

## Local Resilience Forum

Meeting Held Thursday 14<sup>th</sup> December 2006

2pm in Main Conference Room, Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

Blaby District Council	Represented by Kris Johnston
Charnwood Borough Council	Represented by Peter Hinton
East Midlands Ambulance Service	Represented by Paul Kilgallen
Harborough District Council	Represented by Peter Rowbotham
Health Protection Agency	Not Represented
Hinckley & Bosworth Borough Council	Represented by Steve Atkinson
Leicester City Council	Represented by Charles Poole
	Represented by Alexis Wood
Leicestershire Constabulary	Represented by CC Matt Baggott (Chair)
	Represented by Keith Barnes
Leicestershire County Council	Represented by David Massey
Leicestershire Fire and Rescue	Represented by Howard Robinson
Local Resilience Forum Co-ordinator	Represented by Keith Lockwood-Lee
	Represented by Amy Laxton (minutes)
Melton Borough Council	Not Represented
NW Leicestershire District Council	Represented by Neil Tunncliffe
Oadby & Wigston Borough Council	Represented by Jim Walker
PCT's	Represented by Andy Kelly
	Represented by Mary Gee
Rutland County Council	Represented by Deb Watson
	Represented by Nick Andrews
GOEM	Represented by Helen Briggs
Voluntary Agencies	Represented by John Perkins
Military	Represented by Edith Wesley
Environment Agency	Represented by Lt. Col. Andy McCombe
University Hospitals of Leicester	Represented by Mark Haslam
	Represented by Kelvyn Price

#### 1. Apologies

Rodney Green	Leicester City Council
Mike Goodwin	Leicestershire Constabulary
Christine Fisher	NW Leicestershire District Council
Sue Smith	Harborough District Council
Wendy Back	Oadby & Wigston Borough Council
John Sinnott	Leicestershire County Council
Lyn Aisbett	Melton Borough Council
Garry Forsyth	Leicestershire Constabulary
Paul Orton	Leicestershire Constabulary
Brian Hayes	Charnwood Borough Council
Sandra Whiles	Blaby District Council
Tim Rideout	Leicester City PCT

Mr Baggott welcomed the group to the meeting.

## **2. Minutes of LRF Meeting 15/06/06**

The group discussed the minutes from the previous meeting.

## **3. Matters Arising**

The group discussed the matters arising from the previous meeting. The main points that were discussed were:

*Dr Whitehead to issue guidance on pandemic influenza* – Mr Lockwood-Lee explained that this information has been issued onto the LRF members website.

*Mr Lockwood-Lee to arrange a meeting with the Directors of Education* – Mr Lockwood-Lee explained that he has met with the County and Rutland Directors and is due to meet with the City Director in the near future. He explained that he will meet with all three together in the New Year to look at the issues identified.

*Mr Perkins to raise the issue of inviting HSE onto gold groups/subgroups of the LRF* – Mr Perkins explained to the group that he has contacted the CCS and they have explained that it is a local LRF decision and they should be contacting their local HSE.

*Mr Lockwood-Lee to discuss the option of a gold exercise next year with the military* – Mr Lockwood-Lee explained that this has been scheduled December 07 and he will be liaising with Lt.Col. McCombe in the near future.

## **4. Horizon Scanning**

Insp. Barnes informed the group about the following:

- Severe threat from international terrorism
- Prisons – Operation Safeguard is underway
- Fuel – increasing costs.
- Environmental protest – EMA and possible protest at power stations.
- Avian Influenza – 8 people from the same family have died in Indonesia. Mr Kelly explained that the WHO level is still the same for avian influenza.
- Unison Strikes – issues with pensions may result in industrial action.
- Elections – May 07 Local Elections for County and City

Mr Hinton explained to the group that there are concerns locally over flooding. Mr Haslam explained that at the moment there are no major concerns however, this could change if the rain levels increase. The group discussed the issues with flooding and Mr Baggott explained that it may be beneficial for the LRF to include a flooding scenario in the Vector command training.

## **5. Winter Willow**

The group discussed paper B.

Mr Lockwood-Lee explained that the LRF will be taking part in the exercise on the 16<sup>th</sup> and 21<sup>st</sup> February 2007 at a Strategic and Tactical level. He informed the group that more information is due in the near future from the planning group.

Mr Lockwood-Lee informed the group that there will be a briefing for the gold group on Monday 5<sup>th</sup> February 07 at 2pm so that the exercise can be discussed.

Mr Perkins explained to the group that on the 19<sup>th</sup> & 20<sup>th</sup> February 07 the health group will be taking part in the exercise. He explained that this will raise issues with the capacity in the NHS and the support that is available to the health service.

## 6. **GOEM**

Mr Perkins provided the group with an update from the Regional Resilience Forum meeting. The main points that he raised were:

- Winter Willow
- Revenue & Customs presentation – Op Cyclamen
- NCC – will update this LRFCG on the 5<sup>th</sup> January 07.
- Mass Fatalities Planning – draft framework document has been circulated.

## 7. **Key learning points following Lebanon refugee influx**

Paper C was discussed with the group.

Mr Lockwood-Lee explained to the group that there were three main issues that affected the LRF. He explained that the issues have been raised with the CCS and we are awaiting a response from them. The three points were:

- Pre planning – the need for an influx plan
- Alerting Procedure – now improved
- Tactical co-ordination – need to formalise to ensure that all agencies are represented.

Mr Lockwood-Lee explained to the group that a regional or national plan would be very beneficial to all LRF's. Mr Perkins asked Mr Lockwood-Lee to raise this suggestion at the next RRF.

Mrs Wesley informed the group that in the event of a HAC being established large chain stores may be able to assist and contact should be made with them as soon as possible.

## 8. **Coldplay Report**

Paper D was discussed with the group.

Mr Kelly informed the group that the exercise took place in October 06 and a good range of people attended. He explained that a number of issues were raised and a number of actions have been issued. Mr Kelly explained that the day enabled organisations to

develop their plans and share information with each other. He also explained that the PCT plans will be placed onto the LRF website in the New Year.

Mrs Watson informed the group about the Mass Vaccinations capability group. She explained that work is ongoing however; it is still not clear who will actually be given the vaccination or how many doses will be available.

Mr Baggott asked the group about business continuity plans and if the event tested the plans. Mr Kelly explained that business continuity plans will be severely tested in the event of a flu pandemic. Mr Baggott explained that he is nervous of business continuity and is not convinced that all organisations are prepared. He explained that the group need to refocus on business continuity and agreed that this will be discussed at the next meeting.

Mr Perkins explained that the National Capability Survey highlighted the fact that business continuity is an issue within all LRF's. The group agreed that an awareness day needs to be arranged for all organisations to ensure that their business continuity is prepared.

**ACTION:** Mr Kelly to provide the group with an update of the action points from the Coldplay report.

**ACTION:** Group to review business continuity at the next meeting.

**ACTION:** All group members to ensure that business continuity meetings and workshops are supported.

## 9. Military Liaison

Lt.Col McCombe provided the group with an update from the military. The main issues discussed were:

- Military awareness course
- Search & Rescue
- Winter Willow.

## 10. Vector Command Update

Mr Lockwood-Lee explained to the group that a trial run has taken place and it was agreed that the Silver course will be split into two sections over two days. The first silver course is scheduled in January 07 and the first gold training is scheduled for July 07.

Mr Lockwood-Lee informed the group that organisations need to nominate players for the exercise and the C/E's need to ensure that they know they must attend. He explained that Derbyshire are interested in the system and will be visiting the site in January.

Mr Lockwood-Lee explained to the group that it is planned for media/ communications training to take place. He explained that this will allow organisations to test their communications plans.

**ACTION:** Mr Lockwood-Lee to circulate to the group a date for a visit to the site so that the group can view the facilities that are available to them.

## 11. GIS

Paper E was discussed with the group.

Mr Massey informed the group that the project is going well and a meeting is being held shortly to discuss data security.

Mr Baggott asked the group about the system and if training will be required in order to use the system. Mr Massey explained that the system is relatively easy to use and Mr Lockwood-Lee explained that everyone will have access to the site via the LRF members website.

The group agreed that this facility would be very beneficial at Ashby.

## 12. Any Other Business

Mr Robinson informed the group that the east midlands regional fire control will be based at Castle Donnington. He explained that the building has the capacity for a gold command and explained that GOEM are also looking at the site.

Mr Robinson discussed with the group the location and possible use of the regional DIM vehicle. The group agreed that at the next meeting a presentation takes place that explains the capacity that is available to the LRF.

Mr Kilgallen informed the group that London is trialling a Hazardous Area Response Team for three months and it is planned for a roll out of the facility to Leicestershire. Mr Kilgallen explained that he will keep the group updated on this facility.

Mr Baggott requested that in the New Year the group are informed of all of the facilities that are available to them. Insp. Barnes will arrange for all senior officers to have this information.

Mr Perkins informed the group that a revised fuel plan has been issued. He explained that DTI have scrapped the priority user scheme and are considering other options. He explained that work is in progress and the plan is currently out for consultation. Mr Lockwood-Lee explained to the group that the current plan and procedures for all staff and Designated Filling Stations will remain for the time being.

Mr Baggott discussed with the group about the future of the LRF. He explained that a discussion paper is required and collaboration and accountability needs to be reviewed. The group agreed that forward thinking needs to take place so that a discussion can take place concerning the long term structure and best value principles. The group agreed to discuss the topic at the next meeting in March 07.

Mr Baggott thanked the group for attending the meeting and wished everyone a Happy Christmas and a Happy New Year.

**ACTION:** Mr Robinson to provide the group with a presentation on the facilities that are available to the LRF at the meeting in March 07.

**ACTION:** Insp. Barnes liaise with Mr Lockwood-lee and Lt. Col. McCombe regarding awareness training.

**ACTION:** Mr Lockwood-Lee to produce a discussion document for the group to on the issue of collaboration and accountability at the next meeting in March 07.