

# Briefing Paper

## Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 11 June 2013

Rotherham Town Hall

### **Purpose of paper: Item 9**

To provide an update regarding the latest developments within the Local Resilience Forum (LRF).

### **Background information:**

Part 1 of the Civil Contingencies Act (CCA), its supporting Regulations and statutory guidance establishes a clear set of duties, roles and responsibilities for those involved in emergency preparation and response at the local level. The main duties being:

#### Chapter 2: Co-operation

Co-operation between responder bodies is a legal duty; with the principle mechanism for Category 1 responders being the Local Resilience Forum.

#### Chapter 3: Information Sharing

Category 1 and Category 2 responder bodies have a duty to share information to fulfill their duties under the Act.

#### Chapter 4: Risk Assessment

Specific duties have been placed on Category 1 responders to conduct risk assessments and maintain a Community Risk Register as part of a multi-agency co-operation agreement. The purpose of this is to: -

- Ensure that local responders have an accurate understanding of the risks relevant to them and that the planning arrangements are proportionate.
- Provide a rational basis for prioritising objectives and work programmes including the allocation of resources.
- Enable local responders to assess the adequacy of current plans and identify any gaps.
- Facilitate joined up planning between local responders
- Enable local responders to provide an accessible overview of emergency planning to the general public.

#### Chapter 5: Emergency Planning

The Act requires Category 1 responders to maintain plans for preventing emergencies; reducing, controlling or mitigating the effects of emergencies; and taking other action in the event of emergencies.

### Chapter 6: Business Continuity Management

The Act requires Category 1 responders to maintain plans to ensure that they can continue to perform their functions in the event of an emergency so far as is reasonably practicable. The duty relates to all functions not just those related to performing its civil protection functions. In addition to this, Category 1 responders also need to be able to continue to deliver critical aspects of their day-to-day functions.

### Chapter 7: Communicating with the Public

There are two aspects of the duty in relation to communicating with the public. The first that the public be made aware of the risks of emergencies and how Category 1 responders are prepared to deal with them if they occur and the second being that the public be warned and provided with information and advice as necessary at the time of the emergency.

Chapter 8: Advice & Assistance to Businesses & Voluntary Organisations Local Authorities must provide general advice and assistance to the business and voluntary sector communities at large; may provide specific advice and assistance to individual organisations; and may give advice and assistance to individual businesses in relation to the engagement of business continuity consultants. Local Authorities should have regard to relevant Community Risk Registers when developing an advice and assistance programme

The Cabinet Office guidance document 'Civil Contingencies Act 2004: a short guide (revised)' summarized the duties detailed above for Category 1 responders as follows:

- Assess the risk of emergencies occurring to inform contingency planning (chapter 4);
- Put in place emergency plans (chapter 5);
- Put in place Business Continuity arrangements (chapter 6);
- Put in place arrangements to inform the public about civil contingency matters and maintain arrangements to warn, inform and advise the public in the event of an emergency (chapter 7);
- Share information with other local responders to enhance co-ordination (chapter 2);
- Co-operate with other local responders to enhance co-ordination and efficiency (chapter 3); and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management -Local Authorities only, (chapter 8).

### **Key issues:**

### **LRF Review:**

Prior to and post the introduction of the CCA, multi agency arrangements have been in operation throughout South Yorkshire to manage emergency situations and major incidents. Whilst the strategic and operational management of such situations have evolved and become more effective in achieving their intended aims, the structure

and processes of the LRF had, to a certain extent become less effective and efficient in providing both strategic direction and the performance monitoring of the many sub-groups which report to the LRF.

In June 2010, the LRF General Working Group (GWG) chair, commissioned work to review the current structure and processes of the LRF and to make recommendations. A review working group was established and, in undertaking the review, the structural changes and financial challenges that all partner agencies are having to manage now, and for the foreseeable future, have been recognised and taken into account in the proposed changes/revisions to the existing structures.

The report of the review group was subsequently accepted by the LRF itself and has now been implemented, with initial indications that it is proving to be more effective than the old structure. For information, page 4, shows the old structure and page 5 the new structure. The Vision, mission and Aims of the LRF and its supporting groups is shown on page 6, with the overarching objectives on page 7.

### **Community Risk Register (CRR)**

As mentioned above, Chapter 4 of the CCA requires the LRF to produce a CRR and the South Yorkshire one has recently undergone an extensive review by the new Risk management & Planning Group. Members will be provided with a presentation on this subject at the meeting. A public version of the CRR will be made available on the LRF's web site.

### **Conclusion:**

The LRF is in a significantly better place to meet the civil contingency challenges facing its members and our local communities, albeit there are still issues to be addressed, not least diminishing resilience resources across all agencies.

### **Recommendations:**

Members are asked to:

- (1) To note this report.

**South Yorkshire Local Resilience Forum Structure**  
27<sup>th</sup> April 2011

**South Yorkshire Local Resilience Forum (SYLRF)**  
 Chair: South Yorkshire Police (Chief Constable)  
 Members: Chief Officers/Executives of Category 1 and 2 organisations; Government Resilience Team and Ministry of Defence Joint Military Liaison  
 Meetings: Two per annum (May and November (along with optional meeting July/August); Gold Symposium (February))  
 Function: Strategic direction of multi-agency resilience function within South Yorkshire; set priorities; approve/monitor annual programme and approve Community Risk Register

The following Groups *do not* form part of the LRF structure and therefore determine their own chair, members, meetings and function. They may report to SYLRF or LRF Management Group on an exceptional basis: Local Authority Resilience Group, Emergency Services Liaison Group, Temporary Mortuary Working Group

**'Task and Finish' Project Groups**  
 Chair, members, meetings, functions and reporting framework decided by LRF Management Group

**South Yorkshire Local Resilience Forum Management Group**  
 Chair: South Yorkshire Police (Chief Superintendent)  
 Members: Representatives of Category 1 responders and, by invitation, Category 2 responders; Government Resilience Team and Ministry of Defence Joint Military Liaison  
 Meetings: Four per annum (April, July, October and January)  
 Functions: Oversight/co-ordination of multi-agency resilience function within South Yorkshire. April meeting sets priorities and annual programme and submits this to the Local Resilience Forum in May for approval. Review and maintain Community Risk Register (CRR) and submit to SYLRF November meeting for approval prior to publication.

**SYLRF Health Emergency Planning Forum**  
 Chair: South Yorkshire Lead PCT  
 Members: Healthcare organisations  
 Meetings: Four per annum  
 Functions: In line with existing Terms of Reference

**SYLRF Training and Exercise Planning Group**  
 Chair: South Yorkshire Police  
 Deputy: South Yorkshire Fire and Rescue  
 Members: representatives of Category 1 organisations and invitees  
 Meetings: four per annum  
 Functions: set and implement **multi-agency** training and exercise programme in accord with approved CRR and priorities decided by LRF at November meeting  
 Reporting framework: LRF Management Group

**SYLRF Telecommunications Sub Group (TSG)**  
 Chair: Yorkshire Ambulance Service  
 Deputy: Shared Emergency Planning Service Rotherham Metropolitan Borough Council/ Sheffield City Council  
 Members: representatives of Category 1 and 2 organisations  
 Meetings: four per annum  
 Functions: **multi-agency** co-ordination of county, regional and national telecommunications issues and interoperability  
 Reporting framework: LRF Management Group

**SYLRF Strategic Co-ordination Centre Planning Group**  
 Chair: South Yorkshire Fire and Rescue  
 Deputy: Doncaster Metropolitan Borough Council  
 Members: representatives of Category 1 and 2 organisations  
 Meetings: four per annum  
 Functions: management of Strategic Co-ordinating Centre/ Strategic Co-ordinating Group issues; development and maintenance of policies and protocols; testing and exercising of functionality and interoperability.  
 Reporting framework: LRF Management Group

**SYLRF Transport and Utilities Group**  
 Chair: Barnsley Metropolitan Borough Council  
 Deputy: South Yorkshire Passenger Transport Executive  
 Members: representatives of Category 1 and 2 organisations  
 Meetings: four per annum  
 Functions: **multi-agency** liaison and information sharing with utilities and transport operators  
 Reporting framework: LRF Management Group

**SYLRF Warning and Informing Group**  
 Chair: South Yorkshire Police  
 Deputy: South Yorkshire Fire and Rescue  
 Members: representatives of Category 1 organisations  
 Meetings: four per annum  
 Functions: direction of **multi-agency** community engagement; warning and informing; sharing best practice, systems and procedures; and organising and training of media cells  
 Reporting framework: LRF Management Group

**SYLRF Community Resilience Group**  
 Chair: Shared Emergency Planning Service Rotherham Metropolitan Borough Council/ Sheffield City Council / Barnsley Metropolitan Borough Council  
 Deputy: NHS Lead Primary Care Trust  
 Members: representatives of Category 1 organisations and invitees  
 Meetings: four per annum  
 Functions: **multi-agency county-wide** oversight of wide area evacuation and shelter; humanitarian assistance; use of volunteers; welfare issues; business continuity; and development of community resilience.  
 Reporting framework: LRF Management Group

**South Yorkshire  
Local Resilience  
Forum Proposed  
Structure**  
27<sup>th</sup> September 2012



**South Yorkshire Local Resilience Forum (SYLRF)**  
 Chair: South Yorkshire Police (Chief Constable)  
 Vice-Chair: TBA  
 Members: Chief Officers/Executives of Category 1 and 2 organisations; Government Resilience Team and Ministry of Defence Joint Military Liaison  
 Meetings: Two per annum (May and November; Gold Symposium (May))  
 Function: Strategic direction of multi-agency resilience function within South Yorkshire; set priorities; approve/monitor annual programme and approve Community Risk Register



**South Yorkshire Local Resilience Forum Business Management Group**  
 Chair: South Yorkshire Police  
 Vice-Chair: Barnsley MBC  
 Members: Representatives of Category 1 responders and, by invitation, Category 2 responders; Government Resilience Team and Ministry of Defence Joint Military Liaison  
 Meetings: Six per annum (February, April, June, August, October and December)  
 Functions: Oversight/co-ordination of multi-agency resilience function within South Yorkshire.

Sector/Regional/National Groups

**SYLRF Risk Management and Planning Group**  
 Chair: NHS  
 Vice-Chair: Barnsley MBC

**SYLRF Training and Exercising Group**  
 Chair: South Yorkshire Fire and Rescue  
 Vice-Chair: South Yorkshire Police

**SYLRF Public Information and Media Group**  
 Chair: South Yorkshire Police  
 Vice-Chair: South Yorkshire Fire and Rescue

**SYLRF Humanitarian Assistance Group**  
 Chair: Doncaster MBC  
 Vice-Chair: Sheffield CC

**SYLRF Telecommunications Group**  
 Chair: Yorkshire Ambulance Service  
 Vice-Chair: RMBC/SCC Shared Service

**Task and Finish Groups**

### Vision

A single Civil Protection framework that is proactive, preventative and resilient against all identified hazards or threats in South Yorkshire

### Mission

To deliver the duties within the Civil Contingencies Act 2004, enabling South Yorkshire to be better prepared to respond to and recover from emergencies.

### Key Aims

#### Undertake

**Risk Assessment**

#### Ensure

**Preparedness**

#### Provide

**Capability**

### Group Aims

#### **Business Management Group**

To plan and deliver the LRF strategy and work programme by directing and co-ordinating the work through sub groups, where necessary, and presenting and reporting issues, strategic recommendations and progress to the LRF

#### **Risk Management and Planning Group**

To generate and subsequently review on a regular basis on behalf of South Yorkshire Local Resilience Forum a Community Risk Register to inform contingency planning arrangements.

#### **Training and Exercise Planning Group**

To identify, prioritise, co-ordinate and ensure delivery of training and exercising needs according to identified risks produced by the Risk Management and Planning Group, the strategic aims and business plan of the LRF.

#### **Public Information and Media Group**

To ensure plans are in place to warn, inform and advise the public before, during and after a major emergency.

#### **Humanitarian Assistance Group**

To ensure that appropriate humanitarian assistance arrangements are in place in South Yorkshire to meet the immediate, medium and long term needs of those affected by a wide range of emergency events.

#### **Telecommunications Group**

To ensure that local responders and their partners within South Yorkshire are able to communicate effectively even during the most challenging of circumstances.

## **South Yorkshire LRF Overarching Objectives 2012 to 2015**

### **1. To identify and understand the risks faced by South Yorkshire.**

Identifying and reviewing the risks that face South Yorkshire is the first step in preparing for an emergency. Each year, the LRF produces a Risk Register which details the risks faced by the county and how the risk levels have been arrived at. This is done using local knowledge and also information sent out from the Government.

### **2. To further improve capabilities to be able to respond to the risks faced by South Yorkshire.**

Having prioritised the local risks, we will produce detailed plans showing how we will respond to and help communities recover from them should they happen. We will focus on the highest risk first. We will also develop generic plans which could be applied to a variety of emergencies.

### **3. To further develop the governance process to enable the South Yorkshire LRF to fulfil its responsibilities under the CCA 2004.**

For the South Yorkshire LRF to function effectively, an agreed governance process needs to be in place showing roles and responsibilities of all local responders. The LRF is well-established but the structure needs to be regularly reviewed to ensure it reflects the needs of responders and the community alike.

### **4. To develop an effective Communication Strategy with all stakeholders.**

Communication and information sharing is key to effective multi-agency working and to improving public confidence. The South Yorkshire LRF is committed to making use of all types of media to communicate with the public and understands the importance of increasing awareness amongst the public, and ensuring that they are not only given sufficient warning but they are also kept informed during an emergency.

### **5. To engage in an ongoing programme of multi-agency training and exercising to ensure that plans and capabilities are fit for purpose.**

Risk assessing and preparing plans and capabilities are important steps in being able to respond to an emergency. However, plans need to be exercised and the right people given the right training to ensure that they can be delivered effectively. There will be an ongoing training and exercise programme targeted at those likely to be involved in the response and recovery phases of emergencies