

# Local Resilience Forum Meeting

Held Wednesday 15<sup>th</sup> June 2005 at 1400 Hours

Main Conference Room, Leicestershire Constabulary

## MINUTES OF MEETING

### 1.0 Attendance

Chief Constable M Baggott (Chair)	Leicestershire Constabulary
Insp K Barnes	Leicestershire Constabulary
Mr P Kilgallen	East Midlands Ambulance Service
Mr M Haslam	Environment Agency
Col R Dixon-Warren	Armed Forces
Ms S Webb	Health Protection Agency
Mrs R Hyde	Oadby & Wigston Borough Council
Mr S Atkinson	Hinckley & Bosworth Borough Council
Mr C Hamilton	Hinckley & Bosworth Borough Council
Mr P Robothan	Harborough District Council
Mr P Hinton	Charnwood Borough Council
Ms L Aisbett	Melton Borough Council
Mr R Eaton	North West Leicestershire District Council
Ms K Johnston	Blaby District Council
Ms S Whiles	Blaby District Council
Mr C Poole	Leicester City Council
Mr J Williams	Leicestershire County Council
Ms E McCalla	Leicestershire County Council
Mr K Franklin	Rutland County Council
Mr J Perkins	GOEM
Mr S Lunn	Leicestershire Fire & Rescue
Mr R Headley	Leicestershire Fire & Rescue
Keith Lockwood-Lee	Leicestershire Fire & Rescue
Ms C Clifton	Primary Care Trusts
Mr K Price	Leics NHS Trust
Mrs S Britain	Leicestershire Constabulary (Minutes)

### 2.0 Apologies

Mr J Sinnott	Leicestershire County Council
Mr R Green	Leicester City Council
Mr H Robinson	Leicestershire Fire & Rescue
Ms K Mehta	Harborough District Council
Ms C Fisher	North West Leicestershire District Council

Ch/Constable Baggott welcomed everybody to the meeting.

### 3.0 Minutes of the LRF Meeting 07/03/05

The Minutes of the meeting held 7<sup>th</sup> March 2005 were accepted as a true record.

#### **4.0 Matters Arising**

Keith Lockwood-Lee has been appointed to the role of LRF Project Co-ordinator and Amy Laxton will undertake the role of Admin Support. The invoices for funding these roles have been distributed.

All other actions will be covered under the Agenda items.

#### **5.0 3 Year LRF Plan**

A final version of the 3 Year LRF Plan was issued which takes on board all comments from the agencies. The Flood Planning Group has been included in the organisational flow chart. The document will be reviewed on an annual basis with any changes being brought back to the LRF Group. All agencies will be collectively accountable for the Plan and joint training will expose any gaps. The document was unanimously approved by all present.

#### **6.0 LRF Identity/Logo and Website**

The LRF Co-ordinating Group felt it worthwhile to have a formal identify and therefore look to use a logo which has previously been approved by the Home Office, provided that the Cabinet had no objections. Subject to this, approval was given to use the logo by the LRF Group.

The LRF Co-ordinating Group have discussed at length the possibility of an LRF website. Technical advice is currently being sought and a website provider identified. It is envisaged that the website will have hyperlinks to all members of the LRF. The website will have two purposes, firstly it will be viewable by the public and act as an informing tool, and secondly it can be used as a means of communication between members of the LRF Group using a password system. Discussion took place regarding the proposed website and issues relating to the Freedom of Information Act. Keith Lockwood-Lee agreed to look at the information sharing protocols, the technicalities, the associated costs and report back to this Group.

**Action: Keith Lockwood-Lee**

#### **7.0 Information Sharing Forum – 4<sup>th</sup> & 12<sup>th</sup> October 2005**

Two dates have been arranged to speak to the Category 2 responders which will be a good opportunity for members of the LRF to meet with them. Chief Constable Baggott advised that he would be unable to attend however ACC Goodwin would attend on his behalf. Letters of invitation will be sent out to the Category 2 responders, requesting them to state their preference for the two dates.

#### **8.0 Exercise Arctic Sea 23/06/05**

The focus of the exercise has changed due to the increased worries regarding avian flu with the possibility of this becoming a pandemic strain and the Department of Health has published a study that Arctic Sea will become the first test of the national plan. Both national and international observers are expected to attend the exercise together with LRF's from other regions. It was agreed it is helpful for the information to be sent out to the players prior to the exercise to enable them to think through the issues and bring any necessary information with them.

Pandemic Flu is the highest risk to Regions and is subject to increased worries. As a result, the Co-ordination Group are carrying out planning following the exercise. The Health Protection Agency within the Region are developing an exercise for Silver level with a view to this being held in September or October. A formal letter will be sent out in the next couple of weeks to establish if this is beneficial. Chief Constable Baggott agreed that this would be helpful to learn lessons quickly and can be built into the training and exercising plan.

Plans need to be in place by the end of August in order that an exercise can take place in September. The condensed Department of Health plan will form the summary of the flu pandemic exercise and will provide a checklist of items which should be covered.

Discussion took place regarding the length of time taken to receive a report from the previous large scale exercise, which took approximately 6 months. Notes will be taken during the exercise to ensure quick distribution. The Chair thanked Sarah Webb for the report and hard work.

## **9.0 Community Risk Register**

It is a statutory duty to produce and make public the Community Risk Register. Julian Williams gave an explanation of the document which gives a generic broad categorisation of hazards. There is an indicative scale for agencies, graded from 1 – negligible, 2 – rare, 3 – unlikely and 4 – possible. Missing from the document at present is further categorisation identifying site specific hazards.

The document in its current form is not the Community Risk Register. Once the final version of the document is available, this will be checked by Keith Lockwood-Lee to ensure that if plans do not exist, the necessary assessment takes place. The Co-ordination Group will bring together all parties who need to contribute to the plan in order that all elements are co-ordinated and the best agency to write the plan will then be identified. This will ensure a very joined up approach with all agencies putting resources into the sub groups.

John Perkins advised that there are also risks being looked at nationally and regionally which can be fitted into the document. Chief Constable Baggott highlighted that the document is an audit process and looks at business continuity. All agencies present to look at their individual agencies. The Community Risk Register needs to be up and running by 15<sup>th</sup> November. The Chair thanked Julian Williams for the hard work involved.

## **10.0 Promoting Business Continuity**

It is the duty of Local Authorities to promote business continuity. Through the Co-ordination Group, it has been identified that there is a great risk of duplication and inconsistency. This is aimed at the small and medium sized enterprises and agencies. Guidance is still being digested at present and how we progress is still to be determined. Compliance is required by 1st May 2006. Leicestershire County Council current lead on the issue and a meeting is planned for September to progress this responsibility. Mr Perkins highlighted that further guidance should be issued which will be helpful to Local Authorities. As and when this information is received, it will be disseminated.

## **11.0 Training & Exercising Calendar**

The Co-ordinating Group have put together a calendar with the intention to gain the ownership of all the training and exercises taking place. As a result, any event which requires more than one agency will need to be advised to the Group to ensure that there are no clashes with dates. In addition, a request has been made for all single agency events to also be advised to the Co-ordinating Group in order that observers can be sent if necessary. It is the intention that this calendar will link in to the regional calendar and also be published on the proposed website. Agreement was given that this calendar should be kept as a live document.

## **12.0 Horizon Scanning**

Insp Barnes gave a brief overview of 4 subjects currently on their agenda:

- Flu pandemic – this has been high on the list i.e. how we would deliver services if 25% of staff was lost to illness.
- Heatwave – the NHS have published a plan which contains help and guidance.
- Fuel – this was a concern prior to the Election however nothing materialised. The situation continues to be monitored. The 2000 fuel plan was reviewed and updated. This addresses how key staff have access to fuel, etc.
- Terrorism – the Threat Level remains at ‘Severe General’. The CBRN Sub Group meets regularly and events are assessed for risks. A MAIAT team can be brought together for the duration of events and such a team existed for the General Election.

The Chair thanked Insp Barnes for the report and agreed that this should be a standing agenda item.

## **13.0 GOEM and RRF Update**

John Perkins advised that on 23<sup>rd</sup> May the Government published the final version of regulations and guidance however this still requires ratification. This is made up of 3 documents and should be finalised by the end of July. This has been delayed by one month due to the General Election.

A meeting will take place to look at the work currently in place to judge the impact of national risk assessment and our own priorities in the region to lead to the regional capability plan. This will look at the top risks regionally, all of which are non-malicious hazards. It is proposed that members of the LRF need information and it is the intention that a presentation will take place to all risk groups on a regional level. This should take place in a few weeks, contains quite sensitive information and will establish any gaps across the country. A ministerial meeting at the end of this month should down classify some of the information.

As a region, work is currently ongoing regarding the CBRN protocol. This is being lead by Nottinghamshire Police and a multi-agency response protocol is required. Also, Paper J highlights how Health has changed over the last couple of years. A Memo of Understanding has become an agreement between Health and the LRF. This has been approved by the RRF and the Health Sub Group.

It was noted that early feedback from events and exercises is required, to enable action points to be picked up and information passed quickly to the LRF.

Representation at the Regional Resilience Forum was discussed and it was agreed that an observer from the LRF should attend these quarterly meetings. After discussion it was agreed that Keith Lockwood-Lee would be best placed to attend and represent the LRF.

#### **14.0 Community Involvement in Civil Contingencies**

At the last meeting, Roger Latham put forward a paper concerning how to embed emergency planning and civil contingencies within communities with a view to try to engage communities. Discussion took place regarding community involvement and options could include inviting communities to observe some of the training exercises to gain an understanding that, in the event of an emergency, normal service will not be delivered. It was suggested that this could be incorporated into the Community Risk Register rather than a separate plan being set up. Chief Constable Baggott suggested that ideas be tabled at the next meeting in September.

**Action: All Agencies**

#### **15.0 Military Contribution to Resilience**

Lt Col Dixon-Warren gave a Powerpoint Presentation to the LRF detailing the current provisions the armed forces have in place. A booklet is due to be distributed to the Category 1 providers next week, which will replace any previous publications. This booklet does not replace any 'classified' documentation. A copy of the booklet can also be found on the web at [http://www.mod.uk/linked\\_files/jdcc/publications/ijdp02.pdf](http://www.mod.uk/linked_files/jdcc/publications/ijdp02.pdf) or <http://www.ukresilience.info.contingencies/defencecontrib.pdf>. In addition, a protocol is being looked at which displays a telephone number which can be easily shared. Chief Constable Baggott thanked Lt Col Dixon-Warren for the presentation.

#### **16.0 Any Other Business**

There was no other business tabled.

#### **17.0 Date of Next Meeting**

Thursday 8<sup>th</sup> September 2005 at 1400 Hours at Leicestershire Constabulary, HQ