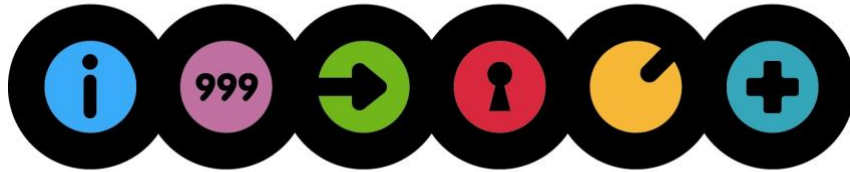


Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

CONSTITUTION

The latest version of this document may be found on Resilience Direct

All organisations should ensure that if printed copies of this document are being used, the latest version is obtained from this source.

Issue:	Version 5.5
Date of Review:	February 2019
Classification:	OFFICIAL
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Issue and review register		
Summary of changes	Issue number and date	Sent to (for)
See development version	V5.0 March 2013	Approved at Executive group meeting 21 March 2013
Amended Appendices 1, 2, 3	V5.1 July 2013	Approved by Strategic Group 19 June 2013
Protective marking change	V5.2 September 2014	N/A
General update	V5.3 February 2016	N/A
Change of group nomenclature after KRF Review proposal approval by KRF Executive Group 300718	V5.4 August 2018	Approved by KRF Executive Group 30 July 18
KRF Review update	V5.5 February 2019	Executive Board date tbc

1. Introduction

- 1.1 The Chief Constable is the Chair of the Kent Resilience Forum with the highest governance body being the Executive Board. The Chief Constable is the Chair of the Executive Board but may delegate this authority to the nominated senior chair(s) of Kent County Council, Police (Assistant Chief Constable-Operation) and Kent Fire and Rescue Service.
- 1.2 As detailed in the Kent Resilience Forum (KRF) Strategic Business Plans the KRF is the mechanism within Kent for multi-agency co-operation and co-ordination under the Civil Contingencies Act (CCA) 2004.
- 1.3 The KRF is not a legal entity and therefore has no statutory powers. It provides the forum for Category 1 and 2 responders delivering services within the Kent policing area, covering the whole of the Kent County Council and Medway Unitary Authority areas, to fulfil their collective responsibility under the CCA to prepare, plan and communicate in a multi-agency environment.
- 1.4 As the KRF is comprised of organisations that are publicly funded all information may be covered by the Freedom of Information (FOI) Act 2000, subject to exemptions and/or the security classifications. As it is not a statutory body the 'KRF' itself is not subject to FOI requests, with all requests needing to be made to member organisations.
- 1.5 This document has been drawn up in consultation with the members of the KRF and provides detail on the elements that enable and support the effective and efficient working and strong relationships enjoyed between the multi-agency groups that construct the KRF.
- 1.6 The constitution covers:
 - KRF membership and decision making;
 - Meetings, procedural processes and administration;
 - Funding arrangements.
- 1.7 This document should be read in conjunction with the Strategic Business Plan, which is designed to provide the KRF Membership with a clear focus and plan for delivery on its long and short term priorities.
- 1.8 Responsibility for the overall framework and constitution of the KRF rests with its Executive Board; however the day-to-day maintenance of this document is the responsibility of the Kent Resilience Team (KRT).
- 1.9 In April 2018, the then Strategic Group agreed a formal review of the KRF, including its structure and funding arrangements.

2. Membership

- 2.1 The KRF membership is made up of Category 1 and 2 Responders (appendix 1). Each organisation or agency will nominate the most

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appropriate person to sit on the relevant KRF Group and is responsible for participation in the KRF activity.

- 2.2 The Category 2 Responders within the KRF have the right to attend and the right to be invited to KRF meetings.
- 2.3 Members who fall outside Category 1 and 2 Responders are referred to as Other Members and are also detailed in Appendix 1.
- 2.4 To ensure efficient and effective use of time organisations may opt to be collectively represented (for example local authorities) or represented by a similar organisation (for example utilities).
- 2.5 Those representing another partner must have a clear mandate to speak on behalf of those being represented to ensure meetings can progress the work of the KRF. It will be the responsibility of organisations and agencies entering collective representation to agree these arrangements prior to KRF meetings.
- 2.6 It is recognised that the sharing of information between KRF partners underpins effective partnership working. The majority of work within the local resilience forum agenda relates to OFFICIAL information, with only the occasional need to handle higher levels of protectively marked material, which must be handled in accordance with government Security Vetting and Protective Markings policy.
- 2.7 All members should have 'Baseline Standard' security clearance so they are able to appropriately handle material marked 'OFFICIAL' and 'OFFICIAL - Sensitive'. In some instances "Security Cleared" level vetting may be required to enable access to 'SECRET' or 'TOP SECRET' material.
- 2.8 It is the individual agency's responsibility to ensure their representative has the appropriate security clearance for the meeting they attend and the work they participate in.

3. Funding arrangements

- 3.1 Funding is required to support the work of the KRF and a subscription model has been applied in Kent. All Category 1 Responders share the funding commitment (Appendix 2) to the KRF helping to achieve greater consistency of performance, as suggested in "Emergency Preparedness", the supporting guidance for the CCA.
- 3.2 Secure funding allows the KRF to plan its business both long and short term and enables the provision of general administrative support and training and exercising.
- 3.3 The KRF has two budgets which are monitored by the Executive Board;
 - 3.3.1 Revenue Budget: set budget which is regularly reviewed to ensure costs are kept to a minimum. It covers the running costs of the KRT including staff costs and the KRF essential activity costs including meeting room bookings, refreshments and the KRF annual seminar;

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- 3.3.2 Wider Activities Budget: covers other KRF costs e.g. training costs, extraordinary meeting costs. This budget was set up by the then Executive Group in 2010 for partners to use to fund multi-agency training events and exercising multi-agency plans. Partners that wish to make use of this fund are asked to submit a bid (Appendix 3) providing full details of the requirements, what the funding will be used for and how the activity fits with KRF strategic priorities detailed in the Strategic Business Plan.
- 3.4 Partners will be invoiced annually and are required to ensure their contact details are kept up to date and all necessary arrangements made prior to invoicing to ensure prompt payment. An invoice for both budget contributions and a covering letter will be sent, there will be no breakdown of costs at this stage.
- 3.5 Detail of budget costs, spend and late payments will be reported to the Executive Board meetings.
- 3.6 In principle and following consultation, any excess funding at year end provided by partners for KRF business delivery will roll forward to the forthcoming year and the Executive Board will review and agree the final budget annually in March. This will include determining any financial allocation for wider KRF activities.
- 3.7 The KRT Manager (KFRS) has day to day control of the KRF budgets as delegated by the Executive Board and will ensure costs are kept to a minimum. Any spend over £5,000 will be escalated to the Executive Board Chair for approval. The KRT Manager (KFRS) will periodically review the volume of support required for the efficient functioning of the KRF and make recommendations to the Executive Board for resource allocation.
- 3.8 Any funding related queries partner organisations may have should be raised with the KRT Manager (KFRS) in the first instance. If this does not resolve the matter the Head of the KRT will escalate the issue to the Executive Board to consider and make a decision.
- 3.9 As part of the KRF Review, a 10% increase in partner contributions was agreed for a 12 month period.
- 3.10 To coincide with the funding increase, a year's extension to the partnership agreement was agreed, which will end on 31st March 2020.

4. Structure

- 4.1 The KRF is part of a network of groups managing resilience and protecting the people of Kent. There are a number of groups that feed into and support the work of the KRF managing national, site specific or sector specific work. Issues and assurances from other networks are reported into the KRF through a number of channels.
- 4.2 The structure of the KRF reflects its status as a forum for bringing together its members and is set out in Appendix 4.

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- 4.3 As part of the review of the KRF, a new structure was agreed by the Executive Group in July 2018. This structure was adopted for a 12 month period commencing November 2018 and is due to be reviewed November 2019.
- 4.3 The overall responsibility and accountability for the delivery of the requirements of the CCA will rest with the Executive Board
- 4.4. The KRF has committed to work towards attaining the National Resilience Standards and engages in the National Capabilities Surveys
- 4.5 The Executive Board will support the direction and decisions from the Delivery Board, responsible for delivering the outcomes through a planned performance framework agreed between the Delivery Board and its Standing/Task and Finish Groups. The Executive Board also has responsibility for the KRF budget and for approval of funding bids from the Delivery Board.
- 4.6 The KRF seminar provides an opportunity for KRF member to meet and therefore discharge this duty as directed by the CCA. This forum ensures that all Responders have an opportunity to participate and fully engage with the KRF.

5. Meetings

- 5.1 The work of the KRF is set by the Business Plan which is approved by the Executive Board. This work is then managed by the Delivery Board comprising the following disciplines:
 - Threat and Risk Assessment
 - Emergency Plans and Capabilities
 - Training and ExercisingEach Discipline will be led by a KRT Manager
- 5.2 The purpose of each of these Groups is detailed in Appendix 5 and the work is implemented by the Standing/Task and Finish Groups.
- 5.3 As part of the review the terms 'Working' and 'Sub' groups will no longer be used. The following will therefore be used:
 - Standing Group – will manage long term, core business of the KRF, eg severe weather, mass fatalities .
 - Task and Finish – will manage short term, time limited focussed work with an agreed outcome eg, plan review.
- 5.4 These groups will be set up with approval from either Delivery Board Chair, Discipline Leads or Standing Group Chairs.
- 5.5 The frequency of KRF meetings has been agreed and is detailed in Appendix 5 although additional meetings may be called by the Chair of the relevant board/group as required to meet the changing demands of the KRF environment.
- 5.6 The Delivery Board will review its business priorities at the beginning of each financial year and agree the best method of producing the work.

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- 5.7 The Chair of each KRF Board/Group will be determined by multi-agency agreement and it is the responsibility of the Chairperson to ensure they have the appropriate resources to support the role. Each Board/Group also has a Deputy Chair allocated from a different agency to provide support to and cover for the Chair. The Deputy Chair will assume all duties of the Chair should the Chair be unavailable.
- 5.8 Terms of Reference for each Board and all groups within the KRF will be periodically reviewed by the relevant Board/Group. In the case of the Delivery Board any amendments will be passed to the Executive Board for approval. In the case of all Delivery Board groups, group chairs will pass amendments to the Delivery Board chair for approval.
- 5.9 The Chair of the Delivery Board has the delegated authority to approve changes in KRF work priorities for expediency.
- 5.10 Agenda and supporting papers for meetings will be published one week in advance of the meetings. This means any reports produced by members, using the KRF template, will need to be submitted to the KRT in time for them to be published for Board/Group meetings. If the report has a security marking members should clearly mark this on the report and inform the KRT and the Chair of the meeting. Agencies will need to ensure that their representative has the necessary security clearance to attend the meeting.
- 5.11 It is the responsibility of the KRT to endeavour to issue the following in draft form within one week of the date of the relevant meeting.
- Executive Board – full minutes
 - Delivery Board – Key notes supporting decisions and actions.
- 5.12 Draft minutes will be circulated to KRF members prior to the next meeting, where they will be subject to final agreement and published as an accurate record
- 5.13 Task and Finish Groups will be required to provide their own administrative support with the exception of booking meetings and publishing papers, which will be carried out by the KRT.
- 5.14 Templates for meeting documentation are included in Appendix 6 and all members are expected to use these templates for all KRF work.
- 5.15 KRF meetings may be recorded to aid accurate minute taking. It is the responsibility of the Chair to inform the meeting attendees that the meeting will be recorded and note any objections. The recording will be used when producing the minutes and deleted from the record once the minutes have been approved by the Chair.
- 5.16 To ensure meetings are effective and members' time is used efficiently the below ground rules have been applied to KRF Meetings (also refer to Section 2: Membership).
- 5.16.1 Chairs:
- Advise meeting attendees of the purpose and objective of the meeting;

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- Information and security - emphasise the importance of declaring any papers being presented for discussion at the meeting that are subject to any form of restriction and remind members that documents are subject to the Freedom of Information Act 2000
- Ensure introductions are made and note any apologies at the meeting, particularly if there is a new member and/or visitor
- Advise members the meeting is being recorded for minute taking purposes and will be deleted from the record once the minutes have been approved. Note any objections.
- Read all meeting papers and agenda in advance of the meeting;
- Ensure all mobile phones and IT devices are switched off, unless they are being used in relation to the meeting;
- Arrive in good time before the start of the meeting;
- Start the meeting on time and circulate an attendance sheet;
- Run through the agenda to highlight priorities and timelines;
- Review minutes of the last meeting and any matters arising;
- Review actions from the last meeting and use the action tracker for progression updates.
- At the end of each meeting confirm the venue and date for the next meeting as set out in the KRF calendar.
- Ensure discussions do not last too long or digress;
- Sum up for the Board/Group and minute taker any decisions and actions before moving onto next agenda item;
- Do not use the Chair role to impose your own views;
- Ensure all points of view get heard – including those you disagree with;
- Do not ignore people who have their hands up in favour of those who are interrupting;
- For meetings where the KRT is not providing secretarial support, there is an expectation that final draft minutes should be returned to the KRT by the Chair within two weeks of the meeting, ready for circulation
- The use of Resilience Direct as the primary information sharing platform is encouraged

5.14 When a Chair leaves a group, that group will nominate an appropriate replacement and any objections will be escalated to the Executive Board. A handover should be arranged where possible.

6. Decision Making

6.1 The work of the KRF is managed by consensus where possible. On occasions when a majority agreement cannot be reached the decision will fall to the Chair of the Group to escalate as appropriate.

7. Kent Resilience Team supporting Role

7.1 As detailed in “Emergency Preparedness” the secretariat support role is crucial in ensuring the Local Resilience Forum (LRF) performs effectively. In Kent the KRT provides this support.

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- 7.2 The KRT administration support function is multi agency funded
- 7.3 The KRT is a separate entity to the KRF, however it will have a number of annual objectives agreed by the Executive Board to ensure it continues to provide effective support to its members.
- 7.4 The Head of KRT will periodically review the volume of support required for the efficient functioning of the KRF and make recommendations to the Executive Board on resource allocation.
- 7.5 The KRT is partially-funded from the contributions made by KRF members in accordance with the designated formula agreed by KRF members. Details of the funding formula can be found in Appendix 2.
- 7.6 Some work streams of the KRT have been agreed through the Executive Board in line with the KRF strategic and annual priorities. Any changes to this work requires authorisation from the Executive Board. The KRT holds responsibility for:
- 7.6.1 Meetings: This includes booking dates and venues and maintaining accurate distribution lists; preparing agendas; gathering and distributing papers; managing and recording attendance; minute taking and following up the matters arising and action points; co-ordinating and managing the work of Standing Groups; ensuring that relevant issues from groups are escalated as appropriate and ensuring those with a role in the meeting are attending or have provided an update. For the Task and Finish Groups the KRT will book the meeting dates and venues and distribute papers only.
- 7.6.2 KRF Seminar: The organising of the annual KRF seminar to include booking the date and venue; managing attendance; collaborating with Boards and Groups to agree topics and format of the day; obtaining presentations in advance and standardising their format; developing an event pack; facilitating the administrative and presentation requirements on the day; developing, facilitating completion of and analysing feedback forms reporting results to the Executive Board and ensuring comments are considered for future events. The seminar presentations will be published, with prior agreement from the speaker, on Resilience Direct or Kent Prepared as appropriate.
- 7.6.3 KRF Annual Strategic Exercise: Following instruction from the Delivery Board and the Training and Exercise lead, liaison with the lead agency on the agreed topic for the exercise will take place to provide administrative support as required. This can include setting dates; agreeing a list of participants; booking the venue and catering; maintain a list of participants; developing an exercise pre-event information pack and distributing to all participants, facilitators and presenters; ensuring all presentations are obtained in advance; developing, facilitating completion of and analysing feedback forms reporting results to the Delivery Board and ensuring comments are considered for future events. Facilitating the completion of an exercise debrief

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and production of a full report to be used by the Training and Exercise lead to learn lessons and improve KRF plans.

7.6.4 **Budget:** daily management of the KRF Revenue and Wider Activities budgets, as delegated by the Delivery Board. Daily management of these budgets sits with the KRT.

7.6.5 **E-Portals (Kent Prepared/Resilience Direct):** to manage the information stored on both internal and public facing portals to ensure content is current and accurate and of the appropriate security marking to assist with information sharing capabilities.

7.6.6 **General:**

- Continually review and improve the arrangements for supporting the KRF, keeping abreast of any national and regional developments. This includes enabling members to meet the requirements of the KRF Strategic Business Plan and ensuring effective consultation and exchange of communication/information between its members, and is in line with national guidance to ensure the KRF performs effectively.
- Manage and maintain an appropriate paper and/or electronic filing system on behalf of the KRF, including contact lists/other documents in accordance with agreed procedures including GDPR.
- Contribute directly and coordinate the annual business planning process, liaising directly with Board and Group Chairs to ensure connectivity across the KRF, reporting to the Executive and Delivery Boards as required.
- Liaise with other local and regional resilience forums/national bodies as required, co-ordinating and disseminating information to KRF members as necessary.
- Maintain a contact list of the lead contacts at each member organisation including telephone, mobile phone and email addresses.
- Create and maintain an email distribution list for each KRF Board and Group. Monitor all emails sent to the KRF and distribute among members as appropriate.
- Provide KRF updates as appropriate which will include information and updates on KRF business delivery, consultations, availability of new documents, exercise and training events, profiles and general regional and national news.

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Appendix 1 – Category 1 and 2 Responders

Category 1 Responders	
Emergency Services:	Kent Police (also acting for: Port of Dover Police, Civil Nuclear Constabulary and Ministry of Defence Police)
	British Transport Police
	Kent Fire and Rescue Service
	Maritime and Coastguard Agency
	South East Coast Ambulance NHS Trust
Local Authorities:	Kent County Council
	Medway Council
	Ashford Borough Council
	Canterbury City Council
	Dartford Borough Council
	Dover District Council
	Gravesham Borough Council
	Maidstone Borough Council
	Sevenoaks District Council
	Folkestone and Hythe District Council
	Swale Borough Council
	Thanet District Council
	Tonbridge and Malling Borough Council
	Tunbridge Wells Borough Council
Health:	Kent and Medway Area Team, NHS England
	Kent and Medway Partnership Trust
	Dartford and Gravesham NHS Trust
	East Kent Hospitals University Foundation Trust
	Maidstone and Tunbridge Wells NHS Trust
	Medway Foundation Trust
	Kent Community Health Care Trust
	Medway Community Health Care Trust CIC
Public Health:	Public Health England
Port Health Authorities:	London Port Health Authority (on behalf of all other Kent Port Health Authorities: Dover Harbour, Folkestone Harbour, Medway ports and Port Ramsgate)
Government Agencies:	Environment Agency

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Category 2 Responders	
Health:	Ashford Clinical Commissioning Group
	Canterbury and Coastal Clinical Commission Group
	Dartford, Gravesham and Swanley Clinical Commission Group
	Medway Clinical Commissioning Group
	South Kent Clinical Commissioning Group
	Swale Clinical Commissioning Group
	Thanet Clinical Commissioning Group
	West Kent Clinical Commissioning Group
Electricity/Gas*:	National Grid (infrastructure)
	UK Power Networks (infrastructure)
	SSE
	EDF Energy
	British Gas
	EON UK
	Scottish Power
	nPower
Water*:	South East Water
	Southern Water Services
	Sutton and East Surrey Water
	Thames Water
	Affinity Water
Telephone providers*:	BT Openreach (British Telecom) (infrastructure)
	Virgin Media (infrastructure)
	All user-end network providers operating within Kent.
Transport:	Network Rail
	Southeastern Railway
	Direct Rail Services (freight)
	Eurostar
	Southern Trains
	Lydd Airport
Harbour Authorities:	Port of London Authority
	Port of Dover (Dover Harbour Board)
	Folkestone Port
	Medway Ports (MDHC) (Sheerness and Chatham Docks)
	Port of Ramsgate
	London Thamesport
Government Agencies:	Health and Safety Executive
	Met Office
	Highways England (including BBMM and Connect Plus)

*This list is accurate at August 2018 but is by no means exhaustive.

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Other Members	
Other Members:	Ministry of Housing Communities and Local Government - Resilience and Emergencies Division (South)
	Defence
	Eurotunnel
	Land Security (Bluewater)
	Magnox UK (Dungeness A Power Station)
	EDF Energy (Dungeness B Power Station)
Voluntary Sector:	Air Search South-East
	British Red Cross
	Citizens Advice Bureau
	Critical Incident Chaplaincy Service
	Cruse Bereavement Care
	Maritime and Coastguard Agency
	Kent Search and Rescue
	Lions Clubs (Kent)
	Maritime Volunteer Service
	RAYNET (Radio Amateurs)
	Royal Society for the Prevention of Cruelty to Animals (RSPCA)
	South East 4x4 Response
	St. John Ambulance
	The Salvation Army
	WI (Women's Institute)

*This list is accurate at January 2019 but is by no means exhaustive.

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Appendix 2 – Funding Arrangements

COUNTYWIDE AGENCIES – 65% of budget		
Kent Police		16.25% of budget
Kent Fire and Rescue Service		16.25% of budget
Kent County Council		16.25% of budget
Health		16.25% of budget
LOCAL AUTHORITIES/AGENCIES – 35% of budget		
Ashford Borough Council		2.33% of budget
Canterbury City Council		2.33% of budget
Dartford Borough Council		2.33% of budget
Dover District Council		2.33% of budget
Gravesham Borough Council		2.33% of budget
Maidstone Borough Council		2.33% of budget
Medway Council		4.66% of budget
Sevenoaks District Council		2.33% of budget
Folkestone and Hythe District Council		2.33% of budget
Swale Borough Council		2.33% of budget
Thanet District Council		2.33% of budget
Tonbridge and Malling Borough Council		2.33% of budget
Tunbridge Wells Borough Council		2.33% of budget
Environment Agency		2.33% of budget

The Countywide agencies share 65% of the funding responsibility with the remaining budget being divided equally between the Environment Agency and local authorities. Medway Council contribute a larger proportion of the remaining budget as a larger unitary authority.

There is agreement between contributing partners that the budgets will be set for the life of the Strategic Business Plan and therefore reviewed on a three yearly basis.

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Appendix 3 – Wider Activities Funding Bid Template

The Wider Activities Budget was set up by the KRF Executive Group in 2010 for partners to use to fund multi-agency training events and exercising multi-agency plans. This can include core training.

Partners that wish to make use of this fund are asked to complete this bid form providing full details of the requirements, what the funding will be used for and how the activity fits with KRF strategic priorities detailed in Strategic Business Plan.

The completed bid should then be presented to the KRF Training and Exercise Group for review and comment. If endorsed then the following procedure applies:

- For bids under £5,000, approval will need to be gained from the KRF Delivery Board
- For bids over £5,000, approval will need to be gained from the KRF Executive Board

Proposer Name:	
Lead Organisation:	
Contact Details:	

Activity Details: To include what, where and when	
Business case/ Rationale:	
KRF Group and Objectives/Risk/Plan activity aligned to: See KRF Strategic Business Plan 2016-2019	
Aims and objectives/Key benefits and outcomes:	
Target audience:	
Will the proposed activity require total or part funding from the KRF Activities budget?	

Please complete the financial information overleaf...

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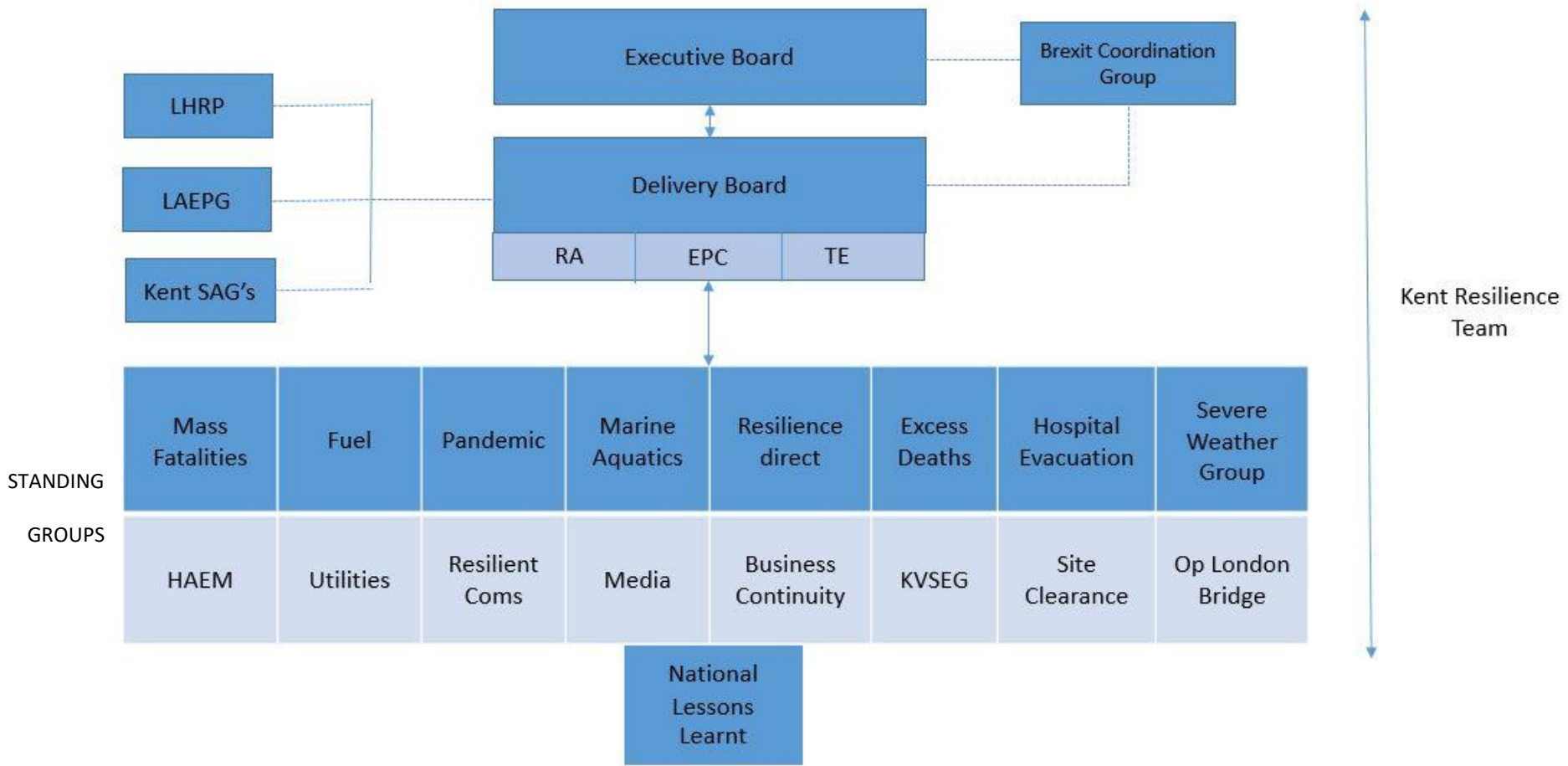
Please detail in full the expected costs of the activity:

	Financial Year (please indicate costs in columns below)			
	2018/19	2019/20	2020/21	2021/22
Financial costs (full breakdown)	£	£	£	£
Total Cost:				

FOR KRT USE ONLY

Date Received by KRT:	
Date endorsed by Training and Exercise Group:	
Date approved by Executive Group:	
Invoice number	
Purchase order number:	
Name of Support Officer	

Appendix 4 – Structure



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Appendix 5 – KRF Meeting Frequency and Purpose

KRF Board / Group	Purpose of the Board / Group	Frequency of Meetings
Executive Board	<p>To provide strategic leadership and governance to the KRF</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • To ensure the KRF complies with the Civil Contingencies Act 2004 and other relevant legislation. • To approve the Community Risk Register (CRR), determining KRF priorities, providing basis for future planning identifying risk, plans to mitigate/reduce risk ensuring training and exercise of plans. • Direct and oversee the Delivery Board, receive reports on threats, risks and gaps to allocate tasks to them and to escalate issues to central government. • To support the development of multi-agency plans ensuring resources are made available to the KRF coordinating partner activity and commitment. • Consider the implications of legislation, national initiatives and good practice for the KRF. • To sign off the KRF Business plan and KRF Multi-agency plans. <p>Chair: Rotates across Kent Police Chief Constable, KCC Corporate Director and KFRS Director Chief Executive or as delegated.</p> <p>Vice-Chair: In accordance with Chair’s direction</p>	Quarterly

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	<p>Membership: All Category 1 responders</p> <p>Quorum: Fifty percent of the core membership</p> <p>Frequency: Quarterly (prior to Executive Board)</p> <p>Secretariat: KRT Support Team</p> <p>Reports to: KRF Governance Board</p>	
Delivery Board	<p>Aim of Delivery Board:</p> <p>To manage the efficiency and effectiveness of the KRF.</p> <p>Key responsibilities:</p> <p>To ensure the work of Risk and Threat, Emergency Plans and Capabilities and Training and Exercise Groups, discharge and inform the priorities in the KRF Business Plan.</p> <ul style="list-style-type: none">• Oversee working and sub groups to ensure that they are valid, resources are available, allocate tasks and maintain an overview on delivery.• Provide updates to Executive Board on performance and key issues making recommendations for change when appropriate.• Consider and provide advice on implications of legislation, initiatives and decisions to the KRF. <p>Risk and Threat Assessment Group:</p> <ul style="list-style-type: none">• To provide an agreed assessment of local risks and threats through individual risk assessments informing	Quarterly

	<p>a Community Risk Register developing planning assumptions to inform the Emergency Plans and Capabilities Group.</p> <ul style="list-style-type: none">• To ensure responders in Kent are prepared to respond to threats detailed in the Kent Community Risk Register and changes to national and sector threat levels. And to improve the multi-agency planning and response to wider threats at County/Regional level.• Providing a sound basis for joint working by highlighting the relevant plans and capabilities and training and exercising required.• Ensure members develop a consistent understanding of hazards and threats across the KRF area and determine the priority issues of the KRF.• The group is also responsible for the publication of the information relating to risk for the purposes of warning and informing the public. <p>Emergency Plans and Capabilities Group</p> <ul style="list-style-type: none">• To ensure that the KRF has Emergency plans, capabilities and/or procedures in place to deal with the broad range of risks set out in the Kent Community Risk Register.• The Group will also identify the frequency of review required for each multi-agency plan and agree a training schedule enabling the Training and Exercise Group to meet the KRF training needs• Provide a forum for members to bring issues forward for discussion and agreement on combined initiatives	
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	<ul style="list-style-type: none">• To receive information from the KRF Risk Assessment group on identified risks that need to be mitigated and determine how this is best achieved.• To work with KRF partners to produce and develop multi-agency plans where appropriate.• To identify a review programme for each multi-agency plan and capability.• To refer to the KRF Training and Exercise Group plans and/or capabilities that require training. <p>Training and Exercise Group</p> <ul style="list-style-type: none">• To develop a training needs analysis and subsequent training and exercise programme for multi-agency plans for the year in line with guidance from the Emergency Plans and Capabilities Group.• To review the lessons identified from incidents and exercises, disseminate them to the relevant Working Group and monitor progress as appropriate.• To receive information from the Emergency Plans and Capabilities Group which will identify additional training needs in order to implement new plans, reviews or lessons identified.• To identify the KRF exercise for the forthcoming year and plan as appropriate. <p>Chair: Area Manager, Operational Response Planning KFRS.</p> <p>Vice-Chair: Head of Kent Resilience Team.</p>	
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	<p>Membership: All Category 1 and 2 responders and attendees of current groups</p> <p>Frequency: Quarterly (prior to Executive Board)</p> <p>Secretariat: KRT Support Team</p> <p>Reports to: KRF Executive Board</p> <p>Membership: Category 1 responders as detailed in the KRF Constitution.</p> <p>Quorum: Fifty percent of the core membership (category 1 responders)</p>	
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Appendix 6 – Templates: Agenda

Agenda for the Meeting of:

THE KENT RESILIENCE FORUM

XXXX Board/Group

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

Venue: Full address
Venue Tel:
Date: dd month year
Time:
Chair: Incl job title and organisation

Item	Time		Report	Presenter
Introduction Items				
1.	10:00	Welcome, introductions and apologies for absence		
2.		Information Security and FOI Exemptions		
3.		Draft Minutes of the last meeting and Action Plan – date in full		
Decision Items				
4.				
5.				
6.				
Information Items				
7.				
8.				
9.				
10.		Current KRF Consultations: - None		
11.		Information Security and FOI Exemptions		
12.		Any Other Business		

Date of meetings 20xx/xx

Date	Venue	Time

Appendix 6 Continued – Templates: Minutes

Minutes for the Meeting of:

THE KENT RESILIENCE FORUM
Xxxxxx Board/Group

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

Venue: Xxxx
Date: dd-month-year
Time: xx:xx – xx:xx
Chair: xxxx

Members: List of group members* Job title, organisation name*

In Attendance: List of non-members* Job title, organisation name*

Apologies: Name* Job title, organisation name*

*to be overwritten

Agenda Item

Action

1 Welcome, Introductions and apologies for absence

The Chair welcomed everyone to the meeting, introductions were made and apologies were noted.

2 Information Security

The Chair emphasised the importance of informing members if any papers being presented for discussion at the meeting were subject to any form of restriction and reminded members about documents being subject to the Freedom of Information Act.

3 Minutes of the last meeting – dd-month-year

OFFICIAL

Please see attached action plan for an update on the actions for the meeting held on XXXXday XX month xxxx

4 **Agenda Item Title***

5 **Agenda Item Title***

6 **Agenda Item Title***

7 **Any Other Business**

Date of future meetings

Date Time Venue

date time Full address

**Copies of minutes to: All members or representatives attending
(Please distribute within your network or organisations that you represent at the KRF)**

Appendix 6 Continued – Templates: Action Plan

Action Plan for:

THE KENT RESILIENCE FORUM

XXXX Board/Group

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

Venue:

Date:

Time:

Chair

Meeting Date	Reference	Responsible Officer	Action Point	Progress		
				Date	Update	Discharged (Y/N)

Appendix 6 Continued – Templates: Working Groups Highlight Report

Report for:

THE KENT RESILIENCE FORUM
XXXX Board

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

Date: dd-month-year

Title:

Reporting Officer:

Action Required:

1. Purpose of report

1.1 To update the XXXX Group on the progress of the XXXXXX Group for 20xx/xx.

2. Annual Operating Plan 20xx/xx Priorities

2.1 Xxxxx

2.2 Xxxxx

3. Progress and achievements

3.1 xxx

3.2 xxx

4. Issues and Risks

4.1 xxxxx

5. Conclusion/Recommendations

5.1 The Xxxxx is on track to achieve its objectives by 31 March 20xx / has experienced delays but anticipates no effect on the achievement of its objectives by 31 March 20xx / The risks highlighted will cause a significant issue with the achievement of the objectives and the XXXX Group is asked to assist by:

5.1.1 Xxxxxxxx

5.1.2 Xxxxxxx

5.1.3 Xxxxxxxx

Appendix 6 – Templates: General Reports

Report for:

THE KENT RESILIENCE FORUM
XXXX Board/Group

Date: dd-month-year

Title:

Reporting

Officer:

Action Required:

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY

1. Purpose of report

1.2 xxxx

2. Background

2.3 Xxxxx

2.4 Xxxxx

3. xxxxx

3.1 xxxxx

4. Conclusion/Recommendations

4.1 Xxxxx

4.1.1 XXXXXXXX

4.1.2 XXXXXXXX

4.1.3 XXXXXXXXX