

Workplan Area		Actions	Deliverable/Measure	Lead Point of Contact (and Contributors)	Comments	Timescale for completion
Community Risk Register	TBC CRR review against National Risk Assessment	Production of TBC CRR Sign off and publication of TBC CRR	Lead POC - Ian Owen Contributors - All attendees of CCUW CCUW Chair/CCUW CMT for approval before publishing	The Staffordshire Community Risk Register is currently being updated in the CCU following the release of the Cabinet Office National Risk Register in August 2023. The version of the local risk register available online on RD was completed in 2022.	Once the Staffordshire Community Risk Register has been updated based on the November 2023 National release, it can be used by FJT to update the Tamworth local risk register	
Multi Agency Flood Plan	Complete TBC flooding information Hold a MAPF Consult / Review as required Attendance at meetings e.g. Tactical, RAWG and COWG	TBC Flood plan TBC Contribution to MAPF TBC sign off TBC attendance at meetings	Lead POC - Ian Owen Contributors - Those attending and contributing MA meetings to provide feedback as required CMT to sign off Lead POC - Ian Owen (to be deputy for BRIDGE)	SRF tactical flooding template has been circulated for consultation (Jan 2024). Post flood documents have been issued	Once the SRF tactical flooding template is published for use across Staffordshire LAs (Feb-Mar/Apr 2024), this will be used by FJT to produce the Tamworth Tactical Flooding Plan.	
SRF engagement	Communication of key areas of interest SRF Attendance	Line officer to provide summary regularly Ensure TBC represented at all meetings	Lead POC - Andrew Barrett for LRF Tina or Paul if attending SRF meetings as TBC representative Lead POC - Andrew Barrett (or nominated deputy)	Attendance at CMT to provide summary of SRF issues to CMT is ongoing	Ongoing - CCU to advise on dates of meetings requiring attendance by Strategic or tactical leadership Request for input to CMT meetings as required when issues/updates from SRF or CCU required	
Business Continuity	Review of BC Strategy Review of BC plans Establish BC working Group	BC strategy sign off to include Business Impact Analysis No. of BC plans reviewed Attendance by HoS responsible for BC	Lead POC - Paul Weston for over arching view of TBC BCP however HoS are Lead POCs for their own individual BC plans based on service area Lead POCs - HoS for their own individual BC plans based on service area Lead POC - Paul Weston Contributors - HoS with responsibility for BC BC plans and BIA	HoS are in process of completing Service level BIA, risk assessments and BCP. Once completed this can be used to produce wider TBC strategic BC HoS are in process of completing Service level BIA, risk assessments and BCP	HoS have been tasked to complete their Service BIA, Risk Assessments by end of January 2024. These can then be used to produce Service BCP by end of February.	
Plans / Guides	Complete review of Incident Response Guide	New IRG signed off	Lead POC - CCU (supported by Tina Mustafa if required)	New IRG has been signed off by CMT and is now available to TBC during a response.		
	Review of Response & Recovery Handbook	New handbook signed off	Lead POC - CCU (supported by Tina Mustafa if required)	Updated Evacuation and Shelter document available to TBC during a response		
	Rest & Reception centre plan	Plan reviewed & tested	Plan reviewed & tested	Exercise and lessons learnt incorporated following use of plan in Ex Fortitude. Next stage is a exercise to use plan during a physical set up at a rest centre (May/June 2024)	No notice exercise - setting up of physical rest centre (March 2024)	
	Op BRIDGE	Plan reviewed & tested	Lead POC/Contributors - CCU (supported by Tina Mustafa if required)	Op Bridge plans tested following passing of HM Queen Elizabeth. SRF plan is being updated. Local TBC plan to be updated with any local lessons identified during activation		
Plans / Guides	Review of Team Centre Exoc	Plan reviewed & tested	Lead POC - Jo Sands	Plan has been signed off by CMT as is available to TBC during an incident (Nov 2023)		
	Review of Incident Plan	Plan reviewed & tested	Lead POC - Hannah Foster / Mark Osborne	Plan has been signed off by CMT as is available to TBC during an incident (Nov 2023)		
	Cyber security Plan	Plan reviewed & tested	Lead POC - Gareth Youdan	After discussion with Head of IT services - will wait to see the SOC plan which is being started	April 2023 - HoS have been informed of which plans they are lead POC via email. CCU has begun to arrange meetings with POCs to begin process of working through plans and updates based on priority (using the agreed RAG rating)	
	Power Outage	Plan reviewed & tested	Lead POCs - Paul Weston and Barry Curtis	Intro and discussions around power outage plans with Martin Harper. SRF power outage plan has been sent for consultation (Feb 2024) and can be used as basis for update to TBC plan	FJT has produced a draft proposed timeline for completion of plans. Visual representation to help help track of what plans are being worked on, what stage they are at, what is coming up next, and spreading the plans throughout the year. Timeline looks to incorporate 1) time for drafting/update, 2) time for CMT to consult 3) time for publish to S/Direct and RD. Although has been made to limit number of plans arriving at each stage to avoid backlogs. Also building in 1) possibility to move or extend time to incorporate any unforeseen delays (e.g. CCU identified Christmas etc.) 2) leaving some time at the end of programme to begin planning for the future round of updates going forward into a bi-annual year planning cycle.	
Training & Exercising	High Rise plan	Plan reviewed & tested	Lead POC - Lee Brims	Proposed update structure signed November 2023		
	Review Weather Plan	Plan reviewed & tested	Lead POC - Hannah Peatle Contributors - Street Scene	24/05 - Following SMOO opportunity - contacted MD to take over as POC		
	Emergency Communications/Resilience Centre	Plan reviewed & tested	Lead POC - Tania Phillips	This plan has been maintained and updated locally throughout COVID/BRIDGE to ensure it is fit for purpose and an update is currently being performed by MS of CCU		
	Vulnerable People and data sharing in Major Incident	Plan reviewed & tested	Lead POC - Jo Sands	Lessons learnt from covid to be included		
Training & Exercising	Identify training required and prioritised	Update leavers, new starters to the contact lists held by CCU/DC lists. Identify what training is need for individuals to be competent in assigned roles (e.g. DCU, RCM).	Lead POCs - Jackie Noble and CCU	A training matrix to help highlight immediate training requirements and role gaps has been created. SRF training pathways have been introduced for some roles in later 2023. Pathways include initial self assessment to role capability and requirement (MOCs based on RD), online learning modules for roles through RD, face to face training via CCU and ongoing coaching which will be built in to individual's training plans	A training matrix of names to roles has been completed by HoS. FJT set up introductory drop in sessions in Mid June to discuss each of the roles (requirements, training pathways etc.) and collected feedback from the participants on any concerns/throughput issues etc. that people have regarding roles in a post-covid world of working. This was captured and presented to CMT highlight any issues with specific roles and responsibilities. The training pathways have gone live (May 2023) - following on from the drop in sessions, HR are preparing an options paper of various possible incentives which could be used to ensure that roles in an incident are filled. A regional query has gone out to allow benchmarking of the options Ad hoc DCU training being completed by FJT, MD and BM.	
	Produce training calendar	TNA produced - aligned to the corporate requirements identified above	Lead POCs - CCU and Jackie Noble	Critical training brought forward as identified		
	Identify exercise requirements and priorities	CCU to lead	CCU to lead	TBC attended Op Fortitude. Op Raven at CCU hosted TBC exercises due to recommendation for DCU to attend and embed skills. Local Evac and shelter exercise to take place (March 2024)	Multi agency Exercise Fortitude has been complete. Lessons learnt and debriefs to be used to influence exercises going forward. TBC running a Rest Centre set up exercise	
	Review of internal intranet information and update	Internet page refreshed/produced	Lead POC - Tania Phillips	07/09/23 initial meeting held		
Information and storage	Review of Public facing website and update	Public page refreshed/produced	Lead POC - Tania Phillips	07/09/23 initial meeting held		
	Develop new folder structure & online availability (RD) & Teams	New structure produced aligned to incident response guide	Lead POC - CCU with guidance from Gareth Franklyn (support with Teams repository)	Awaiting discussions around the update to IRG. Includes test and training - CCU can help provide training		
Response options	Review of response arrangements and volunteers including VS capacity and skill set to support response Call out plans during telecom failure	Adjust to new working arrangements	POC/CCU Contributors - Paul Weston, Jo Sands, to group for content and CMT for sign off Lead POC - Jo Sands	Work ongoing within the SRF to look at the VS and it's support to SRF during a major incident. Discussions with CCU officer ongoing.	Project with Staffordshire Prepared has begun, with the SRF looking at the VS and it's support to SRF during a major incident. Discussions with relevant CCU officer ongoing.	

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