completed in terms of:

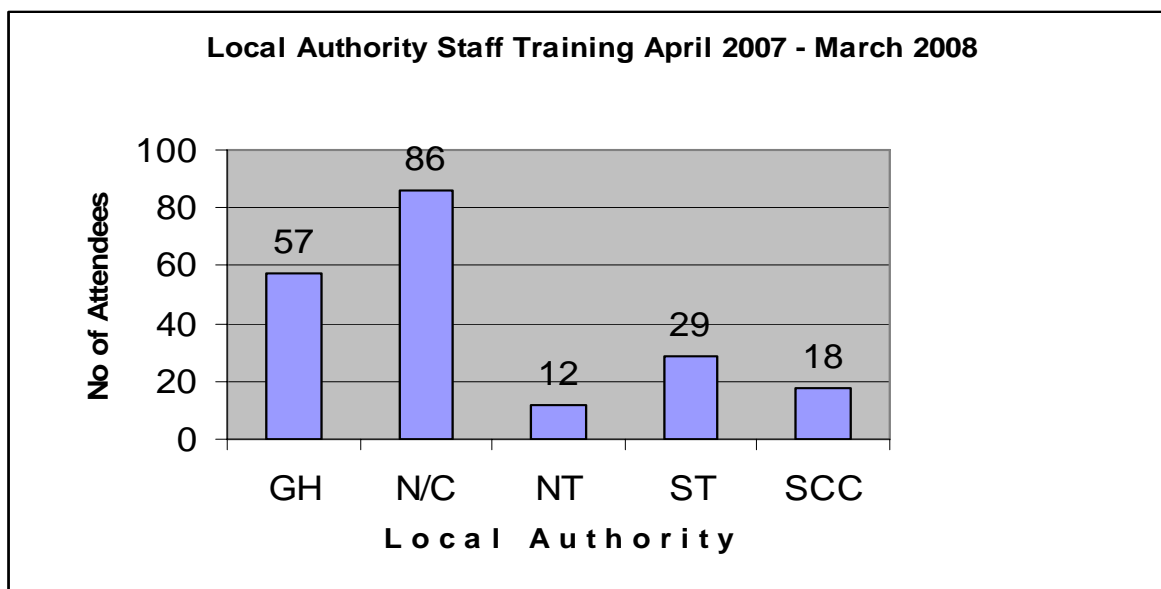
- Number of targets met each quarter;
- Number of targets reprioritised each quarter;
- Number of local authority staff trained during the year.
- Number of incidents supported during the year;
- Outline of unscheduled work completed during the year;

5.2 The following charts provide information relating to the above summary:



6. TRAINING

6.1 The following chart provides the numbers of Local Authority staff trained by EPU staff who attended modules held at the unit which includes additional training as requested by districts e.g. Rest Centre Training.



7. UNSCHEDULED WORK COMPLETED TO DATE

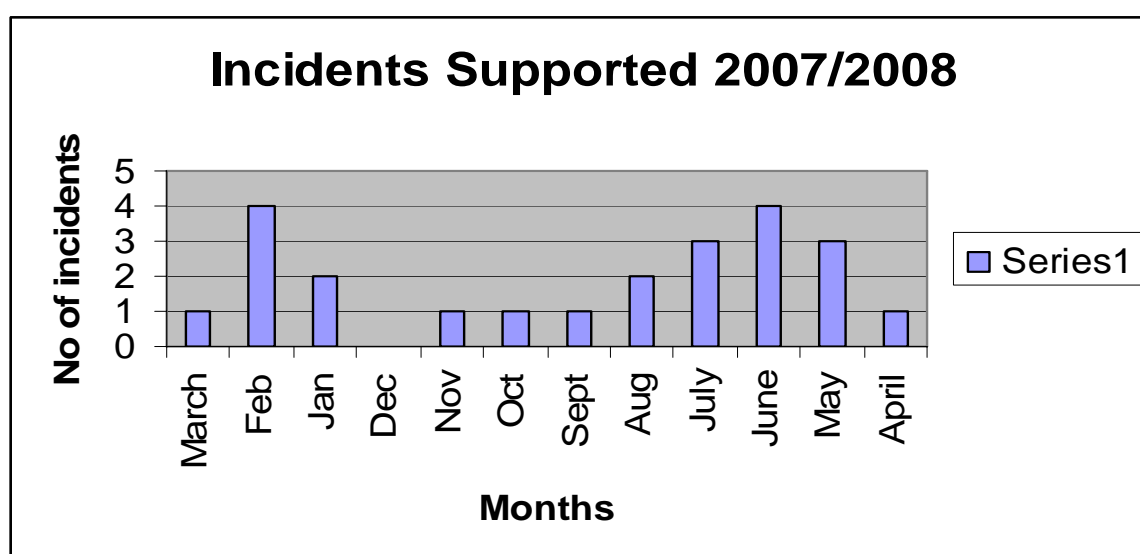
7.1 In addition to the planned work programmes, the following additional work has been completed to date, some of which has been made possible by the recruitment of fixed term staff:

- Fundamental redesign of the Norland Exercise programme and facilitation of the new 'Recovery' element of the exercise
- Work relating to the establishment of an LRF Budget/Secretariat;
- CBRN – Site Specific planning (commendation received from RRF for CBRN work led by TWEPU)
- Schools Education Model Plan Template developed;
- Schools Education Seminar (held November 2007);
- Response developed to Sir Michaels Pitt Report into the Major Floods;
- LRF National Capabilities Survey Pilot Scheme co-ordination;
- LRF – NEPF (fuel) questionnaire and consideration sheets produced/issued;
- LRF – preparation of papers and supporting action plans e.g. *'Buncefield – the Newton Report: LRF Implications'*;
- LRF – drafting of *'Information Sharing Protocol'* required to meet CCA Audit recommendations)
- LRF – establishment of two new groups:
 - The Resilience Communications Group
 - Flooding Task and Finish group;
 - Plus refreshment of/briefing new Chair to refocus and provide fresh impetus to Flu Pandemic working group;

- LRF – Flood Action Plan drafted in response to the Pitt Report in the major Floods
- LRF Public Communications Group – multi agency Questionnaire developed and Baseline Survey conducted;
- T&W Central Bedding Store relocation from Sunderland to North Tyneside; upgrade of bed numbers; issue of new 24/7 activation arrangements;
- Vulnerable People Workshop event - held 13th March 2008
- Emergency response:– regular Animal Disease Bulletin service provided to LA's
- New Competencies:
 - *Coping work/research ref National Occupational Standards (NOS) for Preparing to Teach in the Lifelong Learning Sector (PTLLS) plus training to ensure EPU staff are appropriately skilled and requirements met;*
 - *Review of EPU Core Modules against NOS programme requirements*
- Business Continuity (BCM) awareness –1.5 page feature in the Business Section of 'The Journal' newspaper
- Evacuation Planning – scoping work and progress of issues with key partners; ; Gateshead Evacuation Plan;
- STAC plan co-ordination;
- Global satellite provision/arrangements
- Commonwealth Professional Fellowship: visitor from Kenya (Nov 07)

8. SUPPORT DURING INCIDENTS AND ALERTS

8.1 The following chart shows the number of incidents supported in Tyne and Wear during the year.



9. PERFORMANCE REPORTING IMPROVEMENTS

9.1 At present performance information is monitored in two ways a) *target met* b) *target not met*. Of those targets not met, the majority of the work has been completed, but may however, have been held up in the later stages, which at times may have been outside the control of the EPU (see below). To enable effective monitoring a traffic light system is being introduced to be effective from 2008/09 and will include as follows:

- Where a target has been missed by more than 1 month it will be identified as a missed target and the reason why highlighted in red.
- Where a target has been missed within 1 week it will be identified as a missed target and the reason why highlighted in yellow.

Qtr	Target	Reprioritised to	Reason
4 th (h)	National Emergency Fuel Plan & Training	1 st Qtr	Info awaited from BERR

10. OUTCOMES

10.1 The EPU continues to demonstrate its commitment to continuous performance management, which during the past 12 months, has seen the EPU achieve a significant number of agreed targets, as evidenced by both planned and additional work delivered, as outlined in this report. All of which have demonstrated our continuing commitment to providing a first class service to Local Authorities and communities of Tyne and Wear.

11. RECOMMENDATION

11.1 Members are asked to note this report.

BACKGROUND PAPERS

The under mentioned Background Papers held in the EPU offices relate to the subject matter of the above report:-

Business Plan 2007/10