

Terms of Reference & Working Arrangements

Hampshire and Isle of Wight Local Resilience

www.hiow-localresilienceforum.org.uk



Amendment record

Amendment number	Date incorporated	Signature
1.1	30-05-2013	J Malley
1.2	09-07-2014	C Jones (Review group chair)
1.3	19-01-2017	Delivery Group
1.4	25/01/2017	Delivery Group amendments
1.5	17/03/2017	MOD clarifications
1.6	20/07/2017	Executive clarifications and addition of LHRP updates in standing agendas Laura Edwards – amendments in line with Resilience Standards (Governance)
2	12/03/2018	
2.1	12/04/2019	Laura Edwards Amendments
3	04/07/2019	

1. Introduction

The Civil Contingencies Act 2004 requires co-operation through a Local Resilience Forum (LRF). The LRF is the principal form of multi-agency co-operation in a local resilience area. Even so, the statutory duties fall on the individual local responders. The LRF is not a legal entity and it does not direct its members.

The aim of the LRF is to jointly agree courses of direction and actions through collective decision making. However, it is recognised that decisions made at LRF meetings may have to be subjected to the governance arrangements of individual LRF organisations.

Chapter 2 Emergency Preparedness

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61025/Chapter-2-Co-operation-revised-March-2012.pdf

2. Purpose

The purpose of the Local Resilience Forum is as follows:

- to provide a local forum for local issues;
- to help co-ordinate risk assessment through production of the Community Risk Register;
- to facilitate Category 1 and 2 responders in the delivery of their CCA duties;
- to help deliver government policy by co-ordinating responses to government initiatives; and
- to help determine a procedure for the formation of a Strategic Co-ordinating Group (SCG) by the relevant local responders at the time of an emergency.

Chapter 2 Emergency Preparedness

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61025/Chapter-2-Co-operation-revised-March-2012.pdf

3. Terms of Reference (TOR)

Executive Group

Members of the Executive Group are responsible for their organisations' interactions with HIOW LRF and must have a level of responsibility in their organisation that allows them to make strategic decisions about resilience (this includes those members who also represent other organisations), including commitment of resources.

- **All Category 1 responders should be represented at a senior level (Director or equivalent) on the Executive Group**
- **The Hampshire and Isle of Wight convention is that some advisors (usually the senior emergency planning officers from organisations) accompany their Executive Group members in order to advise on technical matters. The advisors are not full members of the group; they cannot represent their organisations - their contribution should be restricted to advice rather than opinion**
- The Executive Group sets the strategic priorities based on the purpose of the HIOW LRF
- The Executive Group gives strategic guidance to LRF Delivery Group
- The Executive Group makes strategic decisions on behalf of the LRF
- On the Executive Group individual members are given roles as risk sponsors for the very high risks, as a risk sponsor the role is to report on the risk at least annually and understand the preparedness in Hampshire and the Isle of Wight for that risk, and identify any strategic gaps or priorities.
- Advisors or Subject Matter Experts attending Executive Group have a role to provide specific and accurate advice on the details of emergency planning within the LRF and for their own organisation (and any organisation they are representing). Advisors will be clearly identified.

The Chair of Executive Group is the Chief Constable and the Deputy Chair is the Chief Fire Officer, these roles do not have time periods but are subject to review by members if considered desirable.

Delivery Group

Members of the Delivery Group are responsible for being the link between their organisation and the wider resilience community, they should be providing resources (staff time mostly) to the key workstreams of the LRF through the Working on Tuesday approach

- The Delivery Group is the main forum for raising local issues, as a Forum a wide invite and attendance is encouraged and expected
- The Delivery Group ensures the core outcomes of the LRF – Risk Assessment, Mitigation and Training and Exercise – are achieved
- The Delivery Group is the link between the Executive Group and the 'Working on Tuesday' programme of work
- The Delivery Group has responsibility for the delivery of actions agreed within the Business Plan.
- On the Delivery Group individual members are given roles as risk owners; their role is to understand their very high risk, keep it updated in line with the risk workstreams overall direction, and inform their risk sponsor on preparedness levels for the risk.

The Chair of the Delivery Group is the Assistant Chief Constable (responsible for the Joint Operations Unit) and the convention is that, due to the unique position of the Isle of Wight, the Isle of Wight Council's Resilience Manager is the Deputy Chair; these roles do not have time periods but are subject to review by members if considered desirable

Working on Tuesday

Members of Working on Tuesday are responsible for their organisations contribution to the work of the LRF

- Working on Tuesdays is where the work of the LRF is allocated, undertaken and completed
- As part of Working on Tuesdays there are individual leads for specific workstreams

- The organisation of Working on Tuesdays is the responsibility the LRF Partnership Manager, supported by workstream leads, plan authors and other experts.
- Working on Tuesdays have an expectation of attendance, or clear representation, by all Cat 1 responders to all themed Working on Tuesdays, other partners are encouraged to attend any relevant Working on Tuesday. An attendance and action list is maintained by the LRF Partnership Manager and is available on ResilienceDirect.

Task and Finish Groups

- Task and Finish Groups are established in advance for a specific time limited purpose.
- The expectation is Task and Finish groups take advantage of Working on Tuesdays for meetings and joint work
- Task and Finish groups are flexible but should be programmed to deliver a final report to Delivery Group.
- A list of Task and Finish groups are maintained by the LRF Partnership Manager, who programmes in the final reports

Plan Authorship

- Plan Authors are individually responsible for providing a plan for consultation to Delivery Group
- Plans should be circulated three weeks before Delivery Group and have had at least three weeks consultation prior to circulation
- It would be expected for most Plans that a small task and finish group would be established. Where this is the case that task and finish group should be actively involved in the writing or revision of the plan and should agree a final version before consultation with the wider Forum.

APPENDIX B

LRF Membership

The principle membership of the LRF is formed of those agencies designated as Category 1 responders within the Civil Contingencies Act 2004. These agencies are:

Basingstoke & Deane Council	Isle of Wight Fire & Rescue Service
East Hants District Council	Maritime and Coastguard Agency
Eastleigh Borough Council	Portsmouth City Council
Environment Agency	Portsmouth Hospitals NHS Trust
Fareham Borough Council	Public Health England South East
Gosport Borough Council	NHS England South East (HTV)
Hampshire Constabulary	New Forest District Council
Hampshire County Council	Rushmoor Borough Council
Hampshire Fire & Rescue Service	Solent NHS Trust
Hampshire Hospitals NHS Foundation Trust	Southampton City Council
Hart District Council	South Central Ambulance Service - NHS Foundation Trust
Havant Borough Council	Southern Health NHS Foundation Trust
Isle of Wight Council	Test Valley Borough Council
Isle of Wight NHS Trust	University Hospital Southampton NHS Foundation Trust
Isle of Wight NHS Trust – Ambulance Service	Winchester City Council
Note: Defence is represented by HQ 11 Infantry Brigade & HQ South East Portsmouth and Southampton Port Health Authorities are represented by their respective City Councils.	

Members of LRF Executive

Member	Also Representing
British Red Cross	Representing Voluntary Sector
Environment Agency (Solent and South Downs)	Other two Environment Agencies (in HIOWLRF area)
Fareham Borough Council	Basingstoke & Deane Borough Council East Hants District Council Eastleigh Borough Council Gosport Borough Council Hart District Council Havant Borough Council New Forest District Council Rushmoor Borough Council Test Valley Borough Council Winchester City Council
Hampshire Constabulary	
Hampshire County Council	
Hampshire Fire & Rescue Service	Isle of Wight Fire & Rescue Service
HQ 11 Infantry Brigade & HQ South East	
Isle of Wight County Council	
Maritime and Coastguard Agency	
NHS England – South (Wessex)	Hampshire Hospitals NHS Foundation Trust Isle of Wight NHS Trust Isle of Wight NHS Trust – Ambulance Service Portsmouth Hospitals NHS Trust Solent NHS Trust Southern Health NHS Foundation Trust

Member	Also Representing
	University Hospital Southampton NHS Foundation Trust CCGs in the area
Portsmouth City Council	
Public Health England South East	
Royal Navy	
South Central Ambulance Service	Also representing South East Coast Ambulance Service
Southampton City Council	
Southern and Scottish Electricity Networks	
Southampton Airport	
Ministry of Housing Communities and Local Government, Resilience and Emergencies Division (MHCLG RED) attend as observers	

Membership of Delivery Group

As outlined above Delivery Group is considered as a wide forum and so any Cat 1, Cat 2 or voluntary agency engaged in emergency preparedness is potentially a member, this list given here is for illustration, rather than completeness

Category 1 responders	
Emergency Services	
Hampshire Constabulary	Provide the Chair, ACC, other attendees to provide advice and support
Hampshire Fire and Rescue Service	Area Manager / Group Manager for Resilience, additionally Resilience team members
Isle of Wight Fire and Rescue Service	Can be represented by Hampshire Fire and Rescue Service
South Central Ambulance Service	Represent South East Coast Ambulance Service
Isle of Wight NHS Trust – Ambulance Service	Can be represented by NHS England – South (Wessex) and / or South Central Ambulance Service
Maritime Coastguard Agency	Represented by ‘area manager’
Local Authorities	
Hampshire County Council	Head of Emergency Planning and Resilience additionally other members of the Emergency planning and Resilience team
Portsmouth City Council	Joint Head of Emergency
Southampton City Council	Planning and Civil Contingencies, additionally other members of either team

Isle of Wight Council	Resilience Manager and other members of the Emergency Management Team Provides the Deputy Chair and represents Island interest through being the Chair of the Island Resilience Forum
Basingstoke and Deane Borough Council	Can be represented by Hampshire County Council
East Hants District Council	Can be represented by Hampshire County Council
Eastleigh Borough Council	Can be represented by Southampton and Portsmouth City Councils
Fareham Borough Council	Can be represented by Southampton and Portsmouth City Councils
Gosport Borough Council	Can be represented by Southampton and Portsmouth City Councils
Hart District Council	Can be represented by Hampshire County Council
Havant Borough Council	Can be represented by Hampshire County Council
New Forest District Council	Can be represented by Hampshire County Council
Rushmoor Borough Council	Can be represented by Hampshire County Council
Test Valley Borough Council	Can be represented by Hampshire County Council
Winchester City Council	Can be represented by Hampshire County Council

NHS Organisations	
NHS England – South East (HTV)	EPRR Manager
Hampshire Hospitals NHS Foundation Trust	Can be represented by NHS England – South East (HTV)
Isle of Wight NHS Trust – Ambulance Service	Can be represented by NHS England – South East (HTV)
Portsmouth Hospitals NHS Trust	Can be represented by NHS England – South East (HTV)
Solent NHS Trust	Can be represented by NHS England – South East (HTV)
Southern Health NHS Foundation Trust	Can be represented by NHS England – South East (HTV)
University Hospital Southampton NHS Foundation Trust	Can be represented by NHS England – South East (HTV)
Fareham and Gosport CCG	Can be represented by NHS England – South East (HTV)
North East Hampshire and Farnham CCG	Can be represented by NHS England – South East (HTV)
North Hampshire CCG	Can be represented by NHS England – South East (HTV)
West Hampshire CCG	Can be represented by NHS England – South East (HTV)
Portsmouth City CCG	Can be represented by NHS England – South East (HTV)
Southampton City CCG	Can be represented by NHS England – South East (HTV)
Isle of Wight CCG	Can be represented by NHS England – South East (HTV)
Other Cat 1 responders	
Environment Agency, Solent and South Downs	represent all Environment Agency areas in Hampshire
Public Health England South East	
British Transport Police	Attend as required

Others	
MOD	Joint Regional Liaison Officer HQ 11 Infantry Brigade & HQ South East Other RLOs from Navy and RAF are invited
Ministry of Housing Communities and Local Government (MHCLG)	Attend as observers
Highways England	Resilience Managers attend
Met Office	
Ordnance Survey	As a key local partner
Category 2 responders	
Transport	
Network Rail	Resilience Manager attends and represents Train Companies
Southampton Airport	Resilience Team attend, and are represented on Executive Group
Wightlink	Attend if agenda relevant
Carnival Cruises	Attend if agenda relevant
Red Funnel	Invited
All other local transport providers are welcome to attend or contact one of the regular attendees	
Utilities	
Southern and Scottish Electricity Networks	Customer Service attends and represented on Executive Group
SGN	Attend if agenda relevant
Southern Water	Resilience Manager attends and is the lead representative for all Water Companies
All other local utilities are welcome to attend or contact one of the regular attendees	

Telecomms	
BT Openreach	Invited
Vodaphone	Invited
All other local telecomm providers are welcome to attend.	
Other key partners	
Voluntary Sector	
British Red Cross	Local Representative Attends, and represents all voluntary sector on Executive Group
Maritime Volunteers Service	National Resilience Lead attends
Victim Support	Invited
One Community (CVS Hampshire)	Invited
Salvation Army	Invited
Samaritans	Invited
St John Ambulance	Invited

APPENDIX C

Standing Agenda Executive Group

Hampshire and Isle of Wight Local Resilience Forum Executive Group Meeting

AGENDA

Business 09:30-11.00		
1	Welcome and introductions Apologies:	CC
2	Minutes of last meeting – Attached & Actions	CC
3	National Risk update Verbal update	MHCLG/RED
4	Risk Assessment update	Risk Assessment workstream lead
5	Delivery Group update (if necessary) Plans / Mitigation update Training and Exercising update	Delivery Group chair
6	Local Health Resilience Partnership update	NHS England
7	Resilience issues from Organisations	ALL
Discussion / development time 11.00-12.30		
8		
For Information		
A		
B		

APPENDIX D

Standing Agenda Delivery Group

Hampshire and Isle of Wight Local Resilience Forum Delivery Group Meeting

AGENDA

Business 0900-1100		
1	Welcome and introductions Apologies:	ACC
2	Minutes of last meeting – Attached & Actions	ACC
3	Business Plan / Diminishing Resources	Deputy Chair
4	National Risk update Verbal update	MHCLG/RED
5	Risk	Risk Workstream lead
5	Plans to be approved	Mitigation workstream lead
6	Training and Exercising Coming up By Exception Feedback from training and exercising events Lessons identified/Action Learning	Training and Exercising workstream lead ALL
7	Local Health Resilience Partnership update	NHS England
7	Incidents Sent in advance for an overall report, additional on the day Lessons identified/Action Learning	ALL
8	Resilience issues from Organisations	ALL
Discussion / development time 1100-1145		
9		
For Information		
A	Gateway bulletins (last 4 months summary)	
B	Annual Schedule of Meetings	

APPENDIX E

Working on Tuesdays (WOTs) Standing agendas (1000hrs to 1400hrs)

Specific Risk/Threat day

- Risk assessment
- Understanding the local impacts
- Assessing the gaps
- Mitigation in place (plans)
- Warning and informing
- Community Resilience
- Training and Exercising

Capabilities day

- National Capability Planning Assumptions
- Local Assumptions
- Assessing the gaps/Mitigation

Overall risks day

- Changes to Local Risk Management Guidance
- New Risks
- Very Highs & Highs
- Light touch medium and low allocation

Catch up day

Catch up days are for allowing bespoke pieces of work falling out of WOTs to be developed and undertaken, they also allow for more informal meetings and networking to take place, they may also provide space for workshops and training if the need arises. These should also be used for Task and Finish group actions and meetings

The schedule of WOTs is held on RD and aims to have a year of WOTs identified, though there may be some flexibility throughout the year. The LRF Partnership Manager maintains a distribution list to make partners aware of upcoming WOTs, and they are incorporated into the annual schedule of meetings.

APPENDIX G

Events Programme

Strategic and Tactical Event (Annual October)

The purpose of this meeting is to ensure all Category 1 responders receive a single briefing on the top risks, the opportunity is usually taken to share learning. It is open to all Category 1 responders and other partners,

Stakeholder Event (every 2 years – March)

The purpose of this event is to bring together the wider resilience community in Hampshire and the Isle of Wight to showcase excellence in Resilience to strengthen the local response.