

JOINT RESILIENCE COMMITTEE REPORT

13th August 2010

1. **Action points from meeting held on 23rd April 2010 to be carried over to 10th September 2010.**

2. **Extraordinary JRC meeting**

- 2.1. **Topic – The Joint Resilience Committee Annual Agenda**

- 2.1.1. Following the JRC meeting held on 2nd July 2010, it was agreed that the format, structure and governance of the Joint Resilience Committee would be reviewed and new proposals presented to the Chair.
 - 2.1.2. The Joint Resilience Unit was asked to prepare an annual agenda with key subject areas, outcomes and actions for the JRC to consider at an extraordinary meeting scheduled for the 13th August.
 - 2.1.3. A meeting was held on the 9th July with the Chair to address the proposals prior to a presentation being delivered to the JRC at the August committee meeting.

- 2.2. **Outcomes**

The meeting has resulted in the following outcomes. More information will be included in a presentation from the Resilience Manager.

- The JRC Programme to be divided into three headline categories, being:-
 - a) Information & Awareness
 - b) Key priorities
 - c) Business/Operational
- These categories will provide the structure for reporting in future to the JRC. Each category will have at least one subject.
- The reports will be in an agreed structure to include the additional headings of topic/subject matter, the link to legislation, the purpose of the report and any options and/or recommendations.
- The report will also have, as its first item, any actions from previous meetings and a progress update.

- It was also identified that there was a need to 're brand' the role of the JRC and its involvement in how the work is developed, progressed and audited. The development of the annual agenda was one of those actions.
- To reflect the new approach to governance, the Terms of Reference have been amended and agreed. These will be sent to both Chief Executives.

2.3. **Recommendations**

- Joint Resilience Committee agrees the proposed annual agenda.
- Joint Resilience Committee agree the new reporting structure and governance arrangements.
- Joint Resilience Committee adopts the reviewed Terms of Reference in Section 1 of the report.

3. **Additional Information**

3.1. **Topic – Abbreviations and Acronyms in reports:-**

As part of the review and 're branding' it was agreed that a document be prepared for JRC members that contains a list of the abbreviations and acronyms used as part of resilience planning.

3.2. **Outcome**

The list can be found in Section 2 of the report.

3.3. **Topic – Members Seminar**

A date has been agreed for the members' seminar to take place. It will be on 1st November 2010 at the Towers Hotel, Jersey Marine. More detail will be available at the September committee meeting.

3.4. **Outcome**

- The programme for the event can be found in Section 3 of the report.
- Letters have been sent to all Elected Members of both Authorities inviting them to the event.

SECTION 1

Joint Resilience Committee

Terms of Reference – July 2010

The Joint Resilience Committee comprising of Elected Members from Neath Port Talbot County Borough Council and City & County of Swansea will:-

- Meet every two months to oversee the development of emergency planning, business continuity and risk management strategies and processes so that the Authorities meet their Civil Contingency duties.
- Review, scrutinise and inform the development of a Resilience Work Programme for both Authorities.
- To promote improved Resilience partnership working with the South Wales Local Resilience Forum, partner agencies and stakeholders.
- To raise the understanding of the Local Authorities' statutory duties under the Civil Contingencies Act and other Emergency Planning Legislation, and to escalate issues within each Authority, as appropriate
- Promote and support the work carried out by the Joint Resilience Unit to raise awareness of the implementation of the civil contingency duties of the Local Authority as a Category 1 responder.
- To build and develop through Community Leadership the awareness and need for more resilience and cohesion within our own communities
- Arrange Elected Member Seminars, training, awareness and informative events to further develop the resilience agenda.
- Receive for scrutiny an annual Resilience Review Report from the Chief Executives for presentation to full Council.

SECTION 2

ABBREVIATIONS and ACRONYMS

BCI	Business Continuity Institute
BCM	Business Continuity Management
BCP	Business Continuity Plan
BERR	Business, Enterprise and Regulatory Forum
BRC	British Red Cross
BTP	British Transport Police
Cat 1	Category 1 Responder
Cat 2	Category 2 Responder
CBRN	Chemical, Biological, Radiological and Nuclear
CBRNE	Chemical, Biological, Radiological and Nuclear and Explosives
CCA	Civil Contingencies Act 2004
CCC	Civil Contingencies Committee
CCS	Civil Contingencies Secretariat
CEX	Chief Executive
CO	Cabinet Office
COBR	Cabinet Office Briefing Rooms
COMAH	Control of Major Accident Hazard Regulations 1999
CONTEST	Counter-Terrorism Strategy
CRR	Community Risk Register
DEFRA	Department of Environment, Food and Rural Affairs
DfES	Department of Education and Skills
DfT	Department for Transport
DH	Department of Health
DTI	Department of Trade and Industry
EA	Environment Agency
ECC	Emergency Control Centre
ECC(W)	Emergency Coordination Centre (Wales)

EFAS	Emergency Financial Assistance Scheme
FCP	Forward Control Point
FRRC	Friends and Relatives Reception Centre
FRS	Fire and Rescue Service
FSA	Food Standards Agency
GO	Government Office
HAC	Humanitarian Assistance Centre
HAZMAT	Hazardous Materials
HMCG	HM Coastguard
HO	Home Office
HPA	Health Protection Agency
HSE	Health and Safety Executive
JRC	Joint Resilience Committee
JRU	Joint Resilience Unit
LA	Local Authority
LHB	Local Health Board
LRF	Local Resilience Forum
MA	Multi Agency / Marshall Point
MACA	Military Aid to the Civil Authorities
MACP	Military Aid to the Civil Power
MAHP	Major Accident Hazard Pipeline Regulations
MCA	Maritime and Coastguard Agency
Met Office	Meteorological Office
MILT	Major Incident Liaison Team
MIP	Major Incident Plan
MoD	Ministry of Defence
MRCC	Maritime Rescue Co-ordination Centre
MTPAS	Mobile Telecommunications Privileged Access Scheme
NAW	National Assembly of Wales

NEP-F	National Emergency Plan - Fuel
NHS	National Health Service
NRA	National Risk Assessment
NRE	National Resilience Extranet
NRG	National Recovery Guidance
ODPM	Office of the Deputy Prime Minister
PPE	Personal Protective Equipment
PSR	Pipeline Safety Regulations 1996
RAYNET	Radio Amateurs' Emergency Network
RC	Rest Centre
RIMNET	Radioactive Incident Monitoring Network
RNLI	Royal National Lifeboat Institution
RRF	Regional Resilience Forum
RRT	Regional Resilience Team
RVP	Rendez Vous Point
REPPIR	The Radiation (Emergency Preparedness and Public Information) Regulations 2001
SCG	Strategic Coordinating Group
SITREP	Situation Report
SRC	Survivor Reception Centre
SWLRF	South Wales Local Resilience Forum
ToR	Terms of Reference
UKNIPC	UK National Influenza Pandemic Committee
USAR	Urban Search and Rescue
WAG	Welsh Assembly Government
WCCC	Wales Civil Contingencies Committee
WECTU	Welsh Extremism and Counter-Terrorist Unit
WEWG	Wales Emergencies Working Group

WHO	World Health Organisation
WLGA	Welsh Local Government Association
WRF	Wales Resilience Forum
WRVS	Women's Royal Voluntary Service

SECTION 3



Joint Resilience Unit

MEMBERS RESILIENCE SEMINAR

Monday 1st November 2010
The Towers Hotel, Jersey Marine

TERRORISM

"The Threat to Community Resilience"

- 09:00** Arrival / Registration & Refreshments
- 09:30** Welcome / Purpose of the day *Chair of the South Wales Local Resilience Forum*
Cllr Mary Jones, Out Going Chair of JRC
- 09:35** Setting the Scene - DVD *Hugh Williams-Jones, WECTU*
- 09:45** CONTEST Strategy in Wales *Chief Constable Peter Vaughan,*
South Wales Police
- 10:00** Introduction to WECTU (Interactive Session) *Hugh Williams-Jones, WECTU*
- 10:30** City Centre Evacuation Presentation *Neil Thomas, Joint Resilience Unit &*
Richard Thomas, South Wales Police
- 10:50** Refreshments & Exhibition
- 11:00** Introduction to WECTU continued *Hugh Williams-Jones, WECTU*
- 11:30** Business Continuity Presentation *Ben Cromie, Joint Resilience Unit*
- 12:00** Community Safety - CONTEST Prevent *Martin Jones*
South Wales Police
- 12:30** Closing Remarks & Exhibition *Paul Thomas, Resilience Manager &*
Cllr Andrea Davies, Chair of JRC