

## Local Resilience Forum

Meeting Held Tuesday 13<sup>th</sup> December 2005

2.00pm at Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

#### 1 Attendance

Mr Matt Baggott	Chief Constable (Chair)
Mr Keith Lockwood-Lee	LRF Co-ordinator
Insp. Keith Barnes	Leicestershire Constabulary
Mr Nick Andrews	Rutland County Council
Mr Keith Franklin	Rutland County Council
Lt.Col. Richard Dixon Warren	Armed Forces
Ms Caroline Exton	GOEM
Mr Richard Headley	Leicestershire Fire & Rescue Service
Mr Paul Kilgallen	East Midlands Ambulance Service
Ms Sarah Webb	Health Protection Agency
Mr Kelvyn Price	University Hospitals of Leicester
Mr Andrew Kelly	PCT Emergency Planning Co-ordinator
Mr Mark Haslam	Environment Agency
Mr Steve Atkinson	Hinckley & Bosworth Borough Council
Mr Roy Eaton	North West Leicestershire District Council
Miss Alexis Wood	Leicester City Council
Mr Charles Poole	Leicester City Council
Mr Julian Williams	Leicestershire County Council
Mr Peter Hinton	Charnwood Borough Council
Mr Peter Rowbotham	Harborough District Council
Ms Ruth Hyde	Oadby & Wigston Borough Council (left 3.50pm)
Ms Kris Johnston	Blaby District Council
Mr David Murray	Melton Borough Council
Ms Amy Laxton	LRF Administration (minutes)
Mr David Moore	Rock, Kitchen & Harris (left at 2.30pm)
Mr Paul Sculthorpe	Rock, Kitchen & Harris (left at 2.30pm)
Supt. Maddy Parnell	Leicestershire Constabulary (attended for agenda item 12)

#### 2 Apologies

Mr Mike Goodwin	ACC (Operations)
Insp. Paul Orton	Acting LRF Co-ordinator
Mr Howard Robinson	Fire & Rescue Service
Ms Pat Doherty	Leicestershire, Northamptonshire & Rutland Strategic Health Authorities
Ms Lynn Aisbett	Melton Borough Council
Mr John Perkins	GOEM
Ch.Supt. Graham Middleton	Leicestershire Constabulary
Ms Sue Smith	Harborough District Council

Ms Carolyn Clifton  
Mr Steve Whitehead  
Ms Christine Fisher  
Mr John Sinnott  
Mr Rodney Green  
Ms Sandra Whiles

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East Leicestershire PCT  
Leicester City PCT's  
North West Leicestershire District Council  
Leicestershire County Council  
Leicester City Council  
Blaby District Council

Mr Baggot thanked the group for attending the meeting.

### **3 Minutes of LRF Meeting 08/09/05**

These were agreed as a true and accurate record of the meeting. All actions are covered in the agenda items for this meeting.

### **4 Matters Arising**

The group discussed the actions from the previous meeting.

Flooding Exercise – Insp. Barnes explained that consultants are still yet to produce a report however a full report is expected for the next meeting. He explained that the exercise highlighted the need for silver command training and it is planned that a CBRN tabletop exercise will take place in spring that will also include gold players.

Communication Strategy – Mr Baggott explained that Janet Malcolmson from Leicestershire Constabulary is the media co-ordinator for the Local Resilience Forum.

Flu pandemic exercise – Ms Exton explained that the official version is yet to be published however the learning points have been sent out to attendees.

Beacon status – Mr Baggott explained that the application process commences in Spring 2006.

### **5 Website Presentation**

Mr Moore and Mr Sculthorpe provided the group with a presentation on the LRF website. They explained that the website address is: [www.localresilienceforum.org.uk](http://www.localresilienceforum.org.uk) and that Miss Laxton and Miss Fraser-Smith can update the website from any website terminal. Mr Moore explained that the extranet will go live to members in January 06.

### **6 Revised Structure**

Mr Lockwood-Lee explained to the group the changes to the structure of the LRF as detailed in paper B.

The changes are:

Mass Vaccination / Treatment sub group  
Communicating with the Public sub group  
Promoting Business Continuity

Ms Exton asked for the revised structure to be made available electronically.

## 7 Update on Subgroups

Mr Lockwood-Lee explained to the meeting that the Co-ordinating Group meets monthly and is now well established.

The main groups that were discussed were:

EA Flood warning group – There are national changes regarding the warnings however the group are clear on their tasks.

Hazards & Risks sub group – A lot of work is being completed in this sub group and a review will be scheduled for Spring 06.

CBRN – The group are currently looking at decontamination issues at the local hospitals.

Urban Search & Rescue – Work is ongoing. The group will look at the equipment available to them in the near future.

Animal Diseases – Risk Assessments and a draft Contingency Plan have been produced for Avian Flu.

Mass Vaccinations / Treatment – The group have been concentrating on a flu pandemic and how they would deliver vaccinations and treatment. The group have identified centres for mass vaccinations and for the phased delivery of treatment.

Mass Evacuation – The group have drafted a city centre evacuation plan and they will be hoping to roll this out to the market towns in the Spring. They are also looking at various ways of communicating with the public e.g. Loudhailers, SMS, etc.

Mass Fatalities – Mr Lockwood-Lee explained that the group was asked to reassess temporary mortuary facilities due to the findings from the Arctic Sea exercise. The group is currently looking an alternative site.

Mr Lockwood-Lee informed the meeting of a document that has been issued regarding the potential costs for the national temporary mortuary facilities. The group discussed whether LA's should rely on the Belwin Scheme or consider entering into a cost sharing protocol.

Ms Exton informed the group that the contract is with the same provider that assisted in London. The group agreed that Mr Williams, Mr Poole and Mr Franklin will discuss the issues with the proposed costs and report to the LRF at the next meeting.

Communicating with the Public – Mr Lockwood-Lee explained that the website has been created and there is a public launch / press release for it tomorrow (14.12.05). A media protocol will hopefully be agreed at the next meeting that will include support to the Gold Group during an emergency situation. Ms Malcolmson from the Police media team has also been identified as the LRF Communications Co-ordinator.

Business Continuity – A draft leaflet has been devised which once finalised will be issued to Local Authorities for publication.

LA CBRN – A key task of this group is to identify resources and assets to be used in the recovery phase.

Mass Casualties – ACPO guidance has been issued regarding family assistance centres which may cost £1 - 1.5 million to run effectively. Once again these costs will currently fall to the LA's. A task and finish group has been set up to look at the issues surrounding FAC's and will bring their proposals to the LRF in the near future.

Audit - Mr Baggott asked the meeting to consider what the priorities for audit should be in order to guide Mr Lockwood-Lee in this task for Spring 06.

Mr Price asked for clarification regarding the proposed delivery of mass treatment. Ms Webb explained that the group have looked at mass vaccination centres and mass treatment centres. She explained that mass vaccination centres are for people that are well, and the treatment centres are for people that are ill and require a clinical assessment prior to treatment. Ms Webb explained that the early thinking of the group was that the same venues could be used for both treatment and vaccinations however, this has since been reviewed and is not now considered as the most viable method. She explained that there will be mass vaccination centres however, treatment will initially be delivered at local surgeries with a view to moving to larger health centres/surgeries if necessary.

## **8 Regionalisation**

A discussion took place regarding regionalisation of police forces and the impact on LRF's. Mr. Baggott outlined the current situation and informed the meeting of the proposals put forward regarding police force boundaries in this region.

It was agreed that the LRF needed to be kept up to date with this issue, and to place it as a standing agenda item until further notice.

## **9 GIS**

Mr Lockwood-Lee advised the meeting that the Co-ordinating Group had identified the need to have a single record system based on GIS to show resources, assets, risks and plans. Nottinghamshire have also identified the same need. It was agreed that a task and finish group, including Nottinghamshire, would be formed to assess the position and report back to the LRF.

## **10 Information Sharing Forum – 8<sup>th</sup> November 2005**

Mr Lockwood-Lee reported that the event was a success with 15 different organisations taking part. He explained that feedback was positive and therefore the event will be repeated on a six monthly basis. The next one has been scheduled for Tuesday 9<sup>th</sup> May 06 and a letter / invite will be issued to the possible attendees asking them what they would like to be included in the evening.

Following a recommendation from the Co-ordinating Group it was agreed that a similar event would be organised for elected members/non-executive directors.

## **11 Regional CBRN protocol**

Ms Exton discussed paper E with the meeting.

Ms Exton explained that the protocol was endorsed at the RRF in September and proposed that the meeting also endorse the document. It was agreed to adopt the protocol within this LRF.

## 12 Single Non Emergency Number

Supt. Parnell discussed paper F with the meeting.

Supt. Parnell explained that the centre will be based at Leicester City Council and they will give advice and information to the public. They will also transfer calls to other agencies. Supt. Parnell explained that the proposal was submitted to the Home Office on Friday and they will find out if they have partnership acceptance by the end of the week.

Mr Hinton asked if the name of the scheme could be changed. The meeting agreed that it needs to be reviewed as anti social behaviour is the main issue for the contact line.

Mr Poole asked if the number could be used as a resilience resource. Supt. Parnell explained that it could be used for a resilience resource in the event of an emergency.

## 13 Community Risk Register

Mr Williams presented paper G to the meeting.

A lengthy discussion was held which concluded with an agreement to make some changes to the original document.

Mr Baggott asked Ms Exton what the position on CRR was regionally. Ms Exton explained that currently there did not appear to be uniformity on this issue, but that some CRR's had been cited as best practice. A regional hazard and risk assessment meeting is scheduled for Monday 19<sup>th</sup> when this issue will be discussed.

## 14 GOEM & RRF Update

Ms Exton provided the meeting with an update on GOEM and the RRF. The main points raised were:

RRF – The last meeting was on the 6<sup>th</sup> December 05 at Leicestershire Constabulary. The meeting consisted of three different presentations – CBRN HO response, Met Office and the Highways Agency.

Exercise Trident – This exercise looked at the different ways in which emergency powers are used. Ms Exton explained that a copy of the report would be sent out with the RRF minutes. She explained that a set of draft regulations has been produced and they have identified that work is required by all LRF's.

Mass Casualties – work is ongoing and a plan is almost agreed. Ms Exton explained that Mr Kilgallen is working on mass casualties for the West Midlands and they are due to contact partner agencies soon.

Regional Impact Group – The first meeting of the group has taken place and membership has been agreed. The group are scheduled to meet in early February where they will inform and update the risk assessments that have been produced.

Ms Exton informed the meeting that the British Red Cross is now the voluntary sector representative on the RRF.

Regional Family Assistance Centre event – This took place in Derby and was a very worthwhile event. Ms Exton explained that the event raised mutual aid and training issues. A report and actions will be published in the near future.

## **15 Horizon Scanning**

Insp. Barnes informed the group that there are three main items for horizon scanning:

- Business continuity within the Prison Service
- Industrial action due to pensions issues.
- Civil Disturbance in France (and more recently Australia) – this has highlighted a potential gap in the training of the emergency services.

Ms Exton also discussed horizon scanning from a regional perspective with the meeting.

## **16 Budget**

Mr Lockwood-Lee explained that the LRF budget manager had recommended a 3% increase in the 2006/7 contribution to protect against inflation. The meeting discussed the issues and agreed to an additional 3% for the next financial year.

## **17 Any Other Business**

No other business was discussed.

Mr Baggott thanked the meeting for their attendance and for their hard work in the past year. He wished them all a Happy Christmas and a Happy New Year.