



STRATEGIC BUSINESS PLAN


Copy No:

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Sponsor:	Director Public Protection, Suffolk County Council
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Review:	Annually - February 2006

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Remember to destroy all unnecessary drafts and unneeded correspondence, once the final version of this plan is agreed.

Suffolk Resilience Introduction

1. The Suffolk Resilience Forum (SRF) is the process by which county multi-agency responders to emergencies within Suffolk can co-operate with each other. The SRF is not a statutory body nor does it have powers to direct its members. It does, however, provide the framework for the effective delivery of the statutory duties under the Civil Contingencies Act 2004 (Contingency planning) Regulations 2005 (CCA 2004). The SRF will aim to meet at least quarterly or more regularly if SRF members agree it necessary. At the highest level, the SRF provides a mechanism for Chief Executives of county responders to agree on the co-ordination and co-operation of individual areas such that a subsequent multi-agency response is:

- a. Pre-planned.
- b. Embedded within individual area Business/Service Plans.
- c. Allocated appropriate and trained resources.
- d. Exercised at appropriate levels and frequency.
- e. Validated from an internal and external perspective.
- f. Flexible to respond to changing environments or emergency situations.

2. To achieve this co-ordinated effect, the SRF will agree a structure of standing plans/protocols and identify a lead responding agency that will develop and maintain them. Further detailed work will be developed and subsequently maintained through the SRF Support Group (SRF SG) and the establishment of SRF Working Groups. Priority of work for SRF Working Groups will be established at the SRF and overseen by the SRF SG. Achievement will be subsequently monitored at bi-annual meetings through a performance management approach.

3. This Suffolk Resilience Business Plan provides:

- a. A framework for the co-ordination and co-operations of Suffolk responders (SRF, SRF SG and SRF Working groups)
- b. Strategic objectives that can be linked to individual agency Business/Service Plans to promote coherent response.
- c. Guidance on planning and nominated lead Suffolk responders.
- d. A performance management mechanism for the monitoring the achievement of strategic objectives and the preparedness of Suffolk's multi-agency response.

4. The Business Plan is a living document that will be reviewed annually by the SRF and amended where required. While providing guidance on immediate aims and objectives, the plan will also look forward beyond the 3 year public expenditure period to provide longer term strategic vision.

SUFFOLK RESILIENCE BUSINESS PLAN - 2004/05**Contents List**

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RECORD OF AMENDMENTS

Amendment No	Incorporated by	Date of Amendment
1	Incorporated on issue	8 February 2006

Distribution

Addressee	Copy No
Action:	
Chief Constable, Suffolk Constabulary	1
Chief Executive, Suffolk County Council	2
District & Borough Councils Chief Executives:	
Waveney District Council	3
Forest Heath District Council	4
Ipswich Borough Council	5
Mid-Suffolk District Council *	6
<i>(representing Suffolk District & Borough councils on SRF)</i>	
St Edmundsbury Borough Council	7
Babergh District Council	8
Suffolk Coastal District Council	9
Director Public Protection & Chief Fire Officer, Suffolk County Council*	10
<i>(Chair SRF & Representing Suffolk CC Chief Executive on SRF)</i>	
Assistant Chief Constable, Suffolk Constabulary*	11
<i>(Deputy Chair SRF & Representing Chief Constable on SRF)</i>	
Deputy Chief Fire Officer, Suffolk Fire & Rescue Service*	12
Director of Operations, East Anglian Ambulance Trust *	13
Health Protection Agency*	14
Chief Executive, Suffolk East PCTs*	15
<i>(Representing Suffolk PCTs on SRF)</i>	
Area Operations Manager SE England, HM Coastguard*	16
Joint Regional Military Liaison Officer, 49 Bde *	17
Environment Manager (Suffolk), Environment Agency*	18
Resilience Director, GO-East*	19
Head of Emergency Planning, Suffolk Joint Emergency Planning Unit *	20
Chair CBRN Working Group (Suffolk Health lead)	21
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Section 1

Strategic Vision

1.1 Our vision is to assist the development of an integrated emergency response framework for Suffolk.

Strategic Objectives

1.2 The statutory requirement to Suffolk Resilience is derived from the CCA 2004 that places a statutory responsibility on Suffolk responders for the establishment of a framework for civil protection. However, this act recognises primacy of other emergency planning legislation and the existing responses to the following emergency situations:

- a. Major Accidents - Control of Major Accident Hazards Regulations 1999.
- b. Major Accident - Pipelines Safety Regulations 1996.
- c. Radiation Emergency - Radiation (Emergency Preparedness and Public Information) Regulations 2001.

1.3 In order to discharge the requirements of the CCA 2004, the SRF has the following strategic objectives:

- Provide a forum for the consideration of emergency response issues where there are implications for more than one organisation.
- Promoting agreed courses of action where mutual benefit has been identified.
- Providing an opportunity for the exchange of information.
- Produce an agreed countywide risk profile in the form of a Community Risk Register.
- Promoting a systematic, planned and co-ordinated approach in responder bodies to address policy issues in the following areas:
 - Risk.
 - Planning for Emergencies.
 - Planning for Business Continuity Management.
 - Publishing information about risk assessments and plans.
 - Arrangements to warn and inform the public.
 - The promotion of business continuity management by local authorities.
- Support the preparation by all or some SRF members of multi-agency plans and documents, including protocols and agreements.
- Promoting joint training and exercising and integrate this as part of the preparations of the individual organisations.

1.4 These standing objectives should be cascaded into the single agency Business/Service plans of responders to ensure that relevant Civil Protection responsibilities are correctly resourced and delivered alongside those organisations other non-civil protection related activity. The combination of all the individual civil protection elements of single-agency Business/Service Plans, as co-ordinated through the SRF, provides a multi-agency response within Suffolk without impacting on existing organisational structures.

Mission Statement

'To facilitate the co-ordination and co-operation of Suffolk responders in order to develop an integrated multi-agency response to civil protection in Suffolk.'

SRF Priorities:

1.5 The SRF priorities are informed by the GO-East Regional Resilience Forum (RRF) and the Suffolk Community Risk Register (from 2006). The RRF priorities for 2005/06 are as follows:

- Priority 1 - Infectious Disease Capability.
- Priority 2 - Mass Fatalities Capability.
- Priority 3 - Mass Casualties Capability.
- Priority 4 - Mass Evacuation Capability, including Operation Sassoon.
- Priority 5 - CBRN Capability.
- Priority 6 - Regional Priority: Coastal and Fluvial Flooding.
- Priority 7 - Essential Services Capability.
- Priority 8 - Animal and Plant Diseases Capability.
- Cross-Cutting Priority - Warning and Informing Capability.
- Cross-Cutting Priority - Generic Regional Response Plan.
- Cross-Cutting Priority - National Capabilities Survey 2005.

The Suffolk Community Risk Register will be completed in November 2005 and will inform the review of this plan, and its priorities, in early 2006

Our current priorities are:

2005/06

- To complete the co-ordinated implementation of the CCA 2004 by 15 November 2005.

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- To set up Suffolk Resilience Forums and identify prioritised work.
- To produce a Suffolk Community Risk Register by end 05.
- To prioritise and agree the timescale for multi-agency planning for the most significant risks to the community
- To agree a strategy for Business Continuity Management ready for implementation by 15 May 2006.
- To agree an efficient multi-agency strategy for the training and exercising of civil protection responders that increase co-ordination and co-operation and reduces overlap of single agency training and exercises.
- Agree a 3 year Business Plan and system of annual review
- Support national and regional contingency work, through SRF working process, and agree appropriate priorities for action within SRF Support Group task plan

2006/7

- To be detailed in Feb 06

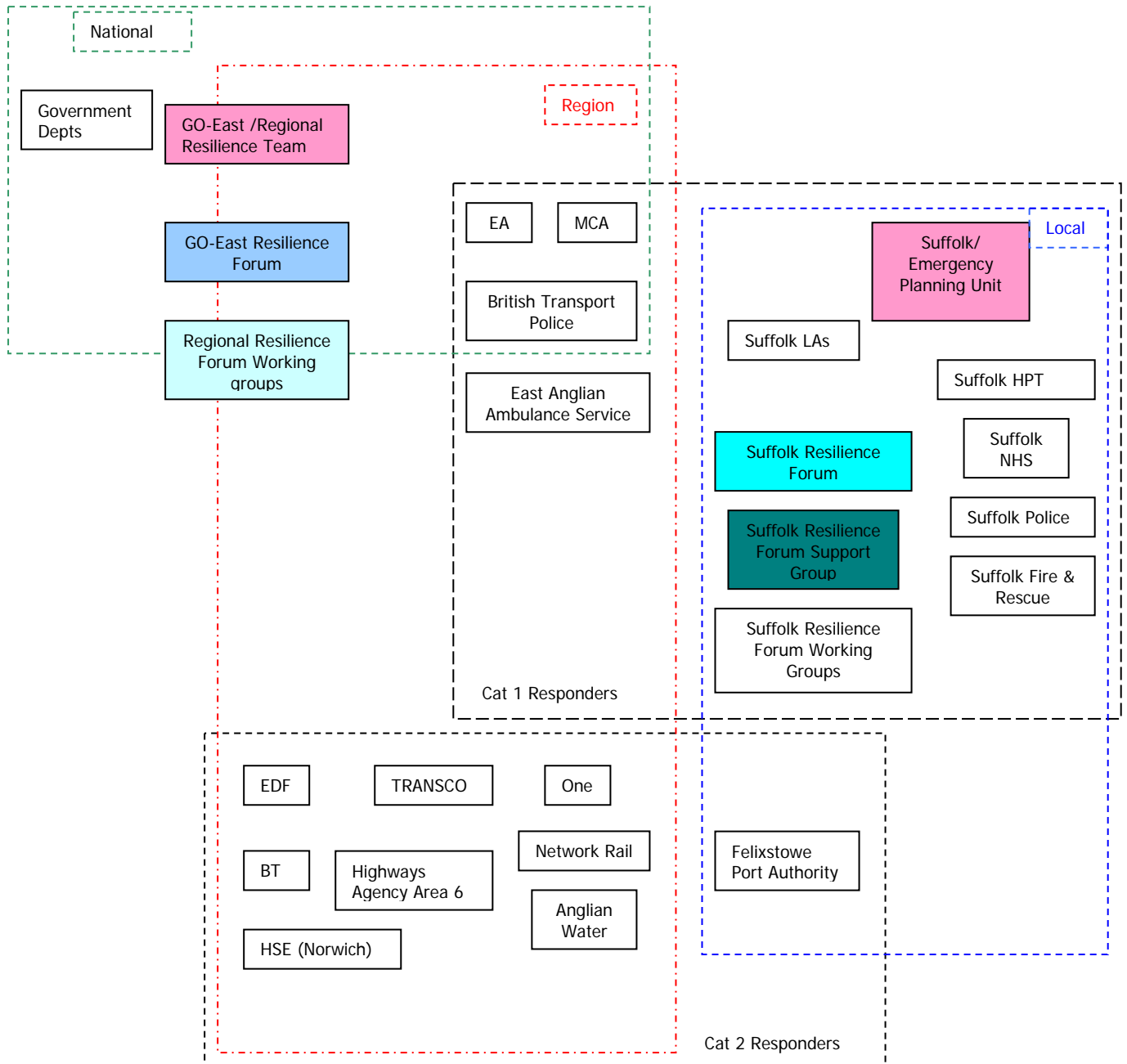
2007/8

- To be detailed

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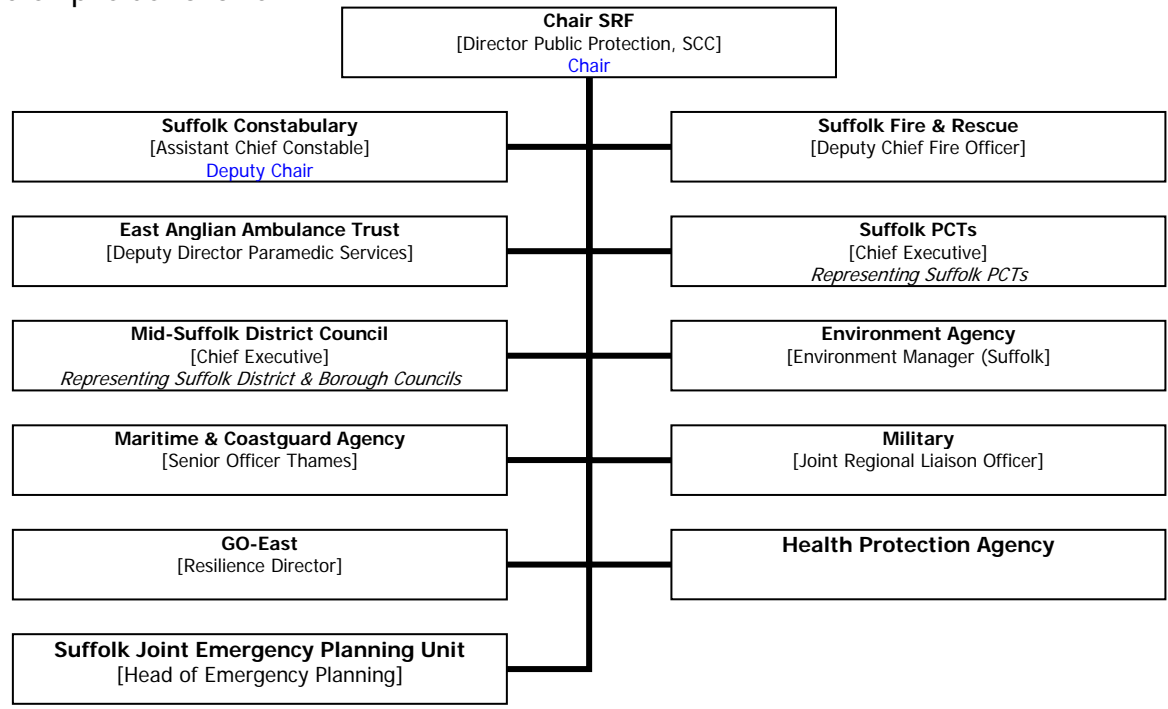
Resilience Organisation

1.5 Overview. The interrelationship between national, regional and local Resilience Organisations is shown as follows:

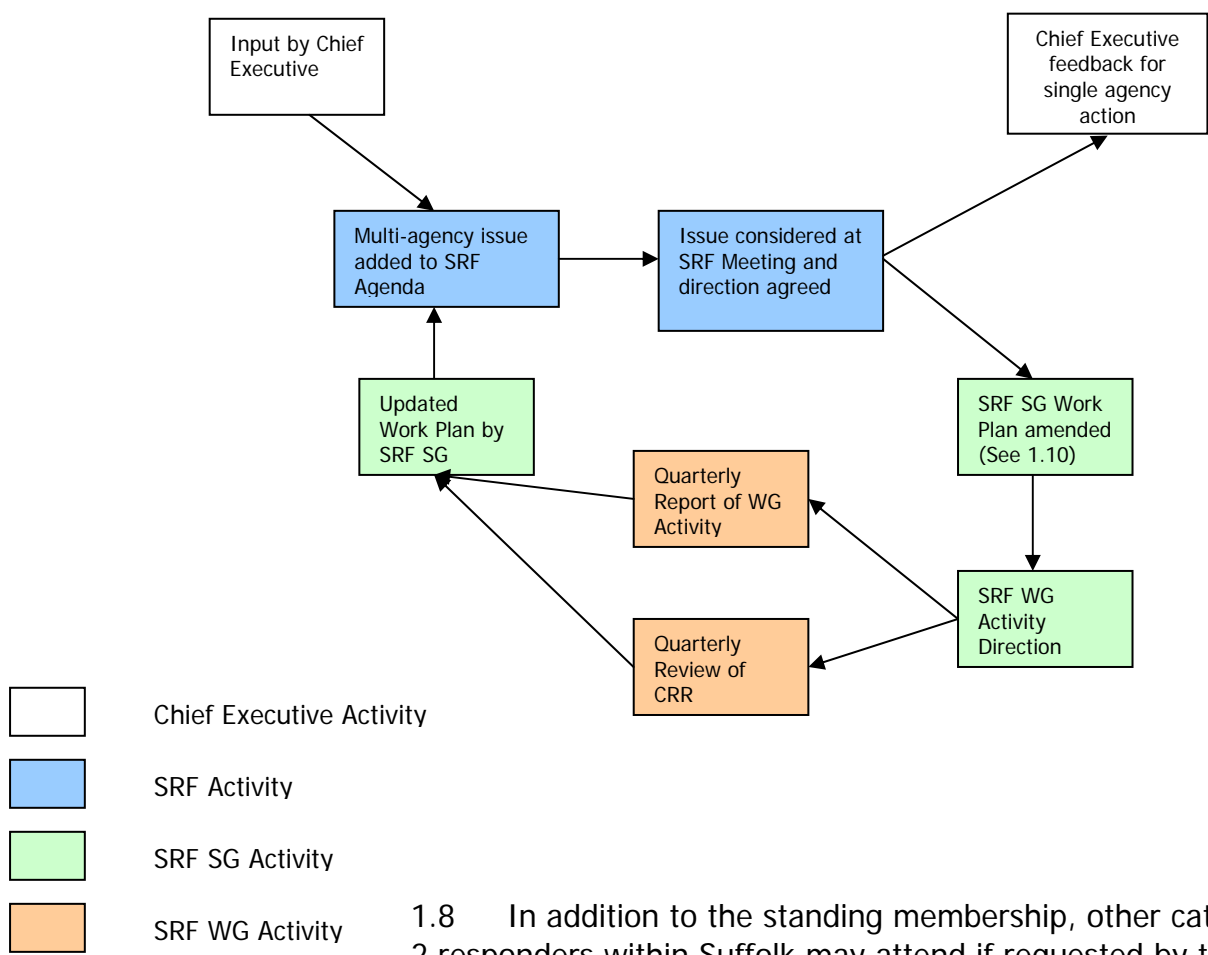


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1.6 Suffolk Resilience Forum Membership. The structure of the SRF is made up of Category 1 & 2 responders who contribute to emergency response within Suffolk. Standing membership is as follows:



1.7 The Terms of Reference for the SRF are at Annex A to this Section. The diagram below covers the working process of the SRF:



- Chief Executive Activity
- SRF Activity
- SRF SG Activity
- SRF WG Activity

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1.8 In addition to the standing membership, other category 1 & 2 responders within Suffolk may attend if requested by the SRF or

if the responder considers it appropriate due to the subject matter to be discussed. The complete list of Suffolk Category 1 & 2 responders is as follows:

Emergency Services

Suffolk Constabulary
Suffolk Fire & Rescue Service
East Anglian Ambulance Trust
HM Coastguard
British Transport Police

Local Authorities

Suffolk County Council
Babergh District Council
Forest Heath District Council
Ipswich Borough Council
Mid Suffolk District Council
St. Edmundsbury Borough Council
Suffolk Coastal District Council
Waveney District Council
Town & Parish Councils (Thru Suffolk Association of Local Councils)

Others

Military Liaison Officer
RAF Liaison Officer
Environment Agency
Department of Food and Rural Affairs (DEFRA)
GO East, Resilience Team
Health Protection Agency
Health & Safety Executive

Health Service

Suffolk West PCT
Waveney PCT
Ipswich PCT
Suffolk Coastal PCT
Local Mental Health Partnership
West Suffolk Hospital
Ipswich Hospital
James Paget Hospital
Local Health Protection Unit
Strategic health Authority

Utilities

EDF Energy
Transco
British Telecommunications
Anglian Water
Essex and Suffolk Water
Railtrack

Industry & Commerce

Vopak Tank Terminals Ltd
Calor Gas Felixstowe
Sizewell Power Stations (A & B)
Calor Gas, Risby
Harwich Haven Authority
Associated British Ports Ipswich
Associated British Ports Lowestoft
Felixstowe Dock and Railway Co.

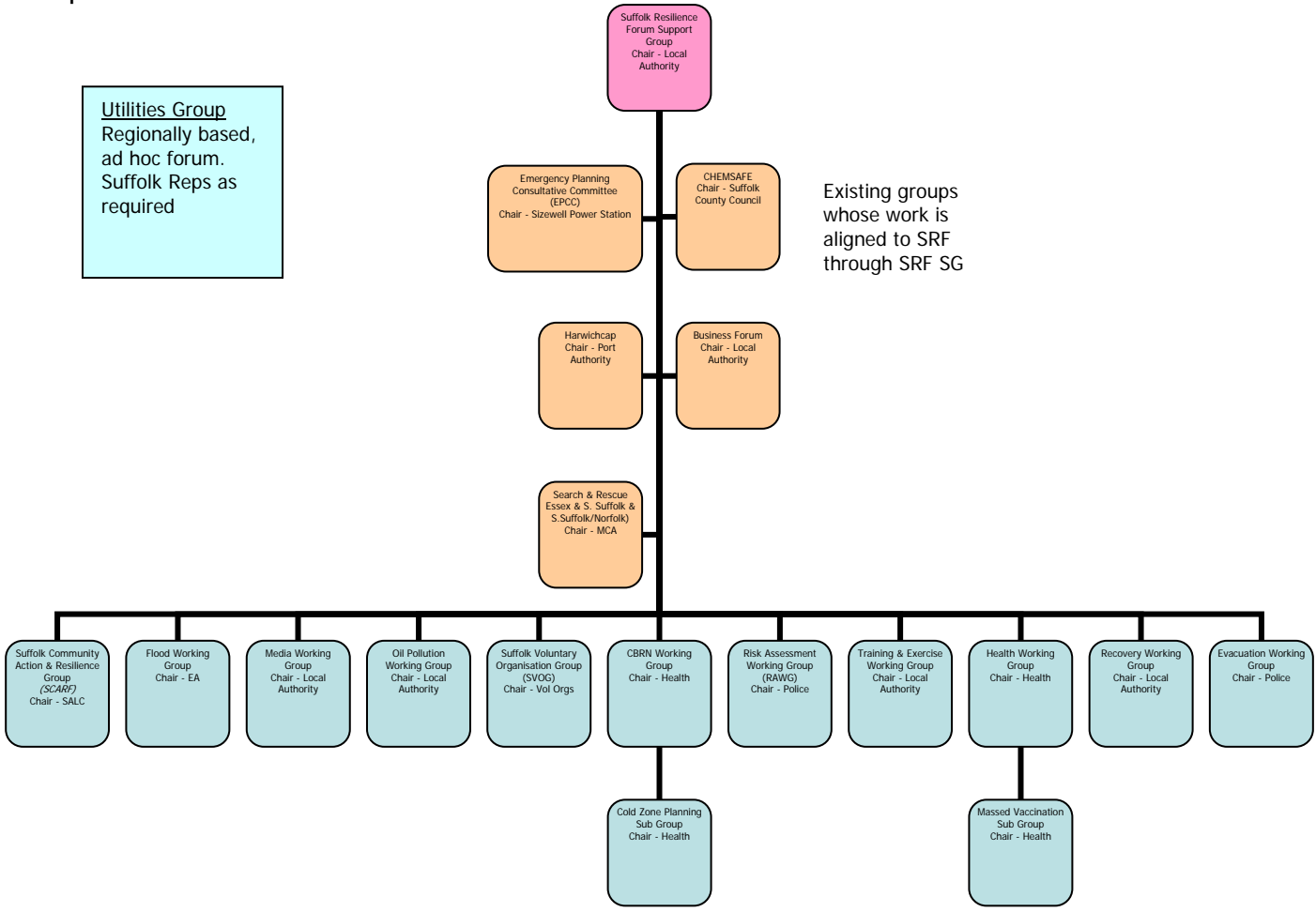
Voluntary Organisations

British Red Cross.
CRUSE.
RAYNET.
Rover Rescue.
Salvation Army.
Samaritans.
St John Ambulance.
Suffolk Accident and Rescue Services (SARS).
Suffolk Association of Lowland Search & Rescue (SULSAR).
Suffolk Churches Together.
Suffolk County Council Social Care Services.
Womans Royal Voluntary Service (WRVS).
Suffolk Association of Voluntary Organisations (SAVO)
Victim Support.

BBC Radio (Public Information Service) to be confirmed.

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1.9 Suffolk Resilience Forum Working Groups. The structure of standing SRF Working Groups is as follows:



AI 1

1.10 Terms of Reference for SRF Support Group are at Annex B to this Section. Each Working Group will produce specific Terms of Reference that will be endorsed by the SRF Support Group and held centrally by the Joint Emergency Planning Unit. The SRF will direct the priority of work for Working Groups. The SRF Support Group will co-ordinate Working Group activity to meet agreed SRF priorities on a routine basis and report progress via tabular work plan to each Main SRF meeting.

SRF SUPPORT GROUP WORK PLAN						
Serial Number	SRF Priority	Allocated WG	Work	Timeline	Progress	Link to PIs
<i>Example 1</i>	<i>High</i>	<i>RAWG</i>	<i>Produce SRF Community Risk Register</i>	<i>Completed by xxx</i>	<i>ONGOING - 2nd meeting held</i>	<i>PI 3</i>

Low, Medium or High

Traffic light system to signify whether work on track:
 Red - Major Shortfall in meeting target - SRF action required.
 Amber - Minor shortfall in meeting target - SRF informed, SRF SG action required.
 Green - On target
 White - Pending work with no set target

1.11 In addition to the standing Working Groups, ad-hoc project groups may be formed to resolve one of issues, eg the production of a Suffolk Op SASSOON plan. The formation of such groupings will fall out of routine Working Group activity.

Associated Documents

1.12 This plan should be used in conjunction with the following documents:

- Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005
- 'Emergency Preparedness' - Guidance on Part 1 of CCA 2004
- 'Responding to Emergencies' -

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Section 2

Performance Management Approach

2.1 Performance Management is an important tool that allows corporate management to quickly assess the delivery of critical services such that, where shortfalls exist or are forecast, appropriate management action can be adopted. This section deals with agreed Performance Management targets and measures to guide the SRF on the effectiveness of the co-ordination and co-operation between Suffolk responders. Performance Indicators should be cascaded and amplified where necessary within single agency Business/Service Plans. Performance will be reported bi-annually via SRF Support Group to the SRF. Information will be used to guide the setting of work priorities.

Risk

2.2 Community wide civil contingency risks will be shown in the Community Risk Register produced by the Risk Assessment Working Group along with ownership and status of risk management plans.

Assessment Criteria Table

2.3 The Team performance assessment is based upon a simple traffic light system ranging from GREEN, where targets have been met or are forecast to be met in full, through AMBER to RED, where critical shortfalls exist or are forecast to exist. Each performance indicator will be expanded to quantify the required standard. Assessment will be made against this standard using the amplification below.

Subjective Assessment	
	Critical shortfall in meeting target, representing a critical risk to the effective or efficient delivery of Team outputs or objectives. SRF action required.
	Minor shortfalls in meeting target, representing a minor risk to the effective or efficient delivery of Team outputs or objectives. SRF to be briefed, SRFSG to resolve through Working Group action.
	No significant shortfall in meeting target for the effective or efficient delivery of Team outputs or objectives.

Objective Assessment	
	Result below 80% of target
	Result between 81-90% of target
	Result 91-100% of target

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Performance Indicators

2.4 The following table shows the performance indicators that will allow the SRF to monitor the achievement of SRF objectives. The performance indicators are related to Audit Office Self Assessment guidelines on Emergency Planning.

Serial Number	Link to Higher Policy or Plans	Performance Indicator	Target	Assessment Criteria	Reporting Responsibility
OVERVIEW - CORPORATE ARRANGEMENTS					
1	Audit Office Self Assessment	Responding to emergencies is recognised as a corporate responsibility and integrated into individual Suffolk responders business/service plans and performance arrangements	Each SRF agency has included Civil Contingency Act 2004 objectives into individual annual corporate plans	Subjective	Support Group
2	Audit Office Self Assessment		Each SRF agency has included appropriate Civil Contingency Act 2004 targets within corporate performance management systems	Subjective	Support Group
RISK ASSESSMENT					
3	Audit Office Self Assessment	Emergency planning work programme and priorities underpinned by a robust Suffolk risk assessment	Suffolk Community Risk register produced and validated bi-annually by SRF	Subjective	Support Group (RAWG)
EMERGENCY PLANNING					
4	Audit Office Self Assessment	Suffolk responders can provide an integrated planned, co-ordinated, practised and evaluated response to incidents and emergency situations.	Each single agency has a Major Emergency Plan that has been aligned with other responders	Subjective	Support group
5	Audit Office Self Assessment		A multi-agency emergency exercise of emergency plans has been held within 3 years	Objective	Support Group
RESOURCES					
6	Audit Office Self Assessment	Resources identified and accessible in a crisis, having regard to risk, to deliver an effective emergency response	Each agency has in place arrangements for emergency expenditure	Subjective	Support Group
7	Audit Office Self Assessment		Each agency has identified key personnel required to implement emergency plans	Subjective	Support Group
8	Audit Office Self Assessment		Each agency has identified equipment requirements to support emergency response and has an equipment control system in place	Subjective	Support Group

9	Audit Office Self Assessment		Each agency has in place suitable legal arrangement where support for emergency plans is received from external sources	Subjective	Support Group
TRAINING & PLAN VALIDATION					
10	Audit Office Self Assessment		Each agency has exercised a collective level response of their Major Emergency Plan within 3 years	Subjective	Support Group (Trg & Ex WG)
11	Audit Office Self Assessment	Individuals likely to be involved in a Suffolk emergency response receive appropriate training.	Each single agency has conducted appropriate training of all key individuals identified in their Emergency Plan	Objective	Support Group
12	Audit Office Self Assessment	Emergency Plans are up to date and have been validated and improved where necessary through a programme of exercises and reviews	Emergency training and exercises have been validated by recognised audit systems	Subjective	Support Group (Trg & Ex WG)
INFORM & WARN					
13	Audit Office Self Assessment	The Suffolk community, are informed and aware, and so able to take steps to protect themselves, their family and their property/business in an emergency	Each agency has a system in place that allows relevant information on agency emergency response to be available to the public	Subjective	Support Group
14	Audit Office Self Assessment	Tested methods for communicating effectively with relevant staff, partners and members of public during an emergency	Each agencies system for providing information in an emergency has been tested on an annual basis	Subjective	Support Group
INFORMATION SHARING					
15	Audit Office Self Assessment	Improve the sharing and analysis of information within Suffolk to support risk assessment, planning, response and recovery.	Each agency has a system for recording information in emergency situations and agreed protocols for sharing this information with other responders	Subjective	Support Group
CO-OPERATION AND JOINT WORKING					
16	Audit Office Self Assessment	The promotion of co-operative working, to improve the quality of Suffolk emergency plans and response, and to maximise the efficient use of local resources to support and improve local, regional and national resilience.	A local resilience forum involving all Suffolk responders has been established and a clear understanding of lead responders is in place	Subjective	Support Group

BUSINESS CONTINUITY MANAGEMENT					
17	Audit Office Self Assessment	Suffolk responders can continue to provide normal or (in certain circumstances) critical services during and following an emergency while responding to the emergency itself.	Each agency has in place a Business Continuity Management system, underpinned by a Business Continuity plan	Subjective	Support Group
18	Audit Office Self Assessment	Suffolk local authorities have helped local businesses prepare for an emergency so that they can better maintain critical elements of their services and recover more quickly	Each council has in place arrangements to provide business continuity support for local businesses	Subjective	Support Group

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2.5 For each SRF meeting, a summary sheet showing current performance assessment will be produced to allow members to discuss future actions to resolve areas of underachievement or weakness.

Performance Indicator	Assessment			
	Current FY	FY + 1	FY + 2	FY + 3
OVERVIEW - CORPORATE ARRANGEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISK ASSESSMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESOURCES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING & PLAN VALIDATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INFORM & WARN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INFORMATION SHARING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO-OPERATION AND JOINT WORKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS CONTINUITY MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

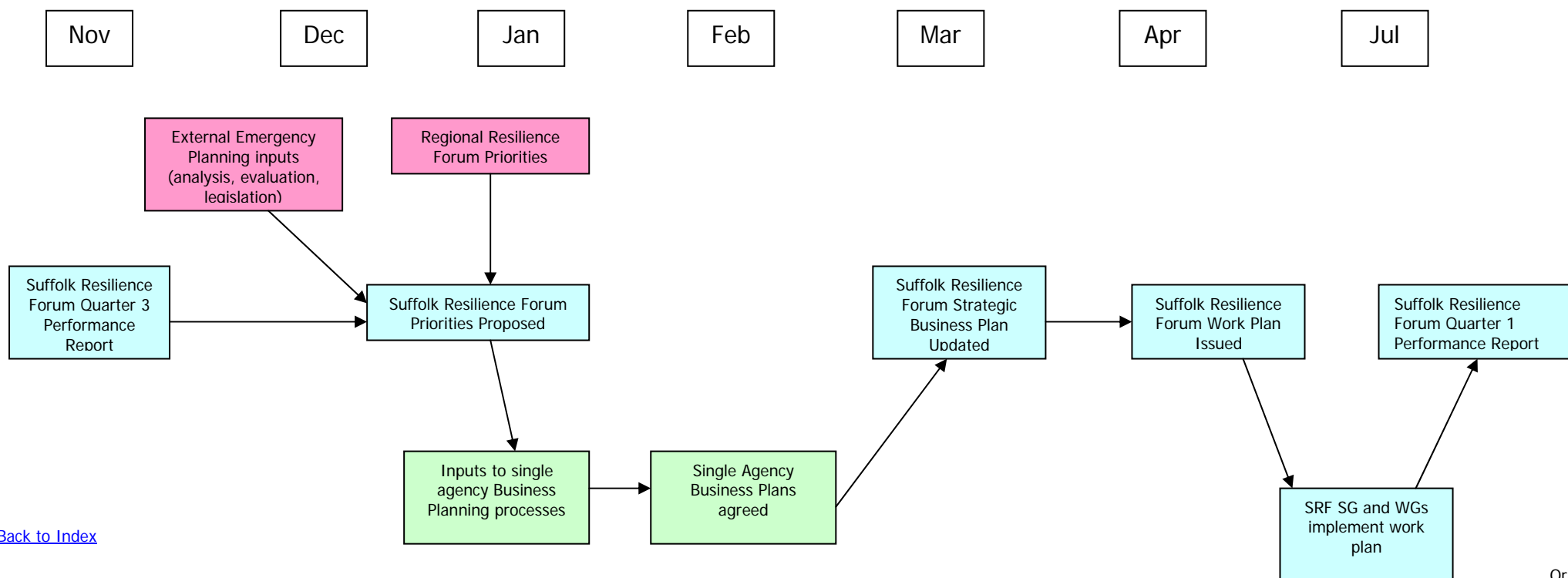
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Section 3

Supporting Planning & Programming Information

Business Planning Process

3.1 The SRF business planning processes is directly linked to the business planning processes of each Suffolk Cat 1 responder. Alignment is required between the SRF and single agency Business Plan. Each single plan has primacy but account of the SRF objectives and priorities when considering emergency preparedness. Further, the SRF Business Plan must take account of priorities for the Regional Resilience Forum and includes as appropriate.



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Suffolk Incident Plans Matrix

3.2 The following table shows the agreed requirement for Suffolk emergency plans, drawing upon high impact/probability and high impact risks from Community Risk Register and the attribution of lead Suffolk responders for multi-agency plans, where appropriate.

Plan Category	Type of Plan or Procedure	Single Agency	Multi Agency	Multi Level	Suffolk Lead Planning Responder	Version/Status	SRF Working Group
Agency Generic Plans - Each Agency To Hold	Major Incident	✓			Individual Agency		N/A
	Resources Database	✓			Individual Agency		N/A
	Control Centre Operating Procedures (inc Secondary Centre)	✓			Individual Agency		N/A
	Business Continuity	✓			Individual Agency		N/A
County Generic Plans - Multi Agency with Lead Planner	Suffolk Resilience Plan	✓	✓	✓	LA - JEPU	Not Yet issued	SRF
	GOLD/LEC Operating Procedures	✓	✓		Police	Oct 04	N/A
	Disaster Appeal Fund	✓	✓		LA - JEPU	Not Yet Issued	N/A
	Emergency Communications Plan (Media & Press)	✓	✓	✓	LA - Comms Unit	<i>Final draft Oct 05</i>	Media
	Emergency Radio & Mobile Communications	✓	✓		Police	Not Yet Issued	N/A
	Emergency Accommodation & Feeding	✓	✓		LA - JEPU	Not Yet issued	N/A
	Evacuation	✓	✓	✓	Police	Not Yet Issued	Evacuation
	Mass Fatalities & Temp Mortuary	✓	✓	✓	LA - JEPU	2003	Massed Fatalities
	Recovery (inc Site Clearance)	✓	✓		LA - JEPU	Not Yet Issued	Recovery
	Volunteers	✓	✓		LA - JEPU	Not Yet Issued	SVOG
	Warning, Informing & Advising the public, inc Public Information Team	✓	✓		LA - Comms		Media
Hazard Specific Plans - Multi Agency with Lead Planner	Aircraft Accident	✓	✓		Fire	Aug 01	N/A
	Maritime Accident	✓	✓		MCA		N/A
	CBRN	✓	✓		Health	May 2003	CBRN
	Coastal Pollution	✓	✓	✓	MCA/EA	Various Jan 99 - Aug 05	Oily Waste/HOWG
	Downstream Oil (Inland)	✓	✓	✓	LA - JEPU	<i>Final draft Sep 05</i>	N/A
	Environmental Health Emergencies	✓			LA – Environ' Health	Not Yet Issued	N/A
	Failure of major utilities	✓	✓		Operator		N/A
	Animal Disease	✓	✓	✓	LA - Trading Stds	Feb 00	N/A
	Pandemic Influenza	✓	✓	✓	Health	<i>1st draft Dec 05</i>	Health
	Prolonged Freezing Weather	✓			Health	Not Yet Issued	Health
	Severe Weather (Hot & Cold)	✓			Health	Heatwave - Jun 05	N/A
	Drought	✓	✓	✓	EA		N/A
	Rabies	✓	✓	✓	LA - Trading Stds	Apr 95	N/A
	Rail Crash	✓	✓		Fire	Jan 04	N/A
	Refugees	✓	✓	✓	LA	Not Yet Issued	N/A
	Flooding	✓	✓	✓	EA	Not Yet Issued	Flood
	Schools Emergencies	✓			LA - Education		N/A
Smallpox	✓	✓	✓	Health	Not Yet Issued	Health	

Site Specific Plans - Multi Agency with Lead Planner	Sizewell	✓	✓		LA - JEPU	<i>Final draft Dec 05</i>	N/A
	Calor Gas Felixstowe	✓	✓		LA - JEPU	2002	N/A
	Calor Gas Saxham	✓	✓		LA - JEPU	2002	N/A
	VOPAC	✓	✓		LA - JEPU	2002	N/A
	Mildenhall	✓	✓		LA - JEPU	Not Yet Issued	N/A
	Lakenheath	✓	✓		LA - JEPU	Not Yet Issued	N/A
	Harwichcap	✓	✓		MCA	Not Yet Issued	HARWICHCAP
	Bury St Edmunds Evacuation	✓	✓		Police	Not Yet Issued	Evacuation
	Ipswich Centre Evacuation	✓	✓		Police	Not Yet Issued	Evacuation
	Lowestoft Evacuation	✓	✓		Police	Not Yet Issued	Evacuation

3.3 The following documents will assist the co-operation and co-ordination of SRF agencies:

- SRF Exercise & Training Strategy (Including SRF Exercise Programme)
- SRF Community Risk Register

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Section 4

Finance & Planning Assumptions

4.1 Training and Exercise Recharges. It is the policy of the Forum that the cost of planning, training and or exercising involving multi agency partners is recovered from the 'operator' in all instances where legislation requires the operator to exercise. Multi agency partners are to use their own single service polices when levying charges. Costs may be coordinated through the Joint Emergency Planning Unit, Suffolk County Council. Costs are to be recovered on a cost basis and in accordance with relevant legislation.

4.2 Plans and Procedures Agreement. All multi agency plans and procedures will be agreed by the Suffolk Resilience Forum (and sub forums) before issue and implementation. Plans are to be submitted in draft and the formal agreement of the plans and or procedures is to be recorded in the minutes of the relevant forum. The relevant lead agency is responsible for the issue and amendment of plans and procedures as appropriate.

4.3 Minutes of Meetings. Minutes of all relevant forums and groups will be shared and are public documents. Minutes that are not for public information will be dealt with under Part 2 regulations.

Freedom of Information Statement

4.4 Category 1 Responders within Suffolk Resilience are public authorities subject to the Freedom of Information (FOI) Act, which came into force on 1st January 2005. The core obligation in the Act is the requirement on public authorities to respond in writing within 20 working days to specific requests made to them for the provision of information by any individual worldwide. The response must be in two parts; the authority must state whether it holds information of the type requested and if so, must then, subject to certain exemptions, communicate it to the applicant.

4.5 The Act applies to all information held and recorded in any form; it is fully "retrospective" in that it applies to all information held, even that which was created before the Act came into effect. In the event of a complaint or failure, and where a public authority fails to comply with a notice served by Information Commissioner, the matter may be dealt with by the Courts as if the Authority had committed a contempt of court. The real penalty for non-compliance, however, is likely to be damage to reputation and possible forced resignations and disgrace of public servants.

4.6 FOI requests for Suffolk Resilience information will be handled by the nominated Suffolk lead planner as indicated within the Incident Plans Matrix and in accordance with each responder FOI Policy. Where a clear lead cannot be identified, the Suffolk CC Emergency Planning Unit will handle the request using Suffolk CC FOI Policy.

4.7 To support the public availability of Suffolk Resilience information and related planning and advice, full use will be made of existing responder websites to host information unless its publication is constrained by the Data Protection or FOI Acts. The Suffolk CC Emergency Planning website will be developed to provide a one-stop shop to available information, either directly or by linking to other websites.

SUFFOLK RESILIENCE FORUM **TERMS OF REFERENCE**

1. Introduction

*(5) The co-operation referred to in paragraphs (1) and (3) -
(a) may take the form of two or more responders co-operating with each other; and
(b) must take the form of all responders which have functions which are exercisable in a particular local resilience area co-operating together in a single forum.*

(6) The form of co-operation referred to in paragraph (5)(b) is referred to in these Regulations as the "local resilience forum".

'The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005'

2. 'Suffolk Resilience' Aim and Objectives

2.1 The aims and objectives for Suffolk Resilience are set out on the Suffolk Resilience Forum Business plan produced annually.

3. Composition

3.1 The Suffolk Resilience Forum will be chaired by Director Public Protection, Suffolk County Council (vice Chair, Assistant Chief Constable, Suffolk Constabulary). Secretariat support will be provided by Suffolk County Council, Committee Services.

3.2 Membership will comprise of Category 1 Responders as follows:

- a. Director Public Protection, Suffolk County Council (Chair)
- b. Assistant Chief Constable, Suffolk Constabulary
- c. Deputy Chief Fire Officer, Suffolk Fire & Rescue Service
- d. Deputy Director Paramedic Services, East Anglian Ambulance Trust
- e. Senior Officer, HM Coastguard
- f. District Council Chief Executive
- g. Chief Executive, Suffolk East Primary Care Trust
- h. Joint Regional Military Liaison Officer
- i. Environment Manager (Suffolk), Environment Agency
- j. Resilience Director, GO-East
- l. County Emergency Planning Manager, Suffolk County Council (Secretary)

3.3 Other members will be Co-opted members as required. If unable to attend, members are expected to nominate a deputy of similar rank to attend in their absence.

4. Meeting Frequency

4.1 The Forum will meet at a frequency deemed appropriate but at least 4 times per year. Meeting frequency will be reviewed as required. Future meeting dates are to be programmed a year in advance.

5. **Agenda**

- a. All members of the group are entitled to submit items for the agenda.
- b. Agenda items and relevant papers are to be with the secretariat at least 9 days prior. The agenda and papers will be circulated to attendees 7 days prior to the meeting.
- c. The Chair reserves the right to prioritise items from the agenda as appropriate.
- d. Full minutes will be produced.
- e. AOB and standing items should be declared to the Chair at the start of the meeting.
- f. Written reports should accompany agenda requests.

6. **Standing Agenda Items**

- a. Apologies for absence
- b. Minutes of the previous meeting
- c. Matters Arising
- d. Risk Assessment & Hazard Identification
- e. Incidents & Near Misses
- f. Training & Exercises
- g. Lessons Learnt
- h. National, Regional and County Updates
- i. Any other business
- j. Date of the next Meeting

7. **Administrative Support**

Suffolk County Council supports the Suffolk Local Resilience Forum.

Author:	Head of Emergency Planning
Date of Implementation:	26 January 2004
Review:	Annually - due January 06

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SUFFOLK RESILIENCE FORUM SUPPORT GROUP **TERMS OF REFERENCE**

1. Introduction

*(5) The co-operation referred to in paragraphs (1) and (3) -
(a) may take the form of two or more responders co-operating with each other; and
(b) must take the form of all responders which have functions which are exercisable in a particular local resilience area co-operating together in a single forum.*

(6) The form of co-operation referred to in paragraph (5)(b) is referred to in these Regulations as the "local resilience forum".

'The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005'

2. 'Suffolk Resilience' Aim and Objectives

2.1 The aims and objectives for Suffolk Resilience are set out on the Suffolk Resilience Forum Business plan produced annually.

3. Composition

3.1 The Suffolk Local Resilience Forum Support Group will be chaired by the County Emergency Planning Officer, Suffolk County Council (vice Chair, Suffolk Constabulary, Contingency Planning Manager). Secretariat support will be provided by Suffolk County Council, Emergency Planning Unit

3.2 Membership will comprise of Category 1 Responders as follows:

- a. County Emergency Planning Officer, Suffolk County Council (Chair)
- b. Contingency Planning Manager, Suffolk Constabulary
- c. EPO, Suffolk Fire & Rescue Service
- d. EPO (Suffolk), East Anglian Ambulance Trust
- e. Officer, HM Coastguard
- f. District Emergency Planning Officers
- g. Environment Agency
- h. Health Emergency Planning Manager, Suffolk Public Health Network
- i. Joint Regional Military Liaison Officer
- j. Local Health protection Unit, Consultant in Communicable Disease
- k. Go east, Regional Resilience
- i. Chair Persons, Working Groups
- k. Suffolk County Council EPO (Secretary)

3.3 Other members will be Co-opted members as required. If unable to attend, members are expected to nominate a deputy of similar rank to attend in their absence.

4. Accountability

4.1 The Suffolk Resilience Forum Support Group is accountable to the Suffolk Resilience Forum for the implementation of strategy and policy and for advising on tactical and operational issues. The relevance of the group will be reviewed annually.

5. **Meeting Frequency**

5.1 The Forum will meet at a frequency deemed appropriate but at least 4 times per year. Meeting frequency will be reviewed as required.

6. **Agenda**

- a. All members of the group are entitled to submit items for the agenda.
- b. Items will be with the secretariat at least 8 days prior.
- c. The Chair reserves the right to prioritise items from the agenda as appropriate.
- d. Full minutes will be produced.
- e. AOB and standing items should be declared to the Chair at the start of the meeting.
- f. Written reports should accompany agenda requests.

7. **Standing Agenda Items**

- a. Apologies for absence
- b. Minutes of the previous meeting
- c. Matters Arising
- d. Risk Assessment & Hazard Identification
- f. Incidents & Near Misses
- g. Training & Exercises
- h. National, Regional and County Updates
- i. Working Group Updates for SRF.
- j. Any other business
- k. Date of the next Meeting

8. **Administrative Support** Suffolk County Council supports the Suffolk Resilience Forum Support Group.

Author:	Head of Emergency Planning
Date of Implementation:	26 January 2004
Review:	Annually - due January 06

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