

**CONSTITUTION**

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| **Issue and review register** |
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**1. Introduction**

1.1 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.

1.2 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.

1.3 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.

1.4 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 KRF.

1.5 The constitution covers:

* KRF membership and decision making;
* Meetings, procedural processes and administration;
* Funding arrangements.

1.6 This document should be read in conjunction with the Strategic Business Plan and Annual Operating Plan, which are designed to provide the KRF Membership with a clear focus and plan for delivery on its long and short term priorities.

1.7 Responsibility for the overall framework and constitution of the KRF rests with its Strategic Group; however the day-to-day maintenance of this document is the responsibility of the Kent Resilience Team (KRT).

**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 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).

* 1. 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. 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 policy entitled “Security Vetting and Protective Markings”.
	3. 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.
	4. 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 Group;

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 and;

3.3.2 Wider Activities Budget: covers other KRF costs e.g. training costs, extraordinary meeting costs. This budget was set up by the 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 Strategic Business Plan and Annual Operating 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 and Strategic Group 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 Strategic Group 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 has day to day control of the KRF budgets as delegated by the Executive Group and will ensure costs are kept to a minimum. Any spend over £5,000 will be escalated to the Executive Group Chair for approval. The KRT Manager will periodically review the volume of support required for the efficient functioning of the KRF and make recommendations to the Executive Group on resource allocation.

3.8 Any funding related queries partner organisations may have should be raised with the KRT in the first instance. If this does not resolve the issue the Executive Group will consider the matter and escalate to the Strategic Group as necessary.

**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.

4.3 The overall responsibility and accountability for the delivery of the requirements of the CCA will rest with the Strategic Group.

4.4 The Executive Group will support the direction and decisions from the Strategic Group, delivering the outcomes through a planned performance framework agreed between the Executive Group and its Working Groups. The Executive Group also has delegated responsibility for the KRF budget and approval for funding of resourcing bids from the Working Groups.

4.5 The KRF seminar will be used to review the work of the KRF and suggest priorities for the forthcoming year to the Strategic Group. This forum ensures that all Responders have an opportunity to participate and fully engage with the KRF.

1. **Meetings**
	1. The work of the KRF is set by the Strategic Group, managed by the Executive Group and implemented by the Risk Assessment; Emergency Plans and Capabilities; and Training and Exercise Groups. The purpose of each of these Groups is detailed in appendix 5.
	2. 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 group as required to meet the changing demands of the KRF environment.
	3. The KRF recognises the need for the formulation of additional ‘temporary’ Working Groups to focus on specific business priorities. These ‘temporary’ Working Groups will be established by the Strategic Group and Executive Group only for a defined period of time and kept to a reasonable number to ensure the business priorities remain the focus of the work.
	4. Each Working Group will review its business priorities at the beginning of each financial year. Each group will then agree the best method of producing the work including the possibility of formulating Task and Finish Groups. These groups will have a fixed end date to deliver a defined outcome and be kept to a reasonable number and frequency dependant on the work.
	5. As these Working Groups and Task and Finish Groups address specific areas of work they provide an opportunity for responder organisations which are not involved in the whole range of civil protection work to be engaged.
	6. The Chairmanship of each KRF 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 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.
	7. Terms of Reference for all groups within the KRF will be periodically reviewed by the relevant Group. Any amendments and/or recommendations will be passed to the Executive Group for approval by that Working Group’s Chair.
	8. The Chair of the Executive Group has the delegated authority to approve changes in KRF work priorities for expediency.
	9. Agenda and supporting papers for Working Group 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 the Working Group meeting. If the report has a security marking members should clearly mark this on the report, 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.
	10. Minutes of all the KRF meetings will be issued in draft form within one month of the date of the meeting. This is the responsibility of the KRT. Draft minutes will be circulated to KRF members prior to the next meeting, where the minutes will be subject to final agreement that they are an accurate record and published. 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.
	11. Templates for meeting documentation are included in appendix 6 and all members are expected to use these templates for all KRF work.
	12. KRF meetings may be tape 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 tape recording will be used when producing the minutes and deleted from the record once the minutes have been approved by the Chair.
	13. 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).
		1. Chairs:
* Advise meeting attendees of the purpose and objective of the meeting;
* 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 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;
* Final draft minutes should be returned to the KRT by the Chair within two weeks of receipt, ready for circulation to the Group.

5.14 When a Chair leaves a group, that Group will nominate an appropriate replacement and any objections will be escalated to the Executive Group. 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. It is the responsibility of the Chair to escalate the decision as appropriate.

**7.** **Kent Resilience Team supporting Role**

* 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.
	2. As the Chief Constable of Kent Police is the Strategic chair of the KRF it has been agreed that Kent Police will provide the primary role of the employing agency of the KRF administration function within the KRT and as a result hold the employment contracts for a number of the staff within the KRT, taking responsibility for the line management and welfare of these members of the team.
	3. The KRT is a separate entity to the KRF, however it will have a number of annual objectives agreed by the Strategic Group to ensure it continues to provide effective support to its members.
	4. The KRT Manager will periodically review the volume of support required for the efficient functioning of the KRF and make recommendations to the Executive Group on resource allocation.
	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.
	6. Some work streams of the KRT have been agreed through the Executive Group in line with the KRF strategic and annual objectives. Any changes to this work requires authorisation from the Executive Group. The KRT holds responsibility for:
		1. Meetings: For the Strategic, Executive and Working Group 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 Working Groups; ensuring that relevant issues from Working 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.
		2. KRF Seminar: The organising of the annual KRF seminar to include booking the date and venue; managing attendance; collaborating with Working 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 Group 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.
		3. KRF Annual Strategic Exercise: Following instruction from the Training and Exercise Group, 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 Executive Group and ensuring comments are considered for future events and facilitating the completion of an exercise debrief and production of a full report to be used by the Training and Exercise Group to learn lessons and improve KRF plans.
		4. Budget: daily management of the KRF Revenue and Wider Activities budgets, as delegated by the Executive Group. As daily management of these budgets sit with the KRT.
		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.
		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.
* Contribute directly and coordinate the annual business planning process, liaising directly with Working Group Chairs to ensure connectivity across the KRF, reporting to the Executive Group 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 Working 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.

**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 |
|  | Shepway 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 |
|  |  |
|  | Dartford and Gravesham NHS Trust  |
|  | East Kent Hospitals University Foundation Trust  |
|  | Maidstone and Tunbridge Wells NHS Trust  |
|  | Medway Foundation Trust |
|  |  |
|  | Kent and Medway Partnership 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 |
|  | E. ON 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 Agency (including BBMM and Connect Plus) |

\*This list is accurate at September 2014 but is by no means exhaustive.

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| --- |
| **Other Members** |
| Other Members: | Department for Communities and Local Government - Resilience and Emergencies Division (South) |
|  | Military |
|  | Euro Tunnel |
|  | Land Security (Bluewater) |
|  | Magnox UK (Dungeness A Power Station) |
|  | EDF Energy (Dungeness B Power Station) |
|  |  |
| Voluntary Sector: | Age UK |
|  | Air Search South‑East |
|  | British Red Cross |
|  | Citizens Advice Bureau |
|  | Critical Incident Chaplaincy Service |
|  | Cruse Bereavement Care |
|  | Emergency Aid (formally Community Resilience) |
|  | HM Coastguard |
|  | Kent CAN |
|  | Kent Search and Rescue |
|  | Lions Clubs (Kent) |
|  | Margate Ambulance |
|  | Maritime Volunteer Service |
|  | RAYNET (Radio Amateurs) |
|  | Royal National Lifeboat Institution |
|  | Royal Society for the Prevention of Cruelty to Animals (RSPCA) |
|  | RVS (Royal Voluntary Service) (formally) WRVS)  |
|  | SERV (Kent) – ‘blood runners’ |
|  | South East 4x4 Response |
|  | St. John Ambulance |
|  | The Salvation Army |
|  | The Samaritans |
|  | WI (formally The Women’s Institute) |

This list is accurate at September 2014 but is by no means exhaustive.

**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 |
| Shepway 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.

**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 e.g. Command and Communications, and publicity and communication.

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 and Annual Operating Plan.

The completed bid should then be presented to the KRF Training and Exercise Group for endorsement and subsequently to the KRF Executive Group for approval.

|  |  |
| --- | --- |
| 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…

Please detail in full the expected costs of the activity:

|  |  |
| --- | --- |
|  | **Financial Year**(please indicate costs in columns below) |
| **2015/16** | **2016/17** | **2017/18** | **2018/19** |
| **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**

**Appendix 5 – KRF Meeting Frequency and Purpose**

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| **KRF Working Group** | **Purpose of the Group** | **Frequency of Meetings** |
| Strategic Group | To drive the work of the KRF, agreeing priorities and facilitating Category 1 and 2 responders in the delivery of their CCA duties. This is done through support, ensuring appropriate resources are made available and developing performance management procedures.To allow members to bring issues forward for discussion and agreement on combined initiatives while encouraging ‘best practice’.  | Bi-Annually |
| Executive Group | To support the direction and decisions of the Strategic Group through a reporting structure delegating work, reviewing, monitoring performance and taking tactical decisions set against agreed strategies and priorities for the Working Groups. To enable members to bring issues forward for discussion; and where appropriate agreement on combined initiatives escalating to the Strategic Group as necessary.Influencing the agenda for the Strategic Group meeting to ensure relevant issues are brought to the Group’s attention for information, review and action where required. | Quarterly |

|  |  |  |
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| Risk Assessment Group | To provide an agreed assessment of local risks through Individual Risk Assessments informing a Community Risk Register that will provide a sound basis for joint working by highlighting the relevant plans and capabilities, training and exercising required and assisting the Emergency Plans and Capabilities Group to identify gaps and priorities for future work.To ensure members develop a consistent understanding of the hazards and threats across the KRF area and determine the priority issues of the KRF.The Group is also responsible for the publication of information relating to risk for the purposes of warning and informing the public. | Quarterly |
| Emergency Plans and Capabilities Group | To ensure that Kent has emergency plans in place to deal with the broad range of emergencies set out in the Kent Community Risk Register and to ensure that there are the appropriate capabilities.The Group will also identify 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. It also provides a forum for members to bring issues forward for discussion and agreement on combined initiatives. | Three times per year(Full day workshop at beginning and end of financial year to prioritise work) |
| Training and Exercise Group | Using the information provided by the Emergency Plans and Capabilities Group the Group can ensure that appropriate multi-agency training and exercising opportunities are developed and delivered to the benefit of all KRF agencies.  | Quarterly |

**Appendix 6 – Templates: Agenda**

|  |  |
| --- | --- |
| **Agenda for the Meeting of:**  | KRF-logo |
| **THE KENT RESILIENCE FORUM****XXXX Group** |
| **Venue:** | Full address |
| **Venue Tel:** |  |  |
| **Date:** | dd month year |  |
| **Time:** |  |  |
| **Chair:** | Incl job title and organisation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Time** |  | **Report** | **Presenter** |
| **Introduction Items** |
|  | 10:00 | Welcome, introductions and apologies for absence |  |  |
|  |  | Information Security and FOI Exemptions |  |  |
|  |  | Draft Minutes of the last meeting and Action Plan – date in full |  |  |
| **Decision Items** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Information Items** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | Current KRF Consultations:* None
 |  |  |
|  |  | Information Security and FOI Exemptions |  |  |
|  |  | Any Other Business |  |  |

**Date of meetings 20xx/xx**

|  |  |  |
| --- | --- | --- |
| **Date** | **Venue** | **Time** |
|  |  |  |
|  |  |  |
|  |  |  |

**Appendix 6 Continued – Templates: Minutes**

|  |  |
| --- | --- |
| Minutes for the Meeting of: | KRF-logo |
| THE KENT RESILIENCE FORUM **Xxxxxx Group** |
| Venue: | Xxxx  |
| Date: | dd-month-year |  |
| Time: | xx:xx – xx:xx |  |
| Chair | xxxx |

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| Members: | List of group members\* | Job title, organisation name\* |
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| In Attendance: | List of non-members\* | Job title, organisation name\* |
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| Apologies: | Name\* | Job title, organisation name\* |
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\*to be overwritten

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| **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**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*** |
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**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**

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| --- | --- |
| **Action Plan for:** | KRF-logo |
| **THE KENT RESILIENCE FORUM** **XXXX Group** |
| Venue: |  |
| Date: |  |  |
| Time: |  |  |
| Chair |  |

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| --- | --- | --- | --- | --- |
| Meeting Date | Reference | Responsible Officer | Action Point | Progress |
| Date | Update | Discharged (Y/N) |
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**Appendix 6 Continued – Templates: Working Groups Highlight Report**

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| --- | --- |
| **Report for:** | KRF-logo |
| **THE KENT RESILIENCE FORUM** **XXXX Group** |
| **Date:** | dd-month-year |  |
| **Title:** |  |
| **Reporting Officer:** |  |
| **Action Required:** |  |

1. **Purpose of report**
	1. To update the XXXX Group on the progress of the XXXXXX Group for 201x/1x.
2. **Annual Operating Plan 2014/15 Priorities**
	1. Xxxxx
	2. Xxxxx
3. **Progress and achievements**

3.1 xxx

3.2 xxx

1. **Issues and Risks**
	1. xxxxx
2. **Conclusion/Recommendations**
	1. The Xxxxx is on track to achieve its objectives by 31 March 201X / has experienced delays but anticipates no effect on the achievement of its objectives by 31 March 201x / The risks highlighted will cause a significant issue with the achievement of the objectives and the XXXX Group is asked to assist by:
		1. Xxxxxxxx
		2. Xxxxxxx
		3. Xxxxxxxxx

**Appendix 6 – Templates: General Reports**

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| --- | --- |
| **Report for:** | KRF-logo |
| **THE KENT RESILIENCE FORUM** **XXXX Group** |
| **Date:** | dd-month-year |  |
| **Title:** |  |
| **Reporting Officer:** |  |
| **Action Required:** |  |

1. **Purpose of report**
	1. xxxx
2. **Background**
	1. Xxxxx
	2. Xxxxx
3. **xxxxx**
	1. xxxxx
4. **Conclusion/Recommendations**
	1. Xxxxx
		1. Xxxxxxxx
		2. Xxxxxxx
		3. Xxxxxxxxx