

## **LBHF 2012 Operations Group**

# **Terms of Reference**

### **Purpose of the Group**

1. Overall: To ensure resilience of the authority's services for the duration of the London 2012 Games period between June and September 2012.
2. To be the conduit for operational management and business continuity planning information between the managers of essential and Games-related services.
3. To facilitate the development of integrated operational service management structures and procedures within Games-related Council service areas, using standard terminology and mapping systems wherever appropriate and possible.
4. To deliver an integrated command, coordination and communication (C3) structure for all essential and Games-related Council services between June and September 2012.
5. To ensure that the Council's operational command systems are compatible with the requirements of the IOC (International Olympic Committee, LOCOG (London Organising Committee of the Olympic Games) , LOC (London Operations Centre), the LAOCC (Local Authorities Olympics Coordination Centre) and other parts of the overall Olympics C3 apparatus.

### **Method**

1. The Group will be chaired by the AD Safer Communities.
2. All Council services identified by the Group as being essential services and/or having an operational role during the period of the London 2012 Games will be represented at a managerial level at all meetings of the Group. (See Core Membership list on page 2.)
3. All members of the Group may bring issues to meetings.
4. The Group will meet at least quarterly, with specific Games-related issues tabled for each meeting and external partners attending where relevant and appropriate.
5. Any relevant Games-related documentation received or produced by the Group will be stored in a dedicated secure area.

## Appendix 8.2

### 6. Commonality/standardisation of information mapping will be through GIS. Core Membership

The suggested membership for the group is detailed below, which will be subject to change in March, following various restructures and redundancies.

<b>Name</b>	<b>Service Area</b>	<b>Directorate</b>
Dave Page ( <b>Chair</b> )	AD Safer Communities	RSD
Adrian Price	Head of Emergency Services	RSD
Jonathan Wiesgard	Communications	FCS
Gill Sewell	AD Children, Youth & Communities	ChSD
Les Rhodes	Operations Manager	CSD
Nick Austin	AD Public Protection & Safety	ENV
Graeme Souster	Public Protection & Safety	ENV
Roy Instrall	Head of Street Scene Enforcement	RSD
Marie Snelling	AD Customer Transformation	RSD
Ian Hawthorn	Network Management	ENV
David Taylor	Parking	ENV
Chris Bunting	Head of Libraries, Leisure & Fleet Transport	RSD
Donna Pentelow	Waste Management	RSD
Antonia Hollingsworth	Principal Business Investment Officer	HRD