

## Local Resilience Forum

Meeting Held Thursday 15<sup>th</sup> June 2006

2.00pm at Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

#### Attendance

Mr Matt Baggott	Chief Constable (Chair)
Mr Mike Goodwin	ACC (Operations)
Mr Keith Lockwood-Lee	LRF Co-ordinator
Mr Keith Franklin	Rutland County Council
Mr Nick Andrews	Rutland County Council
Ch.Supt. Graham Middleton	Leicestershire Constabulary
Mr John Sinnott	Leicestershire County Council
Lt.Col. Andrew McCombe	Armed Forces
Mrs Edith Wesley	British Red Cross
Mr Paul Kilgallen	East Midlands Ambulance Service
Mr Andrew Kelly	PCT Emergency Planning Co-ordinator
Ms Carolyn Clifton	PCT
Mr Mark Haslam	Environment Agency
Mr Rodney Green	Leicester City Council
Mr Steve Atkinson	Hinckley & Bosworth Borough Council
Mr Charles Poole	Leicester City Council
Mr Peter Hinton	Charnwood Borough Council
Mr Peter Rowbotham	Harborough District Council
Mr Jim Worley	Melton Borough Council
Ms Kris Johnston	Blaby District Council
Mrs Wendy Back	Oadby & Wigston
Mr Stuart Brewer	Leicestershire Fire & Rescue
Mr Richard Headley	Leicestershire Fire & Rescue
Mr Ian Scarrott	Leicestershire Fire & Rescue
Insp. Keith Barnes	Leicestershire Constabulary
Ms Amy Laxton	LRF Administration (minutes)

#### 1 Apologies

Insp. Paul Orton	LRF
Mr Howard Robinson	Fire & Rescue Service
Mr John Perkins	GOEM
Ms Christine Fisher	North West Leicestershire District Council
Ms Sarah Webb	Health Protection Agency
Mr Brian Hayes	Charnwood Borough Council
Ms Sue Smith	Harborough District Council
Ms Lynn Aisbett	Melton Borough Council
Ms Sandra Whiles	Blaby District Council

Mr Baggot thanked the group for attending the meeting.

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

These were agreed as a true and accurate record of the meeting. Mr Lockwood-Lee discussed with the group the matters arising from the previous meeting. The main points that were discussed were:

*Mass Evacuation Plan* – Mr Lockwood –Lee explained that a workshop took place recently for the districts to assist them with their evacuation plans. He explained that they have a deadline of the end of 2006 for their plans to be completed.

*Magnetic Swipe Cards* – Mr Lockwood-Lee explained that the plan has been reviewed and has been discussed with the department of trade and industry. He explained that DTI are currently reviewing our comments and are looking at ways to simplify their plan.

## **3 Matters Arising**

A discussion took place regarding the future of the LRF.

**ACTION:** Mr Baggott to attend the next meeting of the District Chief Executives to discuss the issue of the LRF in more detail.

**ACTION:** Mr. Lockwood-Lee to identify LRF's who will be seeking beacon status for comparison purposes.

## **4 CBRN Exercise**

Insp. Barnes informed the group that the CBRN exercise took place on the 4<sup>th</sup> May 2006 and was based on Gold and Silver level command. He explained that there was also a media cell, a health cell and a military cell. Insp. Barnes explained that the scenario for the exercise was a chemical device in Leicester City Centre. The aim of the exercise was to gather as much information and resources and to identify any issues within the LRF. Insp. Barnes explained that after the event various debriefs took place and the main issues that were raised were:

- Training
- Communication
- Resilience

Mr Baggott thanked Insp. Barnes for his hard work in planning and producing the event.

## 5 Annual Report

Mr Lockwood-Lee introduced to the group the annual report for the LRF. He informed the group that this is the first annual report for the Local Resilience Forum. He explained that there is one omission from the report – COMAH sites and the work that has been completed. He explained the report to the group and informed them that information sharing is taking place particularly with the ethnic minority groups.

Mr Sinnott asked if the report can be published in the public arena. The group discussed the issue and agreed that a briefing document will be produced and placed onto the LRF website for the public to review.

Mr Lockwood-Lee explained to the group that at present there is no legal agreement within the LRF and this may cause vulnerability. The group discussed the issue and agreed that a review needs to take place that looks at our response last year and what we have achieved. We also need to look at our resilience against the long term risks that we may be faced with. The group agreed that once this review has taken place a legal agreement should be introduced for the LRF.

Mr Baggott explained that we also need to review the 7/7 report from London and see what issues would affect us.

**ACTION:** Mr Lockwood-Lee to produce a briefing document for the group on the annual report so that it can be placed onto the LRF website.

**ACTION:** Mr Lockwood-Lee to look at ways that the LRF can be reviewed.

**ACTION:** Mr Lockwood-Lee to review the 7/7 report to see what issues would affect us.

## 6 Flu Pandemic Plan

Mr Lockwood-Lee introduced to the group the LRF Pandemic Influenza Contingency Plan. He explained that the national plan is currently being tested during the flu pandemic exercise. Mr Lockwood-Lee informed the group that the LRF plan is not yet 100% complete as we are currently awaiting national guidance in various areas. He asked the group to review the document to ensure that they are fully aware of their roles and responsibilities during a flu pandemic. Mr Baggott asked the group to review the document and report back any comments/ concerns to Mr Lockwood-Lee.

Mrs Wesley explained to the group that voluntary agencies are not mentioned in the plan and they would play a major role in the event of an incident. Mr Kilgallen informed the group that this issue was raised nationally at the exercise and is currently under review.

Mrs Johnston explained to the group that a paper has been received from LGA and invited the group for their views on how it is best responded to. Mr Lockwood-Lee explained that once the plan is 100% complete it will be an ideal document for them as it will provide them with all of the required information. The group discussed the issue and agreed that critical messages are required so that a collective response can be gained from all LA's.

Mr Green asked the group if there is a meeting where all critical decisions take place that may effect other organisations e.g. closing of schools. The group discussed the issue and agreed that this would either be decided at COBRA level or left to LRF Gold for local

determination. Mr Green asked if there is a link between local and national government decisions. Mr Kilgallen explained that this would be through the RCCC and this was tested at National level at the exercise.

**ACTION:** Group to review the plan to ensure that they are fully aware of their roles and responsibilities during pandemic influenza. Group to ensure that they have included in their business continuity plans the need for LA staff to assist at vaccination centres. Group to report back any concerns/ issues to Mr Lockwood-Lee.

**ACTION:** Mr Lockwood-Lee to compile responses to the LGA letter of 9<sup>th</sup> June.

## **7 Vector Command**

Mr Lockwood-Lee gave a briefing on the system and stated that a project board had been established to look at various scenarios that will test gold and silver levels.

Mr Lockwood-Lee explained that it is proposed that each organisation will receive 12 days training per year and that the Emergency Planning College will be approached to see if we can gain accreditation for the training.

Mr Lockwood-Lee informed the group that a venue has been donated to the LRF for a dedicated training facility by Leicestershire Constabulary. The group discussed the centre and agreed that it is a positive way forward for the LRF.

## **8 Community Risk Register Update**

Mr Brewer introduced to the group the papers on the Community Risk Register. He explained that a lot of work has been completed and the individual hazards and risks have been reviewed. He explained that the next stage for the group is to look at the planning priorities and that the chair has now been returned to Leicestershire County Council.

Mr Baggott thanked the group for their hard work and determination in ensuring that the risk register is now nearly complete and that the risks/hazards have all been reviewed.

The group discussed the review dates for the register and agreed that annually all of the risks will be reviewed however, if a significant incident happens then that risk will be reviewed immediately.

## **9 Avian Flu Update**

Mr Lockwood-Lee informed the group that the only case of HN51 was in Selladyke and was most probably a result of a swan being washed over from the European mainland.

He explained that a case of the N7 strain was found in Norfolk and as a result 2 flocks had to be culled. He explained that a lot of information has been gained from the outbreaks and as a result a LRF training day will take place in September 06.

## **10 GOEM Update**

Mr Lockwood-Lee explained that GOEM have sent their apologies for this meeting as they are currently taking part in the national exercise – Shared Goal.

Mr Lockwood-Lee introduced to the group a paper on the regional concept of operations in Pandemic Influenza. He asked the group to review the document as it contains key information for LA's.

Mr Lockwood-Lee informed the group that there is a mass fatalities framework for the East Midlands currently being devised and Deputy Chief Constable Alan Goodwin from Derbyshire is acting in an advisory role for the paper.

He explained that all the National Capability Surveys have been received and hopefully GOEM will attend the next meeting and provide the group with an update. He explained that at the last RRF meeting it was asked of LRF's if they would like the information sharing with other LRF's. The group discussed the issues and agreed that information should be shared so that information can be compared. Mr Lockwood-Lee will update GOEM concerning the National Capability Survey.

**ACTION:** Mr Lockwood-Lee to update GOEM concerning the National Capability Survey.

## 11 Definition of a Major Incident and protocols for declaration

The group agreed that this agenda item will be deferred until the next meeting.

## 12 Regionalisation

Mr. Baggott gave an update regarding the current status of the regionalisation project.

## 13 Horizon Scanning

Insp. Barnes informed the group about the following:

- Pandemic Flu
- Oil Prices (and aviation fuel levels)
- Possibility of a fire dispute (currently taking place in Hertfordshire)

## 14 Any Other Business

Mr. Kelly informed the group that the document for pandemic influenza is incorrect as it is predicted that 50% of the population will be infected and there will be 700,000 excess deaths.

Mr Baggott thanked the group for attending the meeting and wished everyone a happy summer.

### **Date of Next Meeting:**

Thursday 14<sup>th</sup> September 2006

### **MEETING DATES FOR 2007:**

Thursday: 8<sup>th</sup> March, 7<sup>th</sup> June, 13<sup>th</sup> September and 13<sup>th</sup> December.