



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

Committee Report

Meeting : CIVIL CONTINGENCIES COMMITTEE : 25th OCTOBER 2010

Subject : LOCAL RESILIENCE FORUM REVIEW

Report of the Chief Emergency Planning Officer

1 INTRODUCTION

1.1 The purpose of this report is to update members of progress in the review of the Local Resilience Forum (LRF).

2 BACKGROUND

2.1 The Northumbria Local Resilience Forum is a statutory partnership established in line with the requirements of the Civil Contingencies Act 2004.

2.2 Local Resilience Forums are the principal mechanism for multi-agency co-operation and coordination between Category 1 and Category 2 Responders.

2.3 At the Northumbria Local Resilience Forum meeting of 9th December 2008 it was agreed that a fundamental review be undertaken of the Local Resilience Forum structure and operation.

3 REVIEW OF ARRANGMENTS

3.1 Details of the proposed review were presented to the Committee at its meeting of 12th October 2009.

3.2 Following extensive consultation with constituent bodies the Review Group developed a proposal that the Forum establish a structured approach reflecting the 'gold', 'silver' and 'bronze' levels of command.

3.3 The draft proposal was developed further as a result of a facilitated Local Resilience Forum workshop held on 23rd April 2010, with a finalised proposal being agreed by the Local Resilience Forum at its meeting of 2nd July 2010.

4 REVISED STRUCTURE OF THE LRF

4.1 The revised structure of the Local Resilience Forum is shown schematically in Appendix 1, but essentially comprises an Executive Board, a Business Management Group and a set of Theme Groups.

4.2 Executive Board

The Executive Board is responsible for the overall strategic direction of the Forum and ensuring that it fulfils its responsibilities under the 2004 Act. Membership of the Forum Executive Board is open to senior representatives of each Category 1 Responder who will carry the authority for their organisation to commit resources, as required, to fulfil the obligations of any plans, agreements or protocols that are developed.

4.3 Category 2 Responders have the right to attend or be invited to the Forum Executive Board and this will be open to all Category 2 responders with representation from their appropriate level of representative i.e. Chief Executive, Director or equivalent to ensure the strategic focus is maintained.

4.4 The Forum Executive Board will meet at least four times per annum and be supported, through the LRF Secretariat, in maintaining its membership, notice of meetings and recording and issue of its decisions as appropriate.

4.5 The Temporary Chief Constable of Northumbria Police currently chairs the Executive Board.

4.6 Business Management Group

The Business Management Group is responsible for the preparation and performance management of a 3-year rolling business plan.

4.7 The group will also monitor and review the work of all LRF Theme Groups, review priorities based on the Community Risk Register and commission Theme Groups to undertake specific pieces of work.

4.8 The group will also review and comment on multi-agency plans and other documents prior to submission to the Executive Board for endorsement.

4.9 The group will also undertake an annual review of the Terms of Reference for all levels of the Forum structure to ensure they remain fit for purpose.

4.10 The Business Management Group will be chaired by the Forum Vice Chair and meet at least four times per annum, usually in advance of scheduled meetings of the Executive Board. It is supported by the LRF Secretariat in terms of maintaining membership details, notice of meetings and recording and issue of its decisions as appropriate.

4.11 Membership of the Business Management Group is open to all Category 1 Responders, and to relevant Category 2 Responders by invitation. Representatives must be of sufficient seniority within their organisation to have a cross service perspective and delegated authority to commit resources within their remit.

4.12 Theme leads (see 4.14 below) will be also be Members of the BMG to report on the progress and/or issues of the various Action Plans under their specific theme.

4.13 The BMG is currently chaired by the Director of Environment and Regeneration from Newcastle City Council and has met several times to discuss general business and the implementation of the review recommendations.

4.14 Theme Groups

A number of specific Theme Groups have been established, each chaired by a 'Theme Lead', as follows:

Capacity Theme Group	Ian Clough, Northumberland County Council
Communities Theme Group	Janet Kirton, Gateshead Council
Environment Theme Group	Andrew Wainwright, South Tyneside Council
Health Theme Group	Diane Hurley, North of Tyne PCT
Communications Theme Group	Supt. Kearton, Northumbria Police

4.15 Each Theme Group is responsible for taking forward all workstreams aligned to that particular theme and the 'Theme Lead' is responsible for ensuring appropriate arrangements (e.g. task groups) are established to ensure effective delivery of specified pieces of work.

4.16 All Category 1 and 2 responders are strongly encouraged to actively participate in those theme groups relevant to their organisation.

4.17 Each Theme Group has a clear purpose connected to the strategic priorities set by the Executive Board and the Theme Leads are required to develop an action plan for endorsement by the Business Management Group.

4.18 Theme Leads will also be required to regularly report progress against the targets contained in their Action Plan and any issues to the BMG in order that any resource issues and implications can be addressed.

5 NEXT STEPS

5.1 Theme Leads are scheduled to meet with the Chair of BMG in the next few weeks to discuss proposals for the development of terms of reference for their respective groups, the development of actions plans and the establishment of and/or rationalisation of working groups/task groups etc.

5.2 There is also a piece of work currently under consideration by a representative of South Tyneside Council which will produce proposals around how to engage elected members within the LRF process. Further

reports will be brought to the committee when this has been considered further.

6 RECOMMENDATIONS

6.1 Members are requested to:

- i) Note this report;
- ii) Acknowledge the role of TWEPU in leading this important review; and
- ii) Receive further reports on the outcomes once the Review has concluded.

BACKGROUND PAPERS

Working papers relating to this review are available in the EPU offices.