1.0 Background

1.1 The North Northamptonshire Safety and Resilience Partnership (NNSRP) provides Corporate Health and Safety, Business Continuity and Emergency Planning Services to Kettering, Corby and East Northamptonshire Councils. Each Council contributes financially to this partnership through the host authority (Kettering Borough Council) and resource is allocated accordingly. The Partnership was initially set up in 2014 and works with organisations such as the Northamptonshire Local Resilience Forum to deliver co-ordinated services across Northamptonshire.

1.2 This attached Annual Statement provides a summary of the work of the NNSRP team over 2018/19 and details progress against the agreed work plan, along with details of training courses delivered and an update on the major projects the team is delivering. In addition, it provides a summary of other key tasks the team has undertaken over the year, which weren't on the originally agreed work plan. The Annual Statement was prepared in June, so many of the outstanding actions, such as H&S 3.4, have since been completed.

2.0 Equality and Diversity Implications

2.1 This report is purely for information and requires no decision from committee. There are no equality and diversity implications arising from this report.

3.0 Privacy Impact Implications

3.1 There are no privacy implications arising from this report.

4.0 Health Impact Assessments

4.1 The accompanying statement is a summary of what was undertaken in 2018/19; no issues were identified that require a health impact assessment being undertaken.

5.0 Legal Implications

5.1 There are no legal implications arising from this report.

6.0 Risk Management

6.1 There are no significant risks arising from the proposed recommendations in this report.
7.0 Resource and Financial Implications

7.1 There are no resource or financial implications arising from this report.

8.0 Constitutional Implications

8.1 There are no constitutional implications arising from this report.

9.0 Implications for our Customers

9.1 There are no implications for our customers arising from this report.

10.0 Corporate Outcomes

10.1 In the recommendations section Members will be asked to note the contents of the Annual Statement. Whilst no other recommendation are made the partnership does contribute to the following corporate outcomes:

- Good Value for Money – Economies of scale and resilience in delivery of a service across 3 Councils
- Effective Partnership Working – Consistency of approach, sharing best practise and provision of resilience.
- Effective Management – The attached Annual Statement demonstrates clear performance monitoring against agreed criteria and targets
- Employees and Members with the Right Knowledge, Skills and Behaviours – Officers trained to meet the statutory requirements of health and safety legislation. Officers prepared to respond to business continuity and emergency/major incidents

11.0 Recommendation

11.1 The Committee is recommended to

(1) Note the attached report and accompanying annual statement.

(Reason – To provide assurance and governance to the partnership arrangement)
2018 / 2019 Annual Statement

North Northamptonshire Safety and Resilience Partnership

Report Date: 06.06.19
Author: Beth Gordon
**Document Control**

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## Contents

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1. Executive Summary

This report provides a summary of the work of the NNSRP team over 2018/19 and details progress against the agreed work plan, along with details of training courses delivered and an update on the major projects the team are delivering. In addition, it provides a summary of other key tasks the team has undertaken over the year, which weren’t on the originally agreed work plan.

2. Objectives of the Service

The North Northamptonshire Safety and Resilience Partnership (NNSRP) provides Corporate Health and Safety, Business Continuity and Emergency Planning Services to Kettering, Corby and East Northamptonshire Councils. Each Council financially contributes to this partnership through the host authority (Kettering Borough Council) and resource is allocated accordingly. The Partnership was initially set up in 2014 and works with organisations such as the Northamptonshire Local Resilience Forum to deliver co-ordinated services across Northamptonshire.

3. Resources

Resources within the team have changed over the year:

Departures during the year:
- Jamie Tomlin (Resilience Officer p/t)

The following staff were in place at 31 March 2019:
- Jamie Scarborough (Senior Health & Safety Advisor) - agency
- Doug Walley (Health & Safety Advisor)
- Janet Morris (Health & Safety Advisor)
- Chloe Burns (Health and Safety Administrator p/t)
- Laura Hannam (Resilience Officer p/t)

The structure as at 31 March 2019 is shown in Appendix 1.

Helen Odams (agency) returned for a short period to undertake some auditing work due to staff shortages caused by the long-term absence of one of the Health and Safety Advisors.
4. Service Provision – Health and Safety

NNSRP produces an annual health and safety work plan (see section 4.1 for further details). In addition to this work plan, a number of tasks are routinely carried out on behalf of the partnership:

- Attendance at Joint Health & Safety Committee (KBC) and other consultative forums / committees as required
- Attendance at JCC and HSWG (CBC)
- Accident investigations and assistance (All)
- DSE Assessments (assistance and interventions)
- Audit programmes & inspections (All)

4.1 Progress against work plan

A summary version of the work plan with actions completed to the end of March 2019 is attached at Appendix 2.

4.2 General enquiries

Corby

Due to the absence of the previous H&S Advisor, a full history is not available.

- **Health and Safety Policy review** – supported the revision of the policy to ensure it was accurate and up to date.
- **DSE** - From September 2018 the team have provided face to face support with x5 DSE Assessments, x2 have been closed x2 are being monitored and x1 in progress.
- **Health and Safety Executive Intervention** - CBC were investigated by the HSE for an event that occurred at East Carlton Country Park. The team supported the investigation extensively through site visits, carrying out an internal investigation, communication with the HSE and suppliers.
- **Events**
  - Bonfire Night - Provided support for planning, attended training and supported on the night of the event.
  - Halloween walk at East Carlton Park – advice and support.
  - Fixed Electrical Testing – A focused review of progress against recommendations from EICR was undertaken, this entailed reviewing reports for 17 different building and discussing progress with each of the building managers.

Kettering

- **DSE** - 17 requests for support around DSE use were received. All have been provided with advice.
- **PEEPS** - Support was given for preparation of 3 PEEPS.
• **Return to Work / New Starter Medical Referral** - Support was given for 7 people with medical conditions.
• **Events** - Support and advice on risk assessment for Kettering by the Sea.
• **Compliance** - A trial has been agreed with CBC’s FM team to support Robinson Way Depot with aspects of statutory compliance. The team are supporting with compliance at Lammas Road.

A DSEAR Assessment was arranged for the carpenter’s workshop.

**Fire Safety Officer Inspection** - A visit was undertaken of the museum and gallery and supported by the team.

**East Northamptonshire**

**Events / Projects**

Support and advice provided for:

- Nene Valley Festival
- Out to Water, Into History
- Greenway event
- Incident investigation – out of hours trip accident
- Health surveillance
- Telephony Incidents
- ENC statutory compliance audit actions & requirements - FM Team (Ongoing)
- H&S aspects – tenancy agreements & SLA’s
- Office Transformation

**Other**

**Shared Service**

As part of the shared service, the team were requested to provide training in Health and Safety Awareness, Manual Handling and Sharps to Kier and Corby Borough Council Staff. The team also supported the development of a new training matrix for the Environmental Care Service Area.

**DSE Chairs**

To provide a cost effective, consistent and suitable approach to the team recommending chairs, a standard range of chairs has been agreed which cover average, taller and petite sizes.

Three suppliers have been compared for cost, guarantee and service. ACS (an existing supplier) have provided the best like for like quote, offer a five year guarantee and offer a free trial for up to two weeks.
Office Move

During a busy period and at short notice the team were asked to move office locations, this was accepted, actioned quickly with minimal disruption to the service. The team are now based at Lammas Road Corby.

4.3 Awaken (On-line) Learning

The Awaken (on-line) learning system has been introduced during the year. This involved obtaining IT approval, agreeing data sharing arrangements, developing a Data Protection Impact Assessment, agreeing and signing of an MOU. Work has been undertaken with HR and payroll departments to set users up on the system.

The following courses have been released by the end of March:

- Health and Safety Induction
- Fire Safety Awareness

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Further courses will be rolled out over 2019/20.

4.4 Galaxy website development

Development of the site has been undertaken over the past year and can be found here [http://www.east-northamptonshire.gov.uk/nnsrp/](http://www.east-northamptonshire.gov.uk/nnsrp/). Work on the following areas for all partners has either been completed, or is under development

- H & S policy
- H & S management arrangements
- Incident & accident management
- Health surveillance
- Audits
- Lone working
- Fire safety

Each area has had policy arrangements, guidance notes and toolkits developed where required. Work will continue in 2019/20 to develop this further.
4.5 Audits

A summary of the number of audits carried out is detailed below:

**Corby Borough Council**

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4.6 Work Related Accident Statistics

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#### 4.7 Non Work Related Accident Statistics

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#### Kier – Contract finished end of quarter 1

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Turneys - Returns completed to end of quarter 1 – nothing to report

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FCC - Returns completed up to end of quarter 4 – nothing to report.

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PPM - Returns completed up to end of quarter 4 – nothing to report.

### 4.9 Training Courses and Events

The following training courses have been delivered over the partnership as a whole:

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<th>Courses</th>
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5 Service Provision – Emergency Planning and Business Continuity

5.1 Progress against Work Plan

A summary of progress against the work plan is attached at Appendix 3.

Since July 2018, only part of the Resilience Officer post has been filled (22 hours), with the other 15 hours remaining vacant. Despite this, there has been a lot of development work in the service and developing trained staff to ensure we have roles covered in the event of an emergency.

Information has been developed for the galaxy website on emergency planning and business continuity.

5.2 Emergency Planning

The main emergency plan was reviewed and updated this year and an emergency plan response guide developed for managers to use when actually at an incident, which details the main information they will need.

Reception centres have been identified across the three Authorities with surveys completed. Details of these have been added to Resilience Direct.

Emergency Planning roles (ILO, Loggist and Reception Centre Manager) have been identified and trained. A new training matrix has been devised which records training/exercises delivered and requirements for future training/exercising.

Grab bags were developed and provided for Silver and Gold at KBC.

Updates to the contacts list on Resilience Direct have been undertaken and work to streamline the information on the site.

The Resilience Officer has supported the work with the specific area Off Site Plan (Monoworld), Rushden.

5.3 Business Continuity

- CBC – audit preparation work ongoing. Working with critical service areas to finalise action cards. Progressing plan with ICT/Premises to identify alternative premises with ICT function availability. Corporate Business Continuity Plan to be finalised once critical service area action cards completed.
• KBC – work has continued on developing the action cards for KBC. This has involved the delivery of a workshop for managers of critical services, follow-up meetings providing advice and support. In total 14 meetings have been held with staff to follow this up.

• ENC – an audit took place in December 2018 with no major findings. A review of the main Business Continuity Plan and Service Area Action cards to take place next year; this needs to include any changes relating to ICT through changes and upgrades made through the ICT transformation programme.

5.4 Local Resilience Forum (LRF)

The Partnership continued to support the work of the LRF providing active representation at the Programme Management Board, the Community Resilience and Welfare Group, Local Authority Liaison Group and Training & Exercising Sub-Group.

There has been additional non-planned work with the LRF around Brexit preparations and a number of requests for information and teleconferences regarding preparedness for this.

5.5 Training

The following training was delivered by the Partnership

• Business Continuity Introduction (KBC)
• Emergency Planning foundation (ENC & KBC)
• Incident Liaison Officer Training (CBC, ENC, KBC)
• Loggist Training (CBC, ENC, KBC)
• RD Mapping (CBC, ENC, KBC, & other organisations)
• Rest Centre Manager training (CBC, ENC, KBC, & other organisations)

5.6 Exercises

The partnership took part in the following exercises during the year

<table>
<thead>
<tr>
<th>Exercise Name</th>
<th>Date Held</th>
<th>Scenario</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brewer</td>
<td>7 October 2018</td>
<td>It is Sunday 7th October at 0900 hours and in the early hours of this morning a narrow band of very lively thunderstorms have been</td>
<td>To test the joint arrangements of the voluntary sector in Northamptonshire, the welfare response and the responding blue light organisations to an emergency to a</td>
</tr>
<tr>
<td>Location</td>
<td>Date</td>
<td>Event Description</td>
<td>Objectives</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dark Tower</td>
<td>24 July 2018</td>
<td>Large fire and smoke plume at a recycling centre</td>
<td>To test</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Initial actions &amp; priorities</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Command &amp; control arrangements in the local authority</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Development of a communications strategy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Identification &amp; setting up of a rest centre</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Long term impacts</td>
</tr>
<tr>
<td>Kingfisher Gold</td>
<td>3 &amp; 4 Sept and 1 Oct 2018</td>
<td>Two separate scenarios – one based on a building collapse with casualties to work through the response element moving to recovery and the second on flash flooding where response quickly moves to recovery</td>
<td>The objectives around the planning of the exercise is to address many of the national occupational standards at both strategic and tactical level</td>
</tr>
</tbody>
</table>

In addition, a Resilience Direct test exercise took place across all three authorities.

There were 242 attendances at training sessions / exercises throughout 2018/2019
5.7 Incidents
There have been no incidents during 2018/19 that the team have been directly involved in.

5.8 Audits
The team has been involved in the following corporate audits:
KBC – Emergency Planning & Business Continuity follow-up audit
CBC – None in 2018/19 - Emergency Planning & Business Continuity due to take place April 2019
ENC – Emergency Planning & Business Continuity

5.9 Events
We continued to support the event safety management process with advice where required.

6.0 Finances
The table below shows the final budget outturn for 2018/19.
As agreed at the Partnership Board meeting on 17 May 2017 any underspend will be carried forward into the following year for training, equipment and professional purposes.
<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Desc</th>
<th>Total Actuals to Date</th>
<th>Accruals</th>
<th>Actual (after accrual)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Salaries &amp; Wages</td>
<td>120,067</td>
<td>1,165</td>
<td>121,232</td>
</tr>
<tr>
<td>1002</td>
<td>Agency staff</td>
<td>51,703</td>
<td></td>
<td>51,703</td>
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<tr>
<td>1003</td>
<td>Recruitment</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>1004</td>
<td>Training</td>
<td>6,860</td>
<td></td>
<td>6,860</td>
</tr>
<tr>
<td>1005</td>
<td>Insurance</td>
<td>1,460</td>
<td></td>
<td>1,460</td>
</tr>
<tr>
<td>1006</td>
<td>Advertising</td>
<td>998</td>
<td></td>
<td>998</td>
</tr>
<tr>
<td></td>
<td><strong>1. Employees</strong></td>
<td><strong>181,088</strong></td>
<td><strong>1,165</strong></td>
<td><strong>182,252</strong></td>
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<tr>
<td>3100</td>
<td>Car Allowances</td>
<td>5,737</td>
<td></td>
<td>5,737</td>
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<tr>
<td>3101</td>
<td>Public Transport</td>
<td>189</td>
<td></td>
<td>189</td>
</tr>
<tr>
<td></td>
<td><strong>3. Transport-Related</strong></td>
<td><strong>5,926</strong></td>
<td><strong>5,926</strong></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>Equipment, Furniture &amp; Materials</td>
<td>2,317</td>
<td></td>
<td>2,317</td>
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<tr>
<td>4002</td>
<td>Stock Recharge Account</td>
<td>7</td>
<td></td>
<td>7</td>
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<tr>
<td>4200</td>
<td>Staff Clothing</td>
<td>217</td>
<td></td>
<td>217</td>
</tr>
<tr>
<td></td>
<td>Printing, Stationery &amp; Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4300</td>
<td>Supplies</td>
<td>89</td>
<td></td>
<td>89</td>
</tr>
<tr>
<td>4301</td>
<td>Newspapers &amp; Manuals</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>4400</td>
<td>Services</td>
<td>709</td>
<td></td>
<td>709</td>
</tr>
<tr>
<td>4500</td>
<td>Communications &amp; Computing</td>
<td>1,079</td>
<td></td>
<td>1,079</td>
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<tr>
<td>4700</td>
<td>Grants and Subscriptions</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>4. Supplies &amp; Services</strong></td>
<td><strong>4,417</strong></td>
<td><strong>4,417</strong></td>
<td></td>
</tr>
<tr>
<td>8200</td>
<td>Fees and Charges - General</td>
<td>(103,048)</td>
<td>16,212</td>
<td>(86,836)</td>
</tr>
<tr>
<td></td>
<td><strong>9.Income</strong></td>
<td><strong>(103,048)</strong></td>
<td><strong>16,212</strong></td>
<td><strong>(86,836)</strong></td>
</tr>
<tr>
<td>B15</td>
<td>EMERGENCY PLANNING</td>
<td>88,383</td>
<td>17,377</td>
<td>105,760</td>
</tr>
<tr>
<td>ENVIRONMENTAL CARE</td>
<td>88,383</td>
<td>17,377</td>
<td>105,760</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>88,383</td>
<td>17,377</td>
<td>105,760</td>
</tr>
</tbody>
</table>
Appendix 1 – NNSRP Structure Chart (as at 31.03.19)

Operations Manager – Streetscene (EC265)
Beth Gordon

Resilience Officer (EC240)
Laura Hannam
(22 hours)

Resilience Officer (EC252)
Vacant
(15 hours)

Senior Health & Safety Advisor (EC253)
Jamie Scarborough (37 hours - agency)

Health & Safety Advisor (EC255)
Doug Walley
(37 hours)

Health & Safety Advisor (EC254)
Janet Morris
(37 hours)

Health & Safety Administrator (EC269)
Chloe Burns
(18 hours)
## Appendix 2 – Summary of progress against H & S Work plan 2018/19

<table>
<thead>
<tr>
<th>No</th>
<th>Type</th>
<th>Task</th>
<th>Borough</th>
<th>Status</th>
<th>Comments / progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>Audit</td>
<td>External audit - support with the completion of audit actions.</td>
<td>ENC</td>
<td>Overdue</td>
<td>14.9.18 - Fire safety arrangement records outstanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Existing action for driving policy see 2.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6.9.18 - included x4 actions from health surveillance audit. - DW requested that</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>actions for other departments are not included x4 actions from health surveillance</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>audit. - DW requested that actions for other departments are not tracked on this</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>plan, therefore actions reduced to 2.</td>
</tr>
<tr>
<td>0.2</td>
<td>Audit</td>
<td>External audit - support with the completion of audit actions.</td>
<td>CBC</td>
<td>Overdue</td>
<td>25.9.18 - 12 actions added from corporate health and safety audit, those not on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>the work plan are are:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 4.1.1 - galaxy project plan (1.3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 4.2.1 - awaken project plan</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>• 4.2.2 - awaken project plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• 4.4.1 - galaxy project plan (2.5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.1 - Policy</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>4.1.3 - Newsletter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.2.1 - HS Induction</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.4.1 - Accident Arrangements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.4.4 - Detailed accident analysis to committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4.3.2 - Risk assessment reports to committee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date completed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>14.9.18</td>
</tr>
<tr>
<td>CBC</td>
<td>25.9.18</td>
</tr>
</tbody>
</table>

19
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Task Description</th>
<th>Responsible</th>
<th>Progress</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Audit</td>
<td>Deliver audits to schedule</td>
<td>ENC</td>
<td>Complete</td>
<td>21.6.18 - this also completes part of recommendation 4 on the 2016/2017 external audit: NNSRP to monitor fire drill completion through audit.</td>
</tr>
<tr>
<td>1.4</td>
<td>Training</td>
<td>Development of online training package (Awaken)</td>
<td>ALL</td>
<td>Complete</td>
<td>21.12.18</td>
</tr>
<tr>
<td>1.5</td>
<td>System</td>
<td>Development of galaxy website</td>
<td>ALL</td>
<td>Complete</td>
<td>A separate project plan will be developed 22.6.18 - JS /BG agreed to allocate x3 subjects to each of the safety team for development - see project plan for specific details.</td>
</tr>
<tr>
<td>1.6</td>
<td>Policy</td>
<td>Review of SLA</td>
<td>ALL</td>
<td>Overdue</td>
<td>SLA drafted and agreed. Not submitted for signing as awaiting decision from BCW regarding joining NNSRP for Emergency Planning.</td>
</tr>
<tr>
<td>1.7</td>
<td>Training</td>
<td>Deliver COSHH awareness training</td>
<td>CBC</td>
<td>Complete</td>
<td>26.6.18</td>
</tr>
<tr>
<td>1.8</td>
<td>Training</td>
<td>Deliver Manual handling Training</td>
<td>CBC</td>
<td>Complete</td>
<td>26.6.18</td>
</tr>
<tr>
<td>1.9</td>
<td>Health Surveillance</td>
<td>Review arrangements in preparation for external audit.</td>
<td>CBC</td>
<td>Complete</td>
<td>29.6.18</td>
</tr>
</tbody>
</table>
| 1.10 | Policy | H&S policy review | CBC | Overdue | 7.6.18 - policy reviewed, submit to CBC for approval process. 
04.10.18 - amendments for health surveillance audit completed by JS, DW to submit for approval. |
| 1.11 | Vibration | Hand Arm Vibration – implement monitoring procedure within grounds and property | KBC | Overdue | 05.06.2018 - Arrange meeting and discuss roll out of questionairre.3.7.18 - meeting arranged for 5.7.18 with SH no response from SP - meeting cancelled.14.9.18 - reviewed following completion of health surveillance assessment, actions as follows:1. Identify the risk - prepare a database of all equipment with potential for vibration and identify those potentially above the exposure value - Q3Note: health surveillance to be determined through 2.15.01.10.18 - owner changed to JS3.12.18 - a list has been compiled of all GM equipment, next steps for Trevor Wood to provide all vibration levels.18.1.19 - owner changed to JEM |
| 1.12 | Training | Arrange for asbestos awareness training for property and street cleansing | KBC | Overdue | 18.2.19 - course issued to reps from ENC and KBC to review. |
| 1.13 | Compliance checks | Review of H & S maintenance arrangements at KBC depot including fire arrangements, legionella, electrical installation, emergency lighting etc. | KBC | Complete | AS now has spreadsheet / tool to manage compliance checks. AS will oversee going forward, Doug will provide support. | 18.1.19 |
| 1.14 | Training | Deliver sharps training | CBC | Complete | 21.6.18 |
| 1.15 | Incident Reporting | Review and develop the incident database. | ALL | Complete | 7.6.18 |
| 1.16 | Training | Develop and deliver risk assessment training package for events team | KBC | Complete | 14.6.18 |
| 1.17 | Training | Deliver DSE Assessment training | CBC | Complete | 11.6.18 |
| 1.18 | First Aid | Review arrangements | CBC | Overdue | 3.7.18 - JEM to book meeting with SJ. |
| 1.19 | Incident Reporting | Collate all incident files and scan electronically; update the database with all available information. | ALL | Complete | Started out with 65% of data available. | 26.6.18 |
| 1.20 | Training | Develop a database for training feedback and reporting | ALL | Complete | 26.6.18 |
| 2.1 | Audit | Deliver audits to schedule | ENC | n/a | 14.9.18 - Rushden centre started, will be complete by end of qtr. - complete. | n/a |
| 2.2 | Audit | Deliver audits to schedule | CBC | n/a | n/a |
| 2.3 | Audit | Deliver audits to schedule Note: forms part of internal audit action 4.5 | KBC | n/a | Potentially grounds maintenance, confirm with activity manager. | n/a |
| 2.4 | Compliance checks | Compliance Matrix - Asset Management - Compile a list of all properties and identify legislative requirements e.g. FRA, L8. Note: forms part of internal audit action 4.5 | KBC | Overdue |
| 2.5 | Workplace Transport | Driving policy | CBC | Overdue | Draft developed, will submit when progress made on other documents that have been submitted. |
| 2.6 | Lone Working | Review of lone working risk assessments & procedures | CBC | Overdue | Following purchase of suitable devices. 6.8.18 - DW confirmed this was still under procurement. Complete and sent to DW for approval. |

31.6.18 - initial meeting held with Baz to understand what is currently in place. Baz has sent a document for review and set-up meeting with housing for 20.6.18 regarding asbestos management 28.6.18 JS,BK,DS met, conversation evolved and DS informed us of a live tendering process to commission a survey of all commercial properties - the scope will include compliance checks. DS is also reviewing estate pro software for use as a compliance matrix. 9.8.18 - survey still under procurement, DS provided a list of all assets. JS/DW to develop audit plan for consultation with responsible persons. Progress will align with the development of the audit arrangements.
<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7</td>
<td>Risk Assessment</td>
<td>Review of risk assessments &amp; SWP for Shared Streetscene service</td>
<td>CBC / KBC</td>
</tr>
<tr>
<td>2.8</td>
<td>Training</td>
<td>Fire Training (warden)</td>
<td>KBC</td>
</tr>
<tr>
<td>2.10</td>
<td>Audit</td>
<td>Prepare an audit schedule</td>
<td>KBC</td>
</tr>
<tr>
<td>2.11</td>
<td>Training</td>
<td>Deliver DSE Assessment training</td>
<td>CBC</td>
</tr>
<tr>
<td>2.12</td>
<td>Training</td>
<td>Explore options for management development.</td>
<td>ALL</td>
</tr>
<tr>
<td>2.13</td>
<td>Policy</td>
<td>H&amp;S policy review</td>
<td>KBC</td>
</tr>
<tr>
<td>2.14</td>
<td>Policy</td>
<td>H&amp;S policy review</td>
<td>ENC</td>
</tr>
<tr>
<td>2.15</td>
<td>Health Surveillance</td>
<td>Prepare a Corporate Health Surveillance Risk Assessment</td>
<td>CBC</td>
</tr>
<tr>
<td>2.16</td>
<td>Training</td>
<td>Deliver SHARPS Training</td>
<td>KBC</td>
</tr>
<tr>
<td>2.17</td>
<td>Training</td>
<td>Deliver Risk Assessment Training</td>
<td>KBC</td>
</tr>
<tr>
<td>3.1</td>
<td>Audit</td>
<td>Deliver audits to schedule</td>
<td>ENC</td>
</tr>
<tr>
<td>3.2</td>
<td>Audit</td>
<td>Deliver audits to schedule</td>
<td>CBC</td>
</tr>
<tr>
<td>3.3</td>
<td>Audit</td>
<td>Deliver audits schedule</td>
<td>KBC</td>
</tr>
<tr>
<td>3.4</td>
<td>Lone Working</td>
<td>Oversee the trial of lone working devices and feedback any system review requirements.</td>
<td>ENC</td>
</tr>
<tr>
<td>3.5</td>
<td>Training</td>
<td>Deliver Incident Investigation Training</td>
<td>KBC</td>
</tr>
<tr>
<td>3.6</td>
<td>Training</td>
<td>Deliver Manual Handling Training</td>
<td>KBC</td>
</tr>
<tr>
<td>3.7</td>
<td>Training</td>
<td>Deliver Working at Height Course</td>
<td>ENC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver risk assessment training - all KBC Management required to complete risk assessments. Note: relates to internal audit action 4.1.2</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>KBC</td>
<td>Overdue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|   |   | Complete NNSRP newsletter to focus on encouraging completion and updating risk assessment. Note: relates to internal audit action 4.1.3 |   |
| All | Complete |
|   |   |   | 25.1.19 |

|   |   | Compile a database of all risk assessment to include title, ref and last review date. Note: relates to internal audit action 4.1.3 |   |
| KBC | Complete |
|   | Database now complete. |   | 7.11.18 |

|   |   | Deliver audits to schedule | ENC | n/a | n/a |
|   |   |   | CBC | n/a | n/a |
|   |   | Deliver audits schedule | KBC | n/a | n/a |

|   |   | All risk assessment to be reviewed within agreed timescales. Timescales will be reviewed and agreed as part of the risk assessment arrangements package. To be carried out by activity managers. DW to monitor and support as required; report on progress to the joint health and safety committee. |   |
| KBC | Overdue |   |   |
### Appendix 3 – Summary of progress against Business Continuity & Emergency Planning Work plan 2018/19

<table>
<thead>
<tr>
<th>No</th>
<th>Type</th>
<th>Task</th>
<th>Borough</th>
<th>Status</th>
<th>Comments / progress</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LRF Hospital Evacuation</td>
<td>Support LRF with hospital evacuation plans</td>
<td>LRF</td>
<td>Ongoing</td>
<td>Attended KGH Evacuation Exercise meeting June 2018 and NGH/KGH teleconference Aug 18</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LRF Training and Exercising</td>
<td>To coordinate and provide a programme of multi-agency training to support LRF organisations in ensuring key personnel are competent in their role(s) in Integrated Emergency Management</td>
<td>LRF</td>
<td>Ongoing</td>
<td>ILOs to be trained - complete for NNSRP 24/01/19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LRF PMB</td>
<td>Allocation of work streams</td>
<td>Ongoing</td>
<td>Meeting attended 19/11 to allocate work streams</td>
<td></td>
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<tr>
<td></td>
<td>LRF Humanitarian Work</td>
<td>Establishing Rest Centres across the County, working as a LRF to plot these.</td>
<td>LRF</td>
<td>Ongoing</td>
<td>NNSRP work complete</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Warn &amp; Inform</td>
<td>Maintain arrangements to provide information to warn and inform the public</td>
<td>LRF/NNSRP</td>
<td>Ongoing</td>
<td>This is a duty under the CCA. We have an active comms group within the Partnership and representation on the LRF Comms Group with a degree of confidence in how this would function in an emergency.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advice</td>
<td>Provide advice and assistance to the commercial and voluntary sector</td>
<td>LRF/NNSRP</td>
<td>Ongoing</td>
<td>This is not done on a proactive basis and more opportunities could be explored, however one recent initiative is the formation of a Shopping Centres Group to improved emergency response and business continuity across the commercial sector</td>
<td></td>
</tr>
<tr>
<td>LRF Work stream 1.1</td>
<td>Support Jo Maddams with local risk assessment work of LRF.</td>
<td>LRF/NNSRP</td>
<td>Develop case studies, newsletters and shared learning. Cannot complete until NRR published.</td>
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<tr>
<td>LRF Work stream 5.1</td>
<td>To identify vulnerable locations/groups within County linked to LRF risks</td>
<td>LRF/NNSRP</td>
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<tr>
<td>LRF Exercise</td>
<td>Exercise Brewer 07/10/18 at ENC</td>
<td>ENC</td>
<td>Complete</td>
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<td></td>
<td>Attended several planning meetings for this. Exercise at ENC, Zena Ireland (ENC Loggist) Laura Hannam NNSRP and Jenny Walker ENC attending. Debrief meeting attended 30/10/18 07.10.2018</td>
<td></td>
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<tr>
<td>Audit Work</td>
<td>KBC and ENC Audit Oct and Nov 18</td>
<td>KBC ENC</td>
<td>Complete</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Preparation for audit and requests for info 15/12/2018</td>
<td></td>
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<tr>
<td>BCP</td>
<td>BCP - imbed and test</td>
<td>All</td>
<td>Ongoing</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Revise Plan and action cards. Test</td>
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<tr>
<td>BCP</td>
<td>Convene stakeholders at KBC to write final Corporate BCP and action cards. Service area business continuity plans to be developed (action cards)</td>
<td>KBC</td>
<td>Overdue</td>
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<td>Workshop delivered 16/04/2018. 2 action cards received completed since the workshop to date. Service area business continuity plans to be populated for identified areas / critical activities. Visits commencing in October 18. Committee Admin, Electoral Services visited. Revs and Bens, Cust Service visited and Payroll time scheduled. Action card visit to separate service areas booked for January/Feb with support from SMT.</td>
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<tr>
<td>BCP</td>
<td>Establish RWG at KBC to complete BIA and Critical Function process and map out development of Corporate BCP. Regular quarterly meetings monitoring EP and BC compliance</td>
<td>KBC</td>
<td>Overdue</td>
<td></td>
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<td></td>
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<td></td>
<td>Meetings to review service action cards completed June 18. Submitted following meetings and updated to RD. Outstanding are Payroll, Customer Services, Comms and Building Control.</td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>Complete business continuity plans, critical action cards</strong></td>
<td><strong>CBC</strong></td>
<td><strong>Complete</strong></td>
<td><strong>Meetings to review service action cards completed June 18. Submitted following meetings and updated to RD. Outstanding are Payroll, Customer Services, Comms and Building Control.</strong></td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>Validate Corporate Business Continuity Plan</strong></td>
<td><strong>KBC</strong></td>
<td><strong>Overdue</strong></td>
<td><strong>Cannot be progressed until Corporate BCPs are finalised</strong></td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>Validate Corporate Business Continuity Plan</strong></td>
<td><strong>CBC</strong></td>
<td><strong>Overdue</strong></td>
<td><strong>Exercise held on 20th March 2018 to validate CBC BC plans. Follow up meeting of RWG to be arranged for May to progress actions / learning</strong></td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>Validate Corporate Business Continuity Plan</strong></td>
<td><strong>ENC</strong></td>
<td><strong>Overdue</strong></td>
<td><strong>Cannot be progressed until Corporate BCPs are finalised</strong></td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>Pre audit business continuity preparations</strong></td>
<td><strong>CBC</strong></td>
<td><strong>Complete</strong></td>
<td><strong>Review of Corporate BCP Plan and Service action cards</strong></td>
<td></td>
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<tr>
<td><strong>BCP</strong></td>
<td><strong>ICT/Premises Work, work in allocating alternative sites with ICT facilities</strong></td>
<td><strong>CBC</strong></td>
<td><strong>Overdue</strong></td>
<td><strong>ICT/Premises working together. To review April 2019</strong></td>
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<tr>
<td><strong>Move to Critical</strong></td>
<td><strong>Move to Critical - complete LA plan</strong></td>
<td><strong>All</strong></td>
<td><strong>Overdue</strong></td>
<td><strong>Attended by Jamie Tomlin and Beth Gordon. Draft plan prepared to be finalised.</strong></td>
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<tr>
<td><strong>Rest Centre Project</strong></td>
<td><strong>Rest centres - identification/ permission to use and upload to RD</strong></td>
<td><strong>All</strong></td>
<td><strong>Complete</strong></td>
<td><strong>Rest centres identified, surveys completed and work to upload to RD. Rest centre manager training 13/09. RC Manager Grab packs developed and devised. RCs plotted onto RD Mapping November 18</strong></td>
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<tr>
<td>Task</td>
<td>Description</td>
<td>Status</td>
<td>Details</td>
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<tr>
<td>EP Exercise</td>
<td>Emergency Planning Exercise</td>
<td>All</td>
<td>Complete</td>
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<tr>
<td></td>
<td>Tested across all 3 organisations jointly. Exercise Dark Tower July 18 at ENC Offices focusing on large scale fire and evacuation of residents. 29 attendees. Annual exercise to be planned annually</td>
<td>24.07.18</td>
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<tr>
<td>EP Exercise</td>
<td>Emergency Planning Exercise Inexperienced Gold/Silver</td>
<td>All</td>
<td>Overdue</td>
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<tr>
<td></td>
<td>Following comments from Board about observations from Exercise Kingfisher 19/09/18, the next EP Exercise to be aimed at those less experienced in a Gold/Silver role to practice skills in a safe environment.</td>
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<tr>
<td>CPD Training</td>
<td>Exercise Kingfisher for Gold/Silver Commanders CPD Training</td>
<td>All</td>
<td>Complete</td>
<td></td>
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<tr>
<td></td>
<td>Rehearsal scenario, 39 Gold/Silver attendees from all 3 Authorities</td>
<td>01.10.2018</td>
<td></td>
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<tr>
<td>Lesson Log</td>
<td>Learning Gaps from Exercise Kingfisher</td>
<td>All</td>
<td>Complete</td>
<td></td>
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<td></td>
<td>Email sent to partners on 02/08/18, waiting for response.</td>
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<tr>
<td>Emergency Plan</td>
<td>Review of emergency plan policy and documentation</td>
<td>All</td>
<td>Complete</td>
<td></td>
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<tr>
<td></td>
<td>Streamlined documentation - overarching policy with response plans. Short EP response document work underway and nearly completed. 07/03/19 - EP Plan reviewed and Annexes reviewed and uploaded onto RD.</td>
<td>07.03.2019</td>
<td></td>
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<tr>
<td>Emergency Plan Role Cards</td>
<td>Rewrite these into simple, easy to use cards. Insert at back of short EP Response Document</td>
<td>All</td>
<td>Complete</td>
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<td></td>
<td>03.11.2018</td>
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<tr>
<td>ECC</td>
<td>Develop suitable sites/venues to function as an ECC and provide all necessary equipment and documentation in grab form</td>
<td>All</td>
<td>Overdue</td>
<td></td>
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<tr>
<td></td>
<td>15/3/17 - ENC Training suite has been identified. SRT office to be considered and equipped. Facilities at CBC to be investigated Consider separate emergency planning email address (discuss IT issues and access)</td>
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<tr>
<td>Training</td>
<td>All</td>
<td>Overdue</td>
<td>Date</td>
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<tr>
<td>Flood Risk Mapping</td>
<td>To devise a map to add to RD of the flood risk areas in the 3 LAs</td>
<td>Overdue</td>
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<tr>
<td>Training</td>
<td>Deliver BC Refresher Training</td>
<td>CBC/All</td>
<td></td>
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<tr>
<td>Training</td>
<td>Deliver EP Refresher Training</td>
<td>All</td>
<td>Overdue</td>
<td></td>
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<tr>
<td>Devise new training package for EP Foundation and Elected Members to</td>
<td>All</td>
<td>Complete</td>
<td>11/01/19</td>
<td></td>
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<tr>
<td>bring more up-to-date</td>
<td></td>
<td>Day spent with Jo Maddams from NCC 07/11/18 to take the LA lead on</td>
<td></td>
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<td></td>
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<td>this and put a new consistent package together which can be used by</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>other LAs</td>
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<tr>
<td>Training</td>
<td>Deliver EP Foundation Training to new heads of service</td>
<td>ENC</td>
<td>Complete</td>
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<td></td>
<td></td>
<td>Completed, 11 attendees</td>
<td>04.07.18</td>
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<tr>
<td>Training</td>
<td>Deliver Loggist Training</td>
<td>All</td>
<td>Complete</td>
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<td></td>
<td></td>
<td>Completed at KBC Offices, 12 attendees</td>
<td>17.07.18</td>
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<tr>
<td>Training</td>
<td>Deliver Emergency Control Centre Training</td>
<td>All</td>
<td>Overdue</td>
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<td>Identify ECC Operatives and devise/deliver training package.</td>
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<tr>
<td>Training</td>
<td>Deliver Rest Centre Manager training</td>
<td>All</td>
<td>Complete</td>
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<td></td>
<td></td>
<td>Training delivered 13th September, 13 attendees. RC Manager grab</td>
<td>13.09.18</td>
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<td></td>
<td></td>
<td>packs devised.</td>
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<tr>
<td>Training</td>
<td>Deliver ILO Training</td>
<td>All</td>
<td>Complete</td>
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<tr>
<td></td>
<td></td>
<td>Training package put together 07/11/18. Training booked 24/01/18 and</td>
<td>24/01/19</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>attended by 14 ILOs</td>
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<tr>
<td>Training</td>
<td>Deliver RD Mapping Training to Gold/Silver responders</td>
<td>All</td>
<td>Complete</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Learning gap following exercise Dark Tower. Training scheduled for 28/09, 19 attendees expected over 3</td>
<td>28.09.18</td>
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<tr>
<td>Training</td>
<td>Sessions</td>
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<tr>
<td>RD Test Exercise for Gold/Silver managers</td>
<td>All Ongoing Alert sent from RD to ask each Gold/Silver manager to carry out 2 tasks navigating to the NNSRP page and NLRF page. This is to test RD skills in preparation for potential Brexit responses. A correct reply will count as a test exercise completed. Waiting for some responses.</td>
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<tr>
<td>EP Foundation training to be delivered to H&amp;S Team</td>
<td>H&amp;S Complete Completed in NNSRP room, 4 attendees 09.08.18</td>
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<tr>
<td>For those with a role in the EP to monitor training and plan refresher training</td>
<td>All Complete Completed template, input details and will continue to input and monitor. 30.10.18</td>
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<tr>
<td>Training workbook developed to log what training has been delivered to who and when in order to identify training gaps to help plan the delivery of further training.</td>
<td>All Complete Training workbook devised and in use. 01.06.2018</td>
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<tr>
<td>Loggists/Rest centre Managers/ILOs</td>
<td>All Complete Loggists and RC Managers identified. ILOs to do. 06/01/2019</td>
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<tr>
<td>Grab Bag to be produced for every member of SMT/CMT</td>
<td>KBC Complete 13 grab bags completed and delivered to Gold/Silver managers at KBC including document folder and high vis vests. 10.10.2018</td>
<td></td>
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<tr>
<td>Establish out of hours rota for Gold/Silver commanders</td>
<td>KBC Complete Sent to CMT to review. Currently asked to put on hold by SMT. Resilience Officer recommended SMT numbers and 2 HoS numbers are given to Out Of Hours team for emergency purposes, which has been done and actioned. 29/11/2018</td>
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<td>Task</td>
<td>Status</td>
<td>Description</td>
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<tr>
<td>Galaxy</td>
<td>All</td>
<td>Upload content for Emergency Plan and Business Continuity Pages to galaxy.</td>
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<td></td>
<td>All</td>
<td>Most content uploaded. Need to edit pages and meet with stakeholders to approve content. Much work done week 29/10 and learns from EPC course</td>
<td>10/01/2019</td>
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<tr>
<td>RD Contacts</td>
<td>All</td>
<td>Work to group RD contacts within NNSRP to Gold and Silver groups and review of existing users</td>
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<td></td>
<td>All</td>
<td>Alerts sent to ask users to log on and Groups in place</td>
<td>27.08.18</td>
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<tr>
<td>Out of Hours Call Out Arrangements</td>
<td>All</td>
<td>To review and test for all LAs. Update and circulate action cards for details of service out of hours on a quarterly basis, following learning outcomes or urgent change of details / circumstances</td>
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<td></td>
<td>All</td>
<td>Test current procedures.</td>
<td>01.09.2018</td>
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<tr>
<td>Training for Resilience Officer</td>
<td>All</td>
<td>2 courses at EPC attended. 5 days Starting Out in Civil Protection and 2 days Introduction to Business Continuity</td>
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</tbody>
</table>