

JOINT RESILIENCE COMMITTEE, SEPT 2010 to JANUARY 2011 - ANNUAL AGENDA & FORWARD ACTIONS

DATE MEETING	CATEGORY	TOPIC	CCA duty	PURPOSE	RECOMMENDATIONS	ACTIONS/OUTCOMES TO CARRY FORWARD.
10/9/10	Information & Awareness	Wales Extremism Counter Terrorism Unit presentation by Richard Knill, South Wales Police	<ul style="list-style-type: none"> Emergency planning Information sharing Co-operation 	<ul style="list-style-type: none"> Raise local awareness on issues arising from terrorism and associated risks. To promote this topic with the City Evacuation Plan & procedures. To raise awareness on the UK Government's long term strategy for countering terrorism (CONTEST) and the four priority objectives. 	<p>Elected members to be more aware of how these national risks may impact their local communities.</p> <p>Elected members to escalate this awareness to Cabinet/Full Council.</p>	
	Key Priorities - Governance & Compliance	Price Waterhouse Cooper / Wales Audit Office review report of the Joint Resilience Unit dated Jan 2009 recommendations.	Co-operation	<ul style="list-style-type: none"> Developing a formal protocol setting out the terms of the partnership. 	JRC to review and finalise the draft Service Level Agreement.	
				<ul style="list-style-type: none"> The JRC should be given greater responsibility for monitoring the councils' progress in meeting their civil protection duties. It should continue to explore opportunities for improved joint working with other agencies and stakeholders building on the progress made to date. 	<ul style="list-style-type: none"> By adopting the new Terms of Reference for the Joint Resilience Committee. By exploring new avenues of communication and using Elected Members current contacts. 	
				<ul style="list-style-type: none"> Formalising the Resilience Co-ordinators role within their job descriptions. 	Formally adopt the job description for the role prepared by JRU.	
		CCoS Internal audit report d 2010 - 2011.	Co-operation	Audit work carried out by the Authority's external auditors in 2009 recommended that the role of the Resilience Co-ordinators should be formalised within their job descriptions.	Formally adopt the job description for the role prepared by JRU.	
	Business/ Operational – Validation & Exercising	Afan Lido incident Forward Action Plan	Emergency Planning	To be updated on progress of resolution of issues.	Discuss outstanding actions and issues & decide way forward for resolution	
		Exercise Dynamo – Canalside, Aberdulais	<ul style="list-style-type: none"> Emergency Planning Warn & Inform Public Co-operation Risk assessment 	<ul style="list-style-type: none"> Provide details on the live multi-agency exercise scheduled for 26/9/10. To make Elected Members aware of the Emergency Flood procedures for residents publication. 	<ul style="list-style-type: none"> To note participation in the exercise at one of the highest flood risk areas in Wales. Outcomes to be on the next JRC agenda. 	

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19/11/10	Information & Awareness	Visit to Velindre Water Treatment Works, United Utilities (COMAH lower tier site because of storage of chlorine)	<ul style="list-style-type: none"> Emergency Planning Risk assessment Co-operation Information Sharing 	<ul style="list-style-type: none"> To raise awareness on the work with the lower tier site as an outcome of the NPT/ CCS Resilience Partnership Risk Group Publication of the multi-agency aide memoir led and produced by the Joint Resilience Unit as lead for the NPT / CCS Resilience Partnership. JRC to promote improved resilience partnership working with partner agencies and stakeholders. 	<ul style="list-style-type: none"> Elected members to be more aware of how the local risks may impact communities and what safety measures are being taken to reduce the risk. Elected Members to escalate this awareness to Cabinet/Full Council. To endorse that this area of work is seen as best practice & adopted for future partnership initiatives with the 4 other lower tier sites. JRC to approve a table top exercise to validate the multi-agency aide memoir. JRU to lead. 	
	Key Priorities – Governance & Compliance	Exercise Dynamo – Canalside, Aberdulais	<ul style="list-style-type: none"> Emergency Planning Risk assessment Co-operation Information Sharing Warning & Informing 	<ul style="list-style-type: none"> To present the Forward Action Plan as an outcome of the exercise. To make Elected Members aware of the issues rose for the Local Authority in the participation in the multi-agency exercise. To discuss how the JRC may assist with the resolution of the issues. 	<ul style="list-style-type: none"> JRC to monitor the progress of the Local Authority issues and contents of the multi-agency Forward Action Plan as a result of the live exercise. JRC to monitor the management of the FAP by the JRU 	
		Elected Members Training Needs Analysis	<ul style="list-style-type: none"> Co-operation Information Sharing 	For the JRC to assess and be aware of the training needs as a result of the Elected Members Seminar.	As an outcome of the Elected Members Seminar and the document 'A Guide to Emergency Preparedness for Elected Members', JRC to agree an awareness training programme for Elected Members.	
	Business/ Operational – Validation & Exercising	Winter Maintenance in conjunction with Highways, CCoS	<ul style="list-style-type: none"> Co-operation Information Sharing Business Continuity 	To raise awareness on the Highways winter maintenance policy and the involvement of the Joint Resilience Unit in assisting in gathering information on multi-agency infrastructure.	JRC to monitor and note the involvement of the JRU in supporting the policy.	
		Publication of next issue of ' Resilience Matters ' news letter.	<ul style="list-style-type: none"> Information sharing. Warning & Informing 	<ul style="list-style-type: none"> To make JRC aware of the Autumn publication of the informative newsletter. For JRC to make contributions to the content. 	JRC to promote the work of the Joint Resilience Unit.	

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21/1/11	Information & Awareness	Access to Services Business Continuity Plan and Business Continuity Forward Action Plan.	<ul style="list-style-type: none"> Business Continuity Risk assessment 	To lead the JRC through the process from identifying the critical service to the completion and testing of this business continuity plan for an identified Local Authority critical service.	JRC to review, scrutinise and make any further recommendations as appropriate.	
	Key Priorities – Governance & Compliance	INCO multi-agency exercise ¹	<ul style="list-style-type: none"> Emergency Planning Risk assessment Co-operation Information Sharing Warning & Informing 	<ul style="list-style-type: none"> To present the Forward Action Plan as an outcome of the exercise. To make Elected Members aware of the issues raised for the Local Authority in the participation in the multi-agency exercise. To discuss how the JRC may assist with the resolution of the issues. 	<ul style="list-style-type: none"> JRC to review, scrutinise and make any further recommendations as appropriate. JRC to monitor the progress of the Local Authority issues and contents of the multi-agency Forward Action Plan as a result of the live multi-agency exercise. JRC to monitor the management of the FAP by the JRU 	
	Business/Operational – Validation & Exercising	Exercise Bay Explorer a major maritime incident involving a passenger ferry in the Bristol Channel	<ul style="list-style-type: none"> Emergency Planning Risk assessment Co-operation Information Sharing Warning & Informing 	<ul style="list-style-type: none"> To present the Forward Action Plan as an outcome of the multi agency table top exercise. To make Elected Members aware of the issues raised for the Local Authority in the participation in the multi-agency exercise. To discuss how the JRC may assist with the resolution of the issues. 	<ul style="list-style-type: none"> JRC to monitor the progress of the Local Authority issues and contents of the multi-agency Forward Action Plan as a result of the table top exercise exercise. JRC to monitor the management of the FAP by the JRU 	

Business/Operational issues will be 'current' subjects so can not always be populated in advance.

¹ Depending on the date of the multi-agency exercise – to be agreed Summer 2010. Once date is arranged, the exercise may be added to the agenda for 19/11/10 as an 'Operational' item.

STRUCTURE OF JOINT RESILIENCE COMMITTEE REPORTS

1. **Action points carried over from last meeting** – Activities carried out by the Joint Resilience Unit to resolve any actions appointed to the Unit from previous meetings and any outstanding actions/reasons for actions unresolved.

2. **PART 1**

Information & Awareness :-

A brief background to the topic/presentation subject matter to be written and reason why it is an item on the agenda.

3. **PART 2**

Key Priorities:-

Report to include the background to the topic, why it is being raised, who else is involved, outcomes hoped for, how it 'fits' into the resilience environment, etc. Elected Members will then have a sound background on the subject and what is involved before attending the meeting

Introduction, main body of the subject and a conclusion of the way forward/outcomes/conclusions.

These are the topics for scrutiny, decision making for the JRC.

4. **PART 3**

Operational/Business as usual matters

Topics to be included here are progress on on-going FAP's, current topical subjects eg, Resilience Matters, and areas of work to be noted.

NB, not everything the Joint Resilience Unit is involved in should be included in these reports, unlike past reports when the Resilience Manager was asked to table everything the Unit had done/been involved in since the previous Committee meeting.

This will be covered in the Annual Resilience Report that will summarise the past years work, involvement in partnership working and outcomes, with issues to carry forward.