

# ESSEX RESILIENCE FORUM



Preparing for Emergencies in Essex

## ESSEX RESILIENCE FORUM

### BUSINESS STRATEGY AND ACTION

### PLAN

2008 - 2011

December 2007

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## **Executive Summary**

*The main purpose of the Essex Resilience Forum (ERF) is to ensure the effective delivery, across Essex, of those duties under Civil Contingencies legislation (the Civil Contingencies Act 2004) that require development and delivery through multi agency working.*

*The ERF sits at the apex of local civil contingencies planning arrangements within Essex. It seeks to build upon the current good working relationships between key partners on a joint bilateral basis which will strengthen and build upon its capability to respond to emergencies whatever their cause.*

*The development and implementation of this three year business strategy and action plan ensures that there is a clear focus and understanding by all stakeholders of what the ERF seeks to achieve and the way it will be delivered.*

*Over the next three years the ERF will continue to manage and co-ordinate the activities of Category 1 and 2 responders operating within Essex to ensure that appropriate activities are undertaken in relation to the risks and hazards identified through the Community Risk Register.*

*The ERF will continue and enhance its current policy of making certain that the current level of preparedness is developed in line with the national and regional civil contingencies agenda and capability planning duties.*

*This plan details how the ERF will do this and the more specific Aims and Objectives that will be employed in order to delivery these duties. This plan also sets out the structure and organisation of the ERF and associated working groups.*



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## 1. Introduction

The purpose of this document is to set out the reason why the Essex Resilience Forum (ERF) exists, its structure, purpose, and how it operates.

This document also contains details of what the ERF plans to achieve in the next three years, to whom it is responsible, what it seeks to deliver and how. **(See Appendix 1 – Action Plan & Funding Arrangements)**

## 2. Legislation and Requirements

The Civil Contingencies Act (CCA) 2004 requires local responder bodies to co-operate in preparing for, and responding to, emergencies through a Local Resilience Forum (LRF).

Essex has always recognised the importance of multi-agency working and has addressed this for many years by engaging in a range of formal and informal groups and networks.

With the introduction of legislation this multi-agency approach has been redefined and in accordance with legislation the Essex Resilience Forum was established in 2004.

Since its inaugural meeting the role of the ERF has been developed, the purpose of the working groups redefined and terms of reference adopted. **See Annex A – ERF Structure Chart.**

All contributors to the ERF are committed to multi-agency co-operation with a wide range of organisations that have been categorised within the CCA as Category 1 and 2 responders. The Essex structure has been designed so that each group can develop the individual work streams it needs to deliver on the key objectives identified by specific hazard and local risk assessment.



The CCA states that the LRF should deliver:

- The compilation of agreed risk profiles for the area, through a Community Risk Register;
- A systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:
  - risk;
  - planning for emergencies;
  - planning for business continuity management;
  - publishing information about risk assessments and plans;
  - arrangements to warn and inform the public; and
  - other aspects of the civil protection duty, including the promotion of business continuity management by local authorities.
- Support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multi-agency exercises and other training events. See **Annex B - Single Page Strategy**.

### **3. Role of the Forum**

The Essex Resilience Forum sits at the apex of all local civil protection arrangements in Essex. Its overall purpose is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which may have a significant impact on the communities of Essex.

The overriding aim of the ERF is to facilitate the co-operative working of Category 1 and 2 responders and partners to improve the overall resilience of the County in line with the CRR to mitigate, reduce or remove potential threats and hazards.



#### **4. Aims & Objectives**

The Essex Resilience Forum's specific aims & objectives are:

- to ensure that the work streams highlighted by the Community Risk Register (CRR) are addressed and developed by the appropriate working groups;
- to agree on joint strategic and policy approaches relating to Essex's preparedness and response;
- to approve the CRR, and ensure it provides a robust basis for planning;
- to ensure that appropriate multi-agency plans, procedures, training and exercises necessary to address identified or foreseeable local and wider area hazards are in place and outstanding gaps identified;
- to direct and oversee the activities of working groups as they are established and allocate tasks to them as appropriate;
- to receive reports from the working groups on current threat levels, gaps in planning and progress on actions tasked;
- to ensure that appropriate resources are made available to working groups to fulfil statutory and task-based responsibilities;
- to co-ordinate the individual approaches and responsibilities of each organisation to ensure that they complement each other and dovetail with partners' arrangements, and
- to consider the implications of legislation, national initiatives and decisions of the Regional Resilience Forum for the Local Resilience Forum area.

#### **5. Operating Model**

The ERF operating model is created around a managed structure which comprises of a management group, which dictates policy. A support group which develops the strategies to deliver these policies, and assigns them to the appropriate working group for consideration.

Individual working groups carryout the detailed capability and response planning



required to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which may have a significant impact on the communities within the county of Essex. See **Annex C – Governance Flow Chart**.

## **6. Constitution and Representation**

The ERF constitution clearly sets out how the management and support groups will operate and identifies the category 1 responders who are required to attend meetings, or '*arrange to be represented*'.

Not every organisation needs to be represented directly at every meeting but organisations are required to attend those meetings where their decision making powers and involvement in local resilience planning is required. See **Annex D – Constitution**.

## **7. Membership of the Management and Support Group**

Category 1 responders (plus Military Representatives) attending ERF MG & SG meetings are expected to be of sufficient seniority and expertise to be able to speak on behalf of their organisation, make decisions and commit resources without reference. The CCA guidance document 'Emergency Preparedness' (paragraph 2.11) sets out the criteria for effective representation.

All Category 1 and 2 responders are encouraged to participate in the appropriate ERF sub groups where they can add value and not drawn into discussions where they cannot. They will be expected to adhere to the principles set out in 'Emergency Preparedness' paragraph 2.25 to 2.18 which explains the two complimentary principals of '*the right to attend and the right to invite*' and the '*need to co-operate*'.

## **8. Working Groups**

A number of working groups and sub-groups have been formed to take forward



action points from the main ERF, undertake development work and discuss specialist civil protection topics. They also refer matters for information, decision and endorsement by the Strategy Group.

Each of the working groups maintain their own terms of reference which can be found in the **Annex E – Working Groups Terms of Reference** of this document. Agendas and minutes are prepared for each meeting held by these groups and electronically on Essex Info.

The following working groups are currently in place:

- Local Authorities
- Voluntary Sector (sitting under LAWG, with link to regional Voluntary Sector WG)
- Media & Public Information
- Human Health
- Emergency Services
- Severe Weather
- Humanitarian Assistance

There are also sub-groups addressing the following areas: Business Continuity; Crisis Support Team; Chemical, Biological, Radiological & Nuclear; Emergency Assistance Centres; Emergency Controls Liaison; Local Authorities Training and Exercising Group; Mass Casualties; and Mass Fatalities.

The structure for these can be found at **Annex A – Structure Chart** .

## **9. Co-operation outside of the LRF Framework**

It should be noted that Category 1 responders are also encourage to co-operate outside the LRF framework. The ERF is committed to support and develop all available models for co-operation including bilateral agreements to provide



support i.e. national mobilisation plans (emergency services) and cross border co-operation between local authorities i.e. memorandum of understanding.

## **10. Regional Resilience and National Capabilities**

The ERF full supports the work being carried out at regional and national level. The ERF is represented at both the Regional Resilience Management and Support Group.

In addition Emergency Planning & Business Continuity professionals from the appropriate Essex Category 1 organisations attend the Regional Capability Working Groups and actively participate in the appropriate work-streams within the RRF Structure. For further details see **Annex D : Constitution** and **Annex E : Working Groups Terms of Reference**.

## **11. Capability & Resilience Planning**

The ERF is committed to providing opportunities for all partners and stakeholders to develop their capability and resilience planning within Essex. In order to facilitate this an annual seminar is held.

### **11.1 Annual Seminar**

This seminar is open to all members of interested Category 1 and 2 responders both within Essex and in neighbouring counties. The event, which is organised by the ERF Support Group under direction of the Management Group, includes presentations given by lead agencies updating partners on the current Emergency Planning and Business Continuity issues and work streams being developed within the County.

## **12. Resources**

The ERF works to produce guidance documents and advice for its members. This is done in order to assist ERF members with forthcoming or changing



legislation, to address issues highlighted in the CRR and to improve the resilience, coordination and response capability within the ERF area.

### **13. Managing and Sharing Information**

The ERF manages a publicly accessible webpage ([www.essexresilience.info](http://www.essexresilience.info)). This page is used to advertise public documents and information and to be used as a central point of call for ERF members.

A separate secure site (Essex Info) is used for the dissemination of documents and information with an operational focus, which due to the sensitive and confidential nature of the information contained within them, which may not be suitable for the public domain. See Sections **14 - Protective Markings** & **15 – Freedom of Information** for further information.

### **14. Protective Markings Policy**

The ERF has adopted a policy for protectively marking its documents so that the documents and papers produced by each of the active groups can be managed and shared appropriately.

The protective marking policy will be applied to all ERF documents. It is the responsibility of the author to ensure that the document is correctly marked and the responsibility of all partners within the ERF to ensure that they adhere to the principles of the policy when making decisions on the way that they manage information. **See Appendix 2 – Impact Criteria & Handling Rules.**

### **15. Freedom of Information Act**

The Freedom of Information Act requires organisations to respond to most requests for information from other agencies or members of the public within twenty days. The Act covers all recorded information that is recorded on paper, electronically or on any other media. This applies to requests for information received in writing – by letter, fax or email.



The ERF Management Group has adopted a policy for handing all requests for information. **See Appendix 3 – Freedom of Information Policy**

## **16. Funding**

The ERF Management Group has agreed to the adoption of a funding mechanism for all Category 1 responders operating within Essex.<sup>1</sup> Each ERF Category 1 responder is expected to pay towards funding multi-agency working and projects. This funding has been agreed for a three year period (1<sup>st</sup> April 2008 – 31<sup>st</sup> March 2011) to ensure that there is a guarantee of income for this period.

The money raised through this mechanism will ensure that there is funding available to deliver those tasks identified within the ERF Action Plan which cannot be absorbed by the contribution of officer time but which require specific funding. **See Appendix 1 – Action Plan and Funding**

It is recognised by all members of the ERF that the current agreement will only provide limited funding for the ERF to undertake those actions detailed within the Action Plan and does not address the issue of providing a centrally funded Secretariat for the ERF.

The Management Group have agreed that the issue of funding a dedicated Secretariat for the ERF will be kept under view and the case for this to be provided to be made by the members of the ERF as appropriate.

## **17. Budget Management**

A designated Category 1 Responder will be nominated by the Management Group to be responsible for managing the budget on behalf of partner agencies. A Senior Manager within the Service<sup>2</sup> will be assigned as Treasurer to oversee

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<sup>1</sup> With effect from April 2008.

<sup>2</sup> Once agreed and approved by the ERF Management Group

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its day to day management and provide regular reports on financial matters to the Management & Support Groups.

Requests for expenditure below £500 can be applied for through the ERF Support Group and approval for this expenditure sanctioned by a Quorum<sup>3</sup> of its members.

Any expenditure above this amount will require Management Group approval before the Treasurer can be approached to access funds.

A detailed financial report will be submitted at the end of each financial year which will identify both incurred expenditure and if appropriate any outstanding costs or unspent budget.

### **17.1 Ordering**

All goods and services which may exceed £1,000 in a single transaction should be the subject of a competitive tendering process and at least two quotes sort.

Should the goods or services required only be available from one source then this should be identified and the reasons why documented by those initiating the request for procurement from the budget holders.

### **17.2 Requests for funding contribution**

Requests for funding will be made by invoice to all contributing Category 1 responders at the start of each financial year.

The Management Group will instruct the Treasurer to prepare the appropriate invoices based upon the agreed funding formula and budget to be raised and the responsible organisation will carry out its normal financial procedures to acquire costs from each participating organisation.

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<sup>3</sup> 50% of its members

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### **17.3 Payment of Invoices**

All invoices will be authorised for payment by both the originator of the expenditure and the Treasurer before being passed through the normal payment processes in place at Essex County Council.

## **18. Document Validation Process**

The ERF will commission the production of guidance, plans, exercises, workshops, etc. These work streams will be created through horizon scanning efforts and in order to link in with regional and national policies and strategies.

In order for these work streams to be given official approval from the ERF they must go through a process of review. This process will include all levels of the ERF structure and several rounds of consultation.

The process should be adhered to as follows;

- Any plan, guidance, etc should, where possible, be produced by working groups consisting of a diverse range of representatives from all critical responders implicated in the document.
- When the working group is satisfied with their product it should be sent out for consultation to all ERF partner organisations. Depending on the level of response and suggestions received during this process and changes required to be made, the consultation process may need to be extended.
- When consultation rounds are complete the chair of the working group will sign off the document and send it to the Essex Resilience Forum Support Group (ERF-SG) for consideration.
- If the ERFSG is happy with the product then it will be sent to the ERF for ratification.
- When the document is approved by the ERF, the chair, where suitable, will produce a foreword for the document and the document will be given authorisation to use the ERF logo. The ERF logo should not be used on anything produced by the ERF or its working groups up until this point.



- It is expected that projects commissioned by the ERF will be completed within 18 months of the start date, accepting changes in working practice, re-organisation of partner organisations, amendments to national guidance and alterations to basic principles.

A diagram of the Essex Resilience Forum Governance Flow Chart can be found in **Annex C – Governance Flow Chart**.



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**Greater Thames Standing Environment Group**  
Chair : English Nature



**SAR Co-ordination Group (Essex & South Suffolk)**  
Chair : MCA (Samantha Jessop)

**Stansted Airport Planning Policy Group**  
Chair: Police

**West Essex/East Herts Emergency Planning Group (Health)**  
Chair: West Essex PCT (Dale Atkine)

**South West Essex Health Emergency Planning Forum**  
Chair: (Martin Currie)

**Mid Essex Health Emergency Planning Forum**  
Chair: Phil Read

**North East Essex Health Emergency Planning Forum**  
Chair

**South East Essex Health Emergency Planning Forum**  
Chair : Viv Barnes

**Southend Airport Emergency Planning Group**  
Chair : tbc

**Haven Oil Working Group**  
Chair : tbc

**Thameside Partners**  
Chair : tbc

**Bell Common Tunnel Working Group**  
Chair : Mouchel Parkman

**HarwichCAP Working Group**  
Chair : Suffolk Police Nick Day

**Training & Development Group**  
Chair : tbc

**Dartford Emergency Planning Strategy Group**  
Chair: Le Crossing (Peter Goddin)



GO-East

**ESSEX RESILIENCE FORUM**  
Chair: Fire Service (Gordon Hunter)  
Secretariat: Police (Martyn Lockwood)

**ERF SUPPORT GROUP**  
Chair: Fire Service (Dave Bill)  
Secretariat: ECC (Jo Turnbull)

**Local Authorities Working Group**  
Chair: ECC (June Thompson)  
Secretariat: ECC (Sarah Hocking)

**Severe Weather Working Group (Anglian Region)**  
Chair: EA (Jenni Hodgson)  
Secretariat: EA (Hannah Butterfield)

**Health Working Group**  
Chair: Mid Essex PCT (Sarah Relf)  
Secretariat: (Brian Dobinson)

**Emergency Services Working Group**  
Chair: Fire Service (Terry Povey)  
Secretariat: Fire Service

**Media & Public Information Working Group**  
Chair: Police (Jane Sadler)  
Secretariat: ECC (Rachel Hutchinson)

**Humanitarian Working Group**  
Chair: ECC Social Care (David Stratford)  
Secretariat: ECC (Shirley Webb)

**Local Authorities Business Continuity WG**  
Chair: ECC (Richard Verrinder)  
Secretariat: ECC

**Coastal Flooding Preparation & Response WG**  
Chair: ECC  
Secretariat:

**Mass Casualties WG**  
Chair: Ambulance (Stuart Berlyn)  
Secretariat: Ambulance

**CBRN Working Group**  
Chair: Fire (Terry Povey)  
Secretariat: Fire

**Crisis Support Team for Essex**  
Chair: ECC (Emma Cook)  
Secretariat: ECC (Sarah Tiffin)

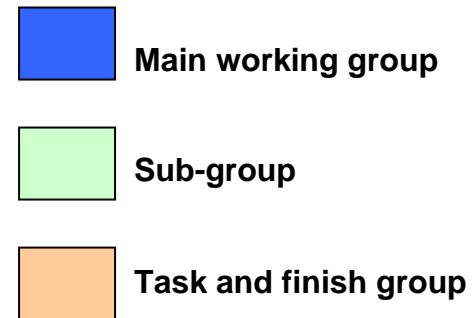
**Voluntary Sector WG**  
Chair: tba  
Secretariat: ECC Mick Gurden

**Pandemic Influenza WG**  
Chair: Mid Essex PCT  
Secretariat: Brian Dobinson

**Mass Fatalities WG**  
Chair: Police (Martyn Lockwood)  
Secretariat: Police (Rob Vickers)

**Emergency Assistance Centres**  
Chair: LA (Richard Warren)  
Secretariat: ECC (Mick Gurden)

**Telecommunications WG**  
Chair: (tba)  
Secretariat: (tba)





## Essex Resilience Forum Strategy

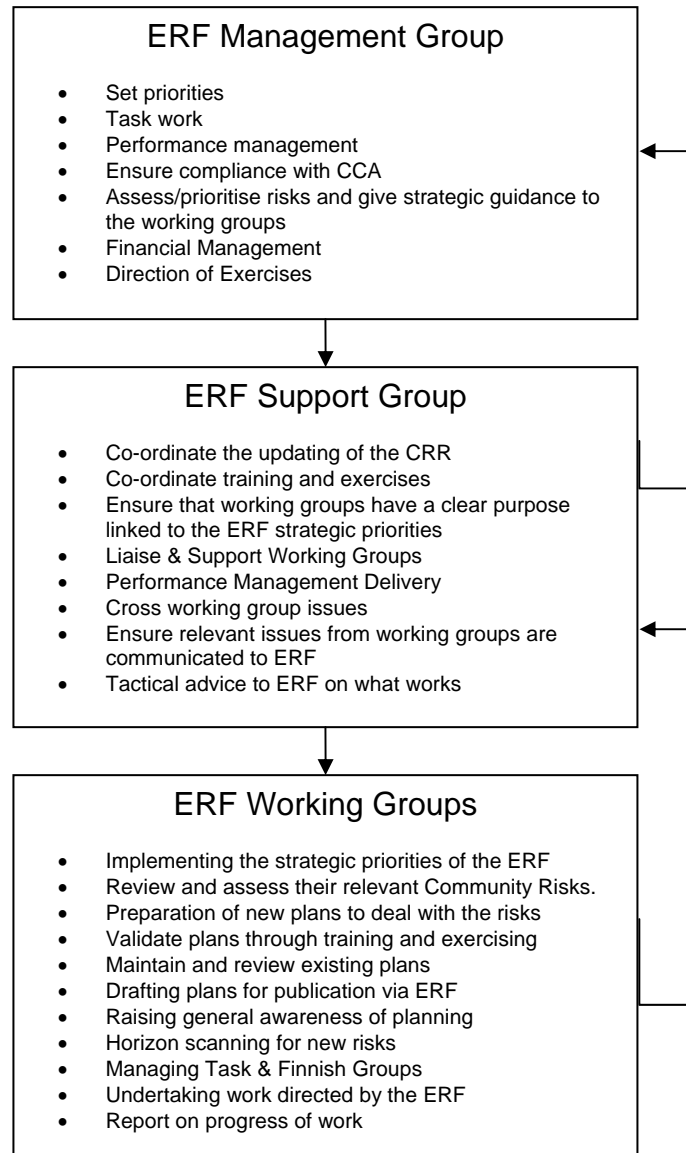
**Why we are here:** To continuously improve the resilience that we deliver to the communities of Essex.

**What we are doing:** We are working in partnership, doing more than we have ever done, to develop and continuously improve our strategies for dealing with the consequences of events that may adversely affect the communities of Essex.

PRIORITIES (Duties)	WHAT WE WANT TO ACHIEVE	WHAT SUCCESS LOOKS LIKE	HOW WE WILL KNOW THAT WE HAVE BEEN SUCCESSFUL
To ensure cooperation between all category 1 & 2 responders and other organisations that may engage in the response to an emergency affecting the Local Resilience Forum area.	Maintain an effective Local Resilience Forum management framework.	Local Resilience Forum and Structure. Budget Management. Performance Management. Terms of Reference for LRF and all associate groups. Organisational Structure Chart showing clear lines of responsibilities.	Annual Review. Performance reporting using Red, Amber & Green (RAG) reporting methodology.
To ensure information sharing between all category 1 & 2 responders and other organisations that may engage in the response to an emergency affecting the Local Resilience Forum area.	Develop information sharing arrangements across the LRF area which is accessible to all relevant partners.	Essex Resilience Forum website that is current, accessible and easy to use. Clear standardised reporting system using ERF branded templates for all documentation.	Routine use of standard templates for all reports. Annual review of communications loop.
To ensure that risk assessment is carried out and maintained through multi-agency co-operation in a Community Risk Register; and risk assessments, to the extent necessary to reduce the impact of an emergency on the community.	Maintain currency of Community Risk Register	Up to date risk register covering current and emerging risks. All risks owned by a key partner. All new decisions and submissions include an assessment of the risk impact/implications. Any significant changes to existing or emerging risks are reviewed for inclusion or reassessment as part of routine business at meetings.	Full review of the Community Risk Register every two years with exception reports.
To ensure that validated emergency plans are maintained for preventing emergencies; reducing, controlling or mitigating the effects of emergencies and taking other action in the event of emergencies and ensuring that people are trained effectively to carry out their identified roles and responsibilities.	Assurance that responding organisations understand their roles and responsibilities; and are trained to carry them out. Assurance that validated plans, complying to the Civil Contingencies Act 2004, exist for all relevant risks. Implement regular multi agency exercises (table top and full scale) to test plans and procedures.	A developed multi-agency training strategy for all responders including the voluntary sector. Provision of a programme of exercises (table top and full scale) driven by the Community Risk Register. A robust validation process for new and existing plans.	Annual Review. Performance reporting using Red, Amber & Green (RAG) reporting methodology.
To ensure that all Local Resilience Forum Category 1 members maintain plans to ensure that they can continue to exercise their functions in the event of an emergency so far as is reasonably practicable (this relates to all functions, not just their emergency response functions).	All Category 1 responders have resilient and up to date Business Continuity Plans.	Table top and full scale exercises confirm that Category 1 Responders BCM plans are resilient.	Post exercise review using RAG reporting methodology.
To communicate and advise the communities of Essex of risks, before an emergency and to warn and inform communities in the event of an emergency.	Make our communities aware of and understand the risks. Make sure that our communities understand where to go for advice and information before, during and after an event or emergency	Adoption of best practice strategy for communicating, marketing and selling the service that the ERF provides. Clear information is accessible to all members of the community. The community is engaged and consulted; with all actions and plans explained.	Review effectiveness by canvassing feedback and monitoring hits on website.
To provide advice and assistance to those undertaking commercial activities and to voluntary organisations in relation to Business Continuity Management in the event of emergencies.	Through Local Authorities BC Working Group have proactive engagement and promotion of BCM principles to businesses and voluntary organisations. Develop and promulgate BCM guidance documents.	Businesses and Voluntary sector request and use ERF BCM guidance document through both direct contact and use of ERF Web-site.	Participation in regular Business Continuity promotion events and meetings throughout the County.



## ERF Governance Flow Chart





# Constitution

The following items set out the constitution and operating parameters of the Essex Resilience Forum

## **Authority**

Within the county of Essex liaison between the Emergency Services, and the other Principal Emergency Support Organisations, likely to respond to an emergency within the county, is facilitated by membership on a strategic policymaking group known as the Essex Resilience Forum Management Group (ERFMG). Membership of the group is detailed below

## **Voting Members:**

- Essex Police;
- Essex County Fire and Rescue Service;
- East of England Ambulance Service (NHS Trust);
- Essex County Council;
- Maritime and Coastguard Agency;
- Port Health Authority
- British Transport Police;
- Environment Agency;
- Health Protection Agency;
- Primary Care Trust;
- District Local Authority Representative;
- Unitary Authorities.

## **Non-Voting Members:**

- Military;
- Strategic Health Authority;
- Government Officer for the East.



The representative from each organisation shall be of such managerial level or status as to be empowered to make policy commitments on behalf of that organisation without recourse to higher authority.

### **Meetings Frequency**

Regular meetings of the Group shall be undertaken four times during a calendar year.

### **Quorum**

Meetings of the group shall not be authorised nor recognised unless one member attends them from at least 50% of the voting organisations.

### **Meeting Venue**

Venues for the meetings shall be shared between organisations

### **Chairmanship**

To provide continuity the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. A vice chair will also be chosen from the Category 1 organisations who will deputise for the chair. In the last year of tenure a new vice-chair nomination will be effected. At the end of the period of tenure the vice chair will be installed as the chair and the new vice chair will take office.

### **Secretarial Support**

The Group will be facilitated by an ERF secretariat that will be provided from Essex Category 1 resources. The secretary is not a nominated representative on the Group and does not have a vote. For continuity the secretary should serve for at least 2 years and should not change at the same time as the chairman.

### **Procedural Arrangements**

The commonly accepted "Rules of Committee" will apply during all Group meetings. Only one member from each of the voting organisations shall have the power of vote on any issue before the Group.

The Chairman has discretion to vary or amend the order of discussion on agenda items.



The Group may by agreement or prior permission of the Chairman receive a report or presentation from a 'non-member' of the Group.

Minutes of the Group meetings will be produced by the Secretary and cleared by the Chairman prior to being circulated and published on the Essex Resilience Forum website. Should any discussion be deemed to be too sensitive for the public domain it will be removed from the website copy prior to publication.

### **ERF Support Group**

To assist and facilitate the efficacy of the ERF-MG, through ongoing inter-service liaison and discussion, the Group have formed the Essex Resilience Forum Support Group. (ERF-SG)

This Group will undertake research and detailed work on behalf of the ERF-MG. Additionally the ERF-SG will consider, debate, and advise on all matters the Chairman of the group considers appropriate, and will refer their findings and recommendations to the ERF-MG for consideration and ratification.

Whilst it is a self-contained Group ERF-SG will work within the policy guidance provided by the ERF-MG and within the scope of its written constitution.

The ERF-SG will coordinate and liaise with the ERF Working Groups on behalf of the ERF-MG. The number of working groups will vary depending on the situation extant at the time.

In all matters, the decision of the ERF-MG will be final and binding on the ERF-SG.

### **Aims and Objectives**

The aims and objectives of the ERFMG will be kept deliberately flexible and adaptable thus enabling the Group free range to consider and discuss any aspect of mutual interest. However, the following aims and objectives are worthy of record;



## **Aims**

The aim of the Group will be:

- ensure the compilation of agreed risk profiles through a community risk register.
- provide a systematic, planned and coordinated approach to encourage Cat 1 responders to address all aspects of policy for:
  - Risk
  - Planning for Emergencies
  - Planning for Business Continuity Management
  - Arrangements to warn and inform the public
- support for the preparation of multi-agency plans and other documents
- consideration of civil protection policy initiatives from regional and central government
- development of responses to meet changing circumstances and to mitigate any actual or potential threat to the safety of the population of Essex and/or to its environment.
- the identification of problem areas requiring a combined effort and coordinated approach by the Emergency Services and the other Category 1 Responders.
- to discuss matters of mutual interest.

## **Objectives**

The objectives will be:

- To develop, maintain and improve effective coordination between the Category 1 responders.

To ensure effective coordination and regular liaison between those services and organisations in the planned responses to emergencies



# WORKING GROUPS

# TERMS OF REFERENCE



## **Support Group**

### Terms of Reference

#### **Introduction:**

This document contains the terms of reference for the Support Group.

#### **Title:**

This group is to be called the Essex Resilience Forum Support Group

#### **Organisational purpose:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

#### **Group Aims and Objectives (linked to CCA & CRR)**

- to co-ordinate and maintain a multi-agency approach to preparedness response & recovery within Essex County.
- to work inside the national guidance and to ensure that the duties placed upon each organisation by the Civil Contingencies Act 2004 are met.
- to provide guidance to the Local Resilience Forum and its Management Group on all matters relating to Cat 1 & 2 Preparedness, Response and Recovery.
- to comment on guidance and documentation provided by the Regional Resilience Forum and to provide representation at that group when requested from Essex Resilience Forum.
- to ensure that all ERF work-streams are managed effectively by the relevant working groups.
- to maintain an audit trail of all work undertaken by the ERF and to record key findings and decisions.
- to ensure key personnel are trained and prepared for emergency events on an inter-agency basis.
- to identify and promote best practice with regard to Preparedness Response and recovery.



## **Group Constitution**

The group shall consist of the following permanent membership:

- Essex Police [permanent member]
- Essex Ambulance Service [permanent member]
- Essex Fire & Rescue Service [permanent member]
- Essex County Council [permanent member]
- MCA [permanent member]
- RNLI [permanent member]
- Environment Agency [permanent member]
- Primary Care Trust Representative [permanent member]
- Strategic Health Authority representative [permanent member]
- Health Protection Agency representative [permanent member]
- Military [permanent member]
- Chairpersons of ERF Working Groups where not already represented by membership listed above

## **Frequency of Meetings**

Meetings should be set 3-weeks prior to the ERF Management Group and 2 to 3 weeks following that meeting. This will enable work streams to be reviewed at a tactical level. If required the group should immediately re-convene at the request of a quorate of SG members<sup>4</sup> or at the request of the ERF.

## **Accountability**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

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<sup>4</sup> 50% of permanent members



## ***Local Authority Working Group*** Terms of Reference

### **Introduction:**

This document contains the terms of reference for the local authorities working group.

### **Title:**

This group is to be called the Essex Resilience Forum Local Authorities Working Group.

### **Organisation:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. A Vice Chair will also be nominated to deputise for the Chair when he/she is unavailable. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

### **Group Aims and Objectives:**

- To increase co-operation between all Essex local authorities by supporting cross-boundary working and mutual aid agreements.
- To improve information sharing between all Essex local authorities by identifying lessons learnt and promoting good practice
- To contribute to the risk assessment process by ensuring that information contained in the Community Risk Register is reviewed on a regular basis.
- To develop joint working for plan preparation and training by sharing skills and encouraging a consistent approach
- To develop effective strategies for communicating between Essex local authorities and the public on a routine basis and in the event of an emergency
- To encourage resilience by working jointly on the promotion of business continuity across Essex

### **Group Constitution:**

The group shall consist of a basic permanent membership.



- County Council Emergency Plans Team
- Unitary Emergency Planning Officers
- District/Borough Emergency Planning Officers
- Essex Police representative
- Essex Fire Service representative
- East of England Ambulance Service (Essex) representative
- Health Service representative

**Frequency of Meetings:**

The Group meets on a bi-monthly basis with hosting shared by members. Special meetings may be called by the Chair, or at the request of Group members, if additional time for discussion is needed for a specific issue. Any such meeting may be for local authority members only.

**Attendance at the ERF Support Group:**

The Vice Chair of the LAWG will attend the ERF Support Group meeting on behalf of the Chair.



## ***Health Working Group*** Terms of Reference

### **Introduction:**

This document contains the terms of reference for the Health Working Group

### **Title:**

This group is to be called the Essex Resilience Forum Health Working Group

### **Organisational purpose:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

### **Group Aims and Objectives** (linked to CCA & CRR)

The Working Group's specific objectives are:

- to contribute to joint strategic and policy approaches relating to emergency preparedness and response in Essex;
- to contribute to development and review of the Community Risk Register and ensure it provides a robust basis for planning;
- to contribute and lead on appropriate multi-agency plans, procedures, training and exercises necessary to address identified or foreseeable local and wider area hazards;
- to undertake such projects or tasks that may be allocated by the Local Resilience Forum (LRF) and / or its Management Group (LRFMG);
- to report to the LRFMG and / or LRF on the Health aspects of local emergency preparedness and response;
- to oversee emergency preparedness and response arrangements across the local NHS, ensuring in particular compliance with statutory requirements and national guidance.
- to ensure the Group's work dovetails with that of partner agencies within the Essex Resilience Structure.



## **Group Constitution**

The group shall consist of the following permanent membership:

- EoE Strategic Health Authority
- East of England Ambulance Trust (Essex Locality)
- Essex Health Protection Unit
- Essex Acute Trusts (5)
- Essex Primary Care Trusts (5)
- Essex County Council Social Care
- Essex Mental Health Partnership Trust (2)
- Essex County Council Emergency Planning
- Southend Borough Council
- Thurrock Borough Council
- Essex Police Contingency Planning
- Essex County Fire and Rescue Service
- Essex County Coroners Office
- Essex Director of Public Health Representative
- NHSD
- Essex Health Emergency Planning Adviser

## **Frequency of Meetings**

The group will meet at a frequency deemed appropriate by the Chair, in consultation with the group and no less than twice per year.

## **Accountability**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.



## ***Emergency Services Working Group*** Terms of Reference

### **Introduction:**

This document contains the terms of reference for the Emergency Services Working Group

### **Title:**

This group is to be called the Essex Resilience Forum Emergency Services Working Group

### **Organisational purpose:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

### **Group Aims and Objectives** (linked to CCA & CRR)

- to establish and maintain a multi-agency approach to incidents within Essex County.
- to work inside the national guidance and to ensure that the duties placed upon each organisation by the Civil Contingencies Act 2004 are met.
- to provide strategic guidance to the Local Resilience Forum on matters relating emergency services and their provision of response.
- to comment on guidance and documentation provided by the Regional Resilience Forum and to provide representation at that group when requested from Essex County.
- to ensure that key personnel are trained and prepared for emergency events on an inter-agency basis.
- to identify and promote best practice with regard to preparedness and response.
- to engage with other agencies and Cat 2 responders when necessary to develop co-ordinated plans and procedures.



- to ensure that plans for responding are tested against real-time practical exercises and against Silver and Gold incident command strategies through tabletop scenarios

### **Group Constitution**

The group shall consist of a basic permanent membership, due to the sometimes-sensitive nature of the subject matter and on occasion the need for a level of security clearance. It is envisaged however that membership on most part would be a wider group of organisations who would be impacted by any such emergencies within the county.

- Essex Police [permanent member]
- Essex Ambulance Service [permanent member]
- Essex Fire & Rescue Service [permanent member]
- MCA Essex & Suffolk / MCA London [permanent member]
- RNLI [permanent member]
- British Transport Police [permanent member]
- Port of Tilbury Police [permanent member]
- Environment Agency [as required]
- Primary Care Trust [as required]
- Health Protection Agency [as required]

### **Frequency of Meetings**

Meetings should be set 3-month intervals that precede the ERF Management Group and Management Support Group meetings. This will enable work streams to be reviewed at a strategic level. The group should immediately re-convene at the request of any Cat 1 responder if there would appear to be a heightened threat relating to CBRN or at the request of the ERF.

### **Accountability**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.



## ***Media & Public Information Working Group*** Terms of Reference

### **Introduction:**

The Essex Media and Public Information Working Group is a forum through which the communications personnel of category one and two responders prepare themselves for the event of an emergency. It does not lead emergency response or planning but provides strategic and practical support to those who do. For this reason it is reliant on those Groups within the ERF framework and their parent organisations to inform it of their needs and constraints. Its aim is to work together, combining forces and resources seamlessly, before during and after an event in order to achieve the aims and objectives below. It is established under the auspices of the ERF and the Civil Contingencies legislation.

### **Title:**

This group is to be called the Essex Resilience Forum Media & Public Information (Warn & Inform) Working Group

### **Organisational purpose:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 2 years.

The secretarial support for the Group will be provided from within the group or from within an agency in the group.

### **Group Aims and Objectives**

The aim of the Group is to provide a forum for Essex Category 1 staff who work in Media and Public Information to:

- ❖ To ensure good information exchange and networking opportunities amongst partner agencies.
  
- ❖ To advise and support the appropriate publication of plans without causing alarm as per the request of the ERF and its subordinate Groups



- ❖ To co-ordinate public and business information when requested to by ERF, its subordinate Groups and in the event of an emergency
- ❖ To advise the Gold Strategic co-ordinating group on media and public information related issues in the event of a major incident as well as provide support to incident group commanders at Silver and personnel at the scene of incident

### **Group Constitution**

The group shall comprise senior communications representatives and emergency planning officers from each of the Category One and Two organisations. For Example :

- Basildon District Council
- Braintree District Council
- Brentwood Borough Council
- Castle Point District Council
- Chelmsford Borough Council
- Colchester Borough Council
- Epping Forest District Council
- Essex County Council
- Harlow Council
- Maldon District Council
- Rochford District Council
- Southend-on-Sea Council
- Tendring District Council
- Thurrock Council
- Uttlesford District Council
- Essex Police
- Essex Fire & Rescue Service
- East of England Ambulance Service
- British Transport Police
- Environment Agency
- Maritime & Coastguard Agency
- Health Protection Agency
- Essex Lead Primary Care Trust
- Go – East

Wider Group membership from Media organizations and Category 2 Responders.

Chair: The Chair of the Group is currently the Essex Police Head of Media and Public Relations

Vice Chair: The Vice Chair will be elected by the group and is currently the PR Manager of Braintree District Council



Secretariat: The Secretariat will be provided by a member or agency from within the Group and is currently the joint Emergency Planning Officer for Essex County Council and Braintree District Council

### **Accountability**

The Media and Public Information Working Group is accountable to the ERF through the Management Support Group.

The MPIW Group will review its terms of reference on an annual basis.

### **Frequency of Meetings**

A minimum of four meetings will be held per annum at alternating locations hosted by members of the Working Group.

### **Agenda**

- All members of the group are entitled to submit items for the agenda
- Items should be with the secretariat at least two weeks prior to the date of the meeting
- The Chair reserves the right to prioritise items from the agenda as appropriate
- Minutes will be produced with actions arising
- Any other urgent business should be declared to the Chair at the start of the meeting

### **Standing Agenda Items**

- Apologies for absence
- Minutes of the last meeting
- Contact list updates
- Updates from the membership, Region, ERF, central govt.etc.
- Any other urgent business
- Date of next meeting



## ***Humanitarian Working Group*** Terms of Reference

### **Introduction:**

This document contains the terms of reference for the Humanitarian Working Group

### **Title:**

This group is to be called the Essex Resilience Forum Humanitarian Working Group

### **Organisational purpose:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

### **Group Aims and Objectives** (linked to CCA & CRR)

- monitor, and provide a parent body to, its two sub-groups: Crisis Support Team for Essex and Emergency Assistance Centres working groups.
- develop a countywide Humanitarian Assistance Framework document encompassing a 'package of care.'
- be responsible for the maintenance and review of existing emergency plans relating to humanitarian assistance in emergencies: Emergency Assistance Centres guidelines and the Telephone Support Line Plan.
- develop a countywide multi-cultural and faith plan.
- develop a countywide emergency plan/strategy document for the medium to longer-term social and psychological support and recovery to people affected by emergencies including plans for self-help groups; memorials, anniversaries and criminal/legal proceedings.
- identify and address equality, diversity and vulnerability emergency planning issues and share this information with ERF working groups in order that it is incorporated into Essex Resilience Forum's plans and procedures.
- identify and facilitate links into Adult Social Care and Children and Young People (within the County Council and Unitary Authorities) and primary and mental



health care, ensuring continuity of service plans and operational procedures, resilience and means of communication.

- conduct a training needs analysis for competences of staff responding to the human aspects of disasters, feeding into the ERF Training and Exercises working group.
- establish and maintain links with academic, professional and other working groups to keep up to date with local and national developments in the human aspects of emergencies.

### **Group Constitution**

- Essex Police
- Essex County Council
- Ambulance Service
- Harlow District Council (JEPO)
- Essex County Council Adult Social Care
- Mental Health Service
- Southend-on-Sea Council
- Coroner
- Thurrock Council
- Salvation Army

Other possible members:

Children and Young People (possibly from Unitary Council); Schools service (possibly from Unitary Council); Transport organisations (Stansted, Harwich Port and One Railway); Voluntary Forum.

### **Frequency of Meetings**

The ERF Humanitarian Assistance Working Group will meet quarterly (January, April, July, and October). Ad hoc meetings may be set up when required. The ERF Humanitarian Assistance Working Group will meet in County Hall, unless another venue is more appropriate for the purpose of the meeting.



### **Accountability**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.



## ***Severe Weather Working Group*** Terms of Reference

### **Introduction:**

This document contains the terms of reference for the Severe Weather Working Group

### **Title:**

This group is to be called the Essex Resilience Forum Severe Weather Working Group.

### **Organisation:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

### **Group Aims and Objectives:**

- Implement the strategic priorities of the ERF in relation to severe weather
- Review and assess their relevant severe weather Community Risks
- Preparation of new plans to deal with the risks
- Validate relevant plans through training and exercising
- Maintain and review existing plans
- Drafting plans for publication via ERF
- Raising general awareness of planning
- Horizons scan for new risks
- Managing Task & Finish Groups relevant to the SWWG activities
- Undertaking work directed by the ERF
- Report on progress of work

### **Group Constitution:**

The group shall consist of the following permanent membership:

- Environment Agency
- Essex Police



- East of England (Essex) Ambulance Service
- Essex Fire & Rescue Service
- Lead Primary Care Trust for Essex
- Essex County Council
- MCA
- Met Office
- Braintree District Council
- Colchester Borough Council
- Tendring District Council
- Chelmsford Borough Council
- Maldon District Council
- Rochford District Council
- Uttlesford District Council
- Southend on Sea Council
- Castle Point District Council
- Thurrock Council
- Brentwood Borough Council
- Basildon Borough Council
- Epping Forest District Council
- Harlow Council

**Agenda:**

All members of the group are entitled to submit items for the agenda

- Items will be with the secretariat at least two weeks prior to the meeting
- The Chair reserves the right to prioritise items from the agenda as appropriate
- Full and Action minutes will be produced
- AOB should be declared to the Chair at the start of the meeting

**Standing Agenda Items:**

- Apologies for absence
- Minutes of the last meeting
- Matters arising



- Severe weather events and incidents relevant to Essex
- Severe weather risk register
- Training and exercises
- Any other Business
- Date of next meeting

**Frequency of Meetings:**

The group will meet at a frequency deemed appropriate by the Chair, in consultation with the group and no less than twice per year.

The group can re-convene after a major severe weather event in Essex or at the request of the ERF.

**Accountability :**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.



# ERF TEMPLATES



**AGENDA**

**(Name of Group)**

**Chair:**

**Contact:**

**Date:**

**Location:**

**Commencing at:**

- 1. Apologies for absence**
- 2. Minutes of previous meeting held on**
- 3. Matters Arising (not covered in main agenda):**
- 4. Standing Agenda Items**
- 5. Main Agenda Items:**
- 6. Any Other Business – notified to the Chair prior to the start of the meeting**
- 7. Date of Next Meeting**

**Schedule of dates for future meetings**



**MINUTES**

**MEETING HELD ON .....**

**AT .....**

Attending :-	Representing :-	Designation:

Apologies:-	Representing :-	Designation:

Additional Distribution:



**PRESENT:**

**1. APOLOGIES FOR ABSENCE**

**2. MINUTES OF PREVIOUS MEETING HELD ON**

The minutes were agreed as a correct record of the meeting.

**3. MATTERS ARISING**

⇒ Issue – person/organisation responsible/progress

Status: Outstanding/Completed.

Action:

⇒ Issue – person/organisation responsible

Status: Outstanding/Completed.

Action:

**4. ITEM** – lead person/organisation – associated papers tabled by .....

**5. ITEM** – lead person/organisation – associated papers tabled by .....

**6. ITEM** – lead person/organisation – associated papers tabled by .....

**7. ITEM** – lead person/organisation – associated papers tabled by .....

**8. ITEM** – lead person/organisation – associated papers tabled by .....

**9. AOB** –

**10. DATE OF NEXT MEETING**



**REPORT TO:**

**(Name of Group)**

**Report From:** Enter name of sub-group or organisation submitting report

**Author:** Enter authors title, name and role in the ERF, e.g. chair

**Contact:** Enter details of who should be contacted in relation to report

**Secretariat:** Enter name of Secretariat for sub-group

**Report Summary:**

Enter a short paragraph summarising the key elements of the report.

**Link to targets:**

List the targets in the ERF business plan/vision and Community Risk Register that the report relates to/delivers

**Recommendations:**

Enter the recommendations being made for the Essex Resilience Forum Support Group to consider.

**Financial Implications:**

Enter an itemised breakdown of any costs associated with the recommendations.

**Action required by ERF Support Group**

Enter what action you wish the ERF Support Group to make.

**Action required by ERF Management Group**

Enter what action you wish the ERF Management Group to make.

Enter the body of the report here.

Any detail should be attached as an appendix.



**ERF TASK ALLOCATION TO:**

**(Name of Group)**

**From:** Enter name of sub-group or organisation submitting report  
**Author:** Enter authors title, name and role in the ERF, e.g. chair  
**Contact:** Enter details of whom should be contacted in relation to report

**Secretariat:**

**Contact:**

**Task Summary:**

Enter a short paragraph summarising the key elements of the task.

**Link to targets:**

List the targets in the ERF business plan/vision and Community Risk Register that the report relates to/delivers

**Link to associated tasks:**

Enter details of any associated tasks that should be considered when completing this task.

**Financial Implications:**

Enter an itemised breakdown of any costs associated with the task.

**Action required by ERF Support Group**

Enter what action you wish the ERF Support Group to make.

**Deadline for completion of the task**

Enter any specific deadline for completion to assist in prioritising the working group tasks.

**Any detail should be attached as an appendix.**



**Introduction:**

This document contains the terms of reference for the.....

**Title:**

This group is to be called the Essex Resilience Forum .....

**Organisation:**

To provide continuity, the chairmanship of the Group will be vested in one member from a Category 1 responding organisation for a period of 3 years. The secretarial support for the Group will be provided from the same Organisation as the chairperson.

**Group Aims and Objectives** (linked to CCA & CRR)

- 
- 

**Group Constitution**

The group shall consist of the following permanent membership:

- 
- 

**Frequency of Meetings**

The group will meet at a frequency deemed appropriate by the Chair, in consultation with the group and no less than twice per year.

**Accountability**

The chair will be responsible for progressing the work of the Group and will have authority to appoint task and finish groups to undertake specific tasks as required under the direction of the Essex Resilience Forum.



### ACTION PLAN 2008-2011

SERIAL	REQUIREMENTS	ISSUES/GAPS	ACTION (S)	EXPENDITURE	TARGET(S)	LEAD(S)	PROGRESS
				Per Annum £			
1	ERF must operate effectively to meet all duties under CCA 2004.  In 2008/9 funding of £6,000 has been made available to the Warning & Informing Project (see serial 9) this would be available to be bid for by other Working Groups in years 2009-10 and 2010-11.	No funding regime to support and deliver projects.	Prepare & present proposals for funding.	<i>Appendix 2 refers</i>	Sep 07	ERFMG ERFSG	Principle agreed at ERFMG mtg 12 Sep 07
2	Produce Draft Business Strategy & Action Plan 2008-2011.	Prepare Draft Business Strategy & Action Plan with projected costs.	a) Agree principles & contents. b) Circulate to stakeholders. c) Finance to be a Standing agenda item for all Groups.	N/A	Oct 07	ERFMG ERFSG	Draft copy for ERFSG 11 Oct 07
3	ERF must facilitate multi-agency co-operation.	Regular engagement between Category 1 and 2 responders.  Expenditure made prior to delegate fee being received and possibility of event cancellation.	Arrange annual seminar for stakeholders and partners. (Plan to be cost neutral through use of sponsorship and non Essex rep. delegate fee)	0	Jun 08 Jun 09 Jun 10	ERFMG ERFSG	Dates t.b.a. Locations t.b.a. Themes t.b.a Speakers.t.b.a. Programmes t.b.a. Exhibitors t.b.a.



SERIAL	REQUIREMENTS	ISSUES/GAPS	ACTION (S)	EXPENDITURE	TARGET(S)	LEAD(S)	PROGRESS
				Per Annum £			
4	ERF structure must meet resilience and capabilities.	Civil contingency planning in line with East of England Capability Delivery Plan (EECDP).	a) EECDP to be a Standing agenda item. b) Structure & allocation of tasks to be kept under regular review.	<i>As identified</i>	Qtly	All	Standing agenda items for EECDP, CRR, Finance.
5	ERF must have an up-to-date, published Community Risk Register (CRR) applying National & Regional Risk Assessments.	a) Take account of changes to local risks & hazards. b) Produce revised CRR. c) Publish with regard to equality & diversity	a) Risk templates to be reviewed by WGs. b) ERFMG to agree changes. CRR to be put on website & other formats to be available on request.	1,000	Mar 08 Mar 09 Mar 10	WGs as per Structure Chart at Annex A	Under review Oct 07
6	ERF must ensure all Executive Officers are trained for their strategic emergency response roles.	Multi-agency Gold level training to be provided 2 x per year.	Course programme to be developed and delivered.	7,000	May 08 Oct 08 May 09 Oct 09 May 10 Oct 10	t.b.a.	Requires funding commitment.
7	ERF must ensure all Executive Officers and operational staff are exercised in their emergency response roles.	Multi-agency exercise to be provided 1 x per year.	Exercise to be prepared based on agreed priorities and identified training needs.	3,000	Sep 08 Sep 09 Sep 10	Appropriate WG's to provide opportunities for senior officers training	Requires funding commitment



SERIAL	REQUIREMENTS	ISSUES/GAPS	ACTION (S)	EXPENDITURE	TARGET(S)	LEAD(S)	PROGRESS
				Per Annum £			
8	ERF must ensure all plans are reviewed, revised, published and disseminated in line with statutory or recommended good practice.	Central database of all agency specific and multi-agency plans to be held on ERF website.  Schedule of plan validation exercises to be prepared and delivered.	a) Website to be developed to facilitate this. b)ERF Secretariat to maintain database & co-ordinate reviews. c) Other formats to be provided on request.	3,000	Dec 08 Dec 09 Dec 10	Secretariat & WGs.	Requires funding to develop & maintain website & associated training costs. Costs for plan production: desktop publishing; GIS, guidance notes, leaflets, Z cards. Costs for plan validation exercises.
9	ERF must have in place robust arrangements in place to 'Warn & Inform' the public prior to, during, and after an emergency.  (See also Serial 1)	Develop & deliver a comprehensive 'Home Safety' strategy and countywide campaign.	Target specific groups: Vulnerable, Families, Schools.	6,000	Sep 08	Warning & Informing WG	Family Guide produced. Requires funding to develop interactive capability.
				<b>Total Expenditure For 2008/9 £20,000</b>			



## FORMULA AND APPORTIONMENT FOR ERF FUNDING

Authority	Population	Proportion	To Raise £20K
<b>Group 1</b>			
Southend	160257	100%	994
Thurrock	143128	100%	888
Basildon	165668	50%	514
Braintree	132179	50%	410
Brentwood	68456	50%	212
Castle Point	86608	50%	268
Chelmsford	157072	50%	286
Colchester	155796	50%	482
Epping Forest	120896	50%	374
Harlow	78768	50%	244
Maldon	59418	50%	184
Rochford	78489	50%	244
Tendring	138539	50%	230
Uttlesford	68946	50%	214
Essex	1310835	100%	4064
<b>Sub Total (50% of total to be raised)</b>			<b>9608</b>
<b>Group 2</b>			
Police	1614220	10%	2000
Fire	1614220	10%	2000
Ambulance	1614220	10%	2000
PCT's	1614220	10%	2000
Acute Trusts	1614220	10%	2000
<b>Sub Total (50% of total to be raised)</b>			<b>10000</b>
<b>Total (100% of total to be raised)</b>			<b>19608</b>

### Notes

1. Agreement reached in principal by Cat 1 organisations that the amount of finance to be raised = £20k.
2. Each Group has to contribute their proportion of 50%
  - A. District proportion is 50% x 0.0186p based on individual population figure
  - B. Unitary proportion is 100% x 0.0186p based on individual population figure
  - C. ECC proportion is 100% x 0.0186p of total population less populations for Unitary Authorities
  - D. Remaining Cat 1 Responders proportion is 1/5 of 50% (10%) x 0.186p based on population for whole of Essex



## **Impact Criteria and Handling Rules**

Protective Marking is a method by which the originator of any piece of information (that includes papers, drawings, images and all forms of electronic data records) can indicate to those in receipt of this information, the levels of protection required when handling the information in question. This protection can identify in terms of its handling the level of sensitivity which should be applied to its security, storage and dissemination both inside the originators own department or organisation and its ultimate method of disposal.

When a protective marking is applied to sensitive information it is indicating its value in terms of the damage that is likely to result from that information being compromised.

For example when applying a protective marking of 'CONFIDENTIAL' to a piece of information this is implying that the wider circulation of this information which is politically and/or commercially sensitive information which could compromise the reputation of the organisation or individual involved.

### **Criteria**

This section details the criteria for each level of protective marking and are derived from the protective Markings Scheme and sections considered to apply to routine handling of information through the Essex Resilience Forum.

### **Restricted**

Would accidental or deliberate compromise of information marked RESTRICTED be likely to:

- Cause substantial distress to an individual
- Make it more difficult to maintain the operational effectiveness or security of the UK or allied countries.
- Prejudice an organisations ability to carryout its normal business
- Impede the effective development or operation of government policy



- Breach proper undertakings to maintain the confidence of information provided by third parties
- Breach statutory restrictions on disclosure of material (does not include the Data Protection Act<sup>5</sup> where non-sensitive information is involved).
- Disadvantage government or the emergency services in commercial or policy negotiations with others
- Undermine the proper management of the public sector and its operations

### **Confidential**

Would the accidental or deliberate compromise of information marked CONFIDENTIAL be likely to?

- Materially damage diplomatic relations, that is, cause formal protest or other sanctions
- Prejudice individual security or liberty
- Cause damage to the operational effectiveness or security of the UK or allied forces or the effectiveness of valuable security or intelligence operations
- Work substantially against national finances or economic and commercial interests.
- Substantially undermine the financial viability of an organisation
- Impede the investigation or facilitate the commission of serious crime
- Seriously impede the development or operation of major government policies.
- Shut down or otherwise substantially disrupt significant national operations.

### **Secret**

Would the accidental or deliberate compromise of information marked SECRET likely to?:

- Raise international tension
- Seriously damage relations with other organisations and agencies
- Threaten life directly or seriously prejudice public order or individual security or liberty
- Cause serious damage to the operational effectiveness of highly valuable security or intelligence

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<sup>5</sup> See also Section 14 - Data Protection and sharing in Emergencies



- Cause substantial material damage to national finances or economic and commercial interests

### **Top Secret**

Would the accidental or deliberate compromise of information marked TOP SECRET be likely to?:

- Threaten directly the international stability of the UK or friendly countries
- Lead directly to widespread loss of life
- Cause exceptionally grave damage to the effectiveness or security of UK or allied forces or to the continuing effectiveness of extremely valuable security or intelligence operations
- Cause exceptionally grave damage to relations with friendly governments
- Cause severe long term damage to the UK economy

End



## HANDLING RULES REGARDING PROTECTIVELY MARKED MATERIAL\*

RESTRICTED	YOUR ACTION	CONFIDENTIAL
Mark : Top and bottom of every page	Marking	Mark: Top and bottom of every page
In sealed envelope with protective markings shown.	Movement through normal internal and/or own dispatch routes	In sealed envelope with protective markings shown.
By post or courier, in a sealed envelope. Do not show protective markings on the envelope	Movement between partner agencies	By post or courier. Double envelope and both fully addressed. Protective markings shown on inner envelope only. Return address on outer envelope.
Secure in locked office when not in use.	Handling	Secure in locked drawer/filing cabinet within secure office when not in use.
Distribute to named individual with caveat to record all further distribution and inform originator	Using secure organisational email system	Distribute to only to named individual within an organisation with clear instructions not to disseminate further without prior agreement.
Government approved encryption required	Internet	NOT TO BE USED
Use secure waste sacks which are kept secure when left unattended	Disposal of papers	Downgrade by tearing into small pieces before placing in secure waste sacks. Keep secure when left unattended
<b>Securely destroy.</b> Floppy disks – dismantle and cut into quarters (at least) dispose of in normal waste. DVD/CD's – destroy completely – disintegrate, pulverise, melt or shred.	Disposal of magnetic media	<b>Securely destroy.</b> Floppy disks – dismantle and cut into quarters (at least) dispose of in normal waste. DVD/CD's – destroy completely – disintegrate, pulverise, melt or shred.



RESTRICTED	YOUR ACTION	CONFIDENTIAL
May be used	Internal and public telephone network	Only if operationally urgent. Use guarded speech Keep conversation very brief
May be used. Keep conversation brief use guarded speech. Text messages brief – use of operationally understood acronyms acceptable	Mobile telephone (voice & text)	Use only if operationally urgent. Use guarded speech and keep conversations brief. Text messages brief – use of operationally understood acronyms acceptable
May be used to designated talk groups	Radios (Airwave)	Use one to one only
Care should be taken not to disclose information of a personal or sensitive nature	Radio's (non Airwave)	Only if operational urgent. Use guarded speech and keep conversation brief
NOT TO BE USED	Pager Systems	NO TO BE USED
Check that recipient is on hand to receive. Send with cover sheet and request confirmation of receipt.	FAX	Use secure fax machines only

If there is a requirement to use any of the above methods of communication at a higher level than recognised safe to do so then the operational urgency and the need for transmission must be held accountable. If it is decided that such transmissions are essential, they should be kept short and guarded speech used. The use of some form of pre-arranged codes should be considered to avoid identifying individuals, organisations or locations.

Requirements and restrictions on the handling and disposal etc of material of a SECRET and TOP SECRET nature are not included here. Should it be necessary to handle or deal with such material within the ERF structure then advice should be sort from the originator as to how this should be carried out and this advice should be carried out accordingly.



## **Freedom of information Policy**

### **About Freedom of Information**

The Act covers all recorded information – that is everything we have on paper, electronically or on other media (but not our opinions or conclusions unless they have already been recorded). It applies to information requests received in writing- by letter, fax or email.

### **Response time**

We normally have only 20 days to find and provide information and the countdown starts on the day the request reaches us. It can be challenging to meet this deadline, especially if we need to consult other organisations or people, so it is important that we do not delay in getting the process started.

### **Responsibilities**

Any requests for information relating specifically to the Essex Resilience Forum should be forwarded to the Secretary of the ERFMG for management of the enquiry. The ERFMG Secretary will decide how best to proceed with the enquiry, either responding directly or asking another more appropriate member of the ERF to respond. Agencies should respond in line with their own organisations Freedom of Information Policy.

Wherever possible members of the public should be given the details of the ERF website for further information.



### Data Protection & Sharing – Key principles\*\*

- ❖ Data protection legislation does not prohibit the collection and sharing of personal data – it provides a framework where personal data can be used with the confidence that individuals' privacy rights are respected.
- ❖ Emergency responders' starting point should be to consider the risks and potential harm that may arise if they **do not** share information.
- ❖ Emergency responders should balance potential damage to the individual (and where appropriate the public interest of keeping the information confidential) against the public interest in sharing that information.
- ❖ In emergencies, the public interest test will generally be easier to meet than during day to day business.
- ❖ When sharing data organisations should always check to see if an objective can still be achieved by passing less personal data than is available.
- ❖ Category 1 and 2 responders should be confident in asserting their power to share personal data when lawful in emergency planning, response and recovery situations.
- ❖ The consent of the data subject is not always a necessary pre-condition to lawful data sharing.
- ❖ Advice can be sought where in doubt- though organisations should prepare on the basis that the decision will need to be made without formal advice during an emergency. Advice can be obtained from the UK Resilience



Web-site [www.ukresilience.info/preparedness/informationsharing.aspx](http://www.ukresilience.info/preparedness/informationsharing.aspx)  
and the Ministry of Justice offers both guidance and a helpline  
[www.justice.gov.uk](http://www.justice.gov.uk).

- ❖ The Cabinet Office publication 'Data Protection and Sharing – Guidance for Emergency Planners and Responders<sup>2</sup> has been endorsed by the Ministry of Justice, the Information Commissioners Office, the department of Health, the Local Government Association and the Association of Chief Police Officers amongst many others.

\*\*Extract taken from HM Government – Data Protection and Sharing in Emergencies – Guidance for Local Authority Responders