

# Local Resilience Forum

Meeting Held Thursday 20<sup>th</sup> December 07

2pm in Main Conference Room, Leicestershire Constabulary, FHQ

## MINUTES OF MEETING

Blaby District Council	Represented by Kris Johnston
Charnwood Borough Council	Not Represented
East Midlands Ambulance Service	Represented by Garry Mawby
Harborough District Council	Represented by Nick Andrews
Health Protection Agency	Represented by Sharon Ritchie
Hinckley & Bosworth Borough Council	Represented by Adrian Wykes
Leicester City Council	Represented by Rodney Green
	Represented by Charles Poole
Leicestershire Constabulary	Represented by CC Matt Baggott (chair)
	Represented by Insp. Manjit Atwall
	Represented by ACC Wendy Yeadon
	Represented by Supt. Sally Healy
Leicestershire County Council	Represented by John Sinnott
Leicestershire Fire and Rescue	Represented by Howard Robinson
Local Resilience Forum Co-ordinator	Represented by Keith Lockwood-Lee
	Represented by Amy Stringer (minutes)
Melton Borough Council	Represented by Nick Andrews
NW Leicestershire District Council	Represented by Christine Fisher
Oadby & Wigston Borough Council	Represented by Nick Andrews
PCT's	Represented by Mary Gee
	Represented by Andy Kelly
Rutland County Council	Represented by Nick Andrews
GOEM	Represented by Peter Ward
Voluntary Agencies	Represented by Edith Wesley
Military	Represented by Lt. Col. Andy McCombe
Environment Agency	Represented by Geoff Dolby
University Hospitals of Leicester	Represented by Kelvyn Price
Strategic Health Authority	Represented by Hannah Wall

### 1. Apologies

Sue Smith	Harborough District Council
Brian Hayes	Charnwood Borough Council
Steve Atkinson	Hinckley and Bosworth District Council
Caroline Griffiths	Leicestershire & Rutland PCT
Helen Briggs	Rutland County Council
Ch.Supt. Nigel Hughes	Leicestershire Constabulary
Ian Donnelly	East Midlands Ambulance Service
Lynn Aisbett	Melton Borough Council
Wendy Back	Oadby & Wigston Borough Council
Sarah Webb	Health Protection Agency
Sandra Whiles	Blaby District Council

Mr Baggott welcomed everyone to the meeting

## 2. Minutes and Matters Arising - LRF Meeting – 20/09/07

The group reviewed the minutes from the previous meeting. Mrs Wesley explained that an amendment was required in the minutes under section 5. She explained that in her experience across a number of LRF's there is a reluctance in some cases to provide support due to an inherent lack of understanding about what LRF's need to do. Minutes amended and agreed.

## 3. Data Sharing

Mrs Wesley discussed with the group a recent incident that occurred in the region. She explained that an incident occurred at a rest centre where there was a lack of information sharing between agencies due to data protection issues.

Insp. Atwal explained to the group that she has reviewed the case and explained that the main issue is with the training of staff. She explained that a dynamic risk assessment should be conducted with regard to the type of information and the need for sharing with other agencies.

Mr Green explained to the group that guidance (Paper B) has been issued concerning data sharing however, it is a lengthy document that it would be more useful in a summary format.

Mr Baggott explained that in the event of an emergency there is a need to share information between agencies and we should all make judgements on the risks at the time of the emergency.

A data sharing protocol which was produced last year for use by Local Strategic Partnership was submitted to the meeting for consideration along with a proposal to adopt the national guidance document as policy.

Mr Lockwood-Lee was tasked with assessing both documents and to report back to the next meeting.

Mr Green and Mr Sinnott explained that there are lawyers available at both the City and County Council that can be utilised for the data sharing protocol.

**ACTION:** Mr Lockwood-Lee to review the data sharing information that is available and bring information back to the group at the next meeting.

## 4. PPE Pod

Mr Robinson explained to the group that 18 months ago it was decided that a PPE pod was required for the LRF. He explained that this ensured that the appropriate standard of PPE was available to all agencies attending an incident. The Fire Service agree to procure, store and transport the equipment to the scene when requested.

Mr Robinson informed the group that a protocol has been devised that needs to be agreed by the LRF to ensure that if the pod is mobilised then it is the agencies responsibility to dispose, purchase and replace any used equipment. The Fire Service can assist with this and will charge the agency if this is required.

Mr Robinson asked the group to review the document and sign it to ensure that it is all agreed between the LRF.

Mr Baggott thanked Mr Robinson and the Fire Service for organising the PPE pod for the LRF.

**ACTION:** Group to review the document and sign it to ensure that there is a protocol in place for the PPE pod.

## 5. Funding 2008-2011

Mr Baggott discussed with the group the funding for the LRF. He explained that the majority of the group responded to the proposed increase letter that he sent to the group however, some did not respond and therefore a further letter was sent to those concerned. The group discussed the funding issues and agreed to the increase in the LRF funding for 2008-2011.

## 6. GOEM Update

Mr Ward briefed the group on updates from region. The main issues that were discussed were:

- RRF 19<sup>th</sup> December 07
- Flu Planning – top regional risk
- Winter Willow Exercise – lessons learnt
- NHS Flu Pandemic Framework – extra funding is now available – this will be used to create a Vector Training scenario on pandemic influenza.
- Excess Deaths – in excess of 750,000 – Home Office guidance has been issued
- Business Continuity issues due to school closures
- CCS Planning guidance
- NHS Flu campaign recently issued
- NHS Conops recently issued
- Risk Assessments – LRAG – some amendments – coastal flooding, legionella and meningitis have all been added.
- Benchmarking – use of capability survey – January 8<sup>th</sup> issue to all Cat 1 responders
- At a glance NCS report
- Lessons learnt from flooding – leadership, preparedness (district and parish councils) and control rooms.
- Pitt Review – 72 considerations and 15 recommendations
- CBRNE – Meeting of regional subgroup
- Mass Fatalities
- Mass Casualties – plan is now available for review
- Horizon Scanning – Flu, prison strikes, blue tongue, flooding, gas and electricity supplies, possibility of influx of Zimbabwe evacuees.

Mr Lockwood-Lee explained that the General Working Group will review the National Capability Survey at their February 08 meeting.

Mr Lockwood-Lee explained that the LRF has a working Influx plan so that we are prepared in the case of receiving evacuees. He explained that there are key issues for the Cabinet Office concerning influx and that he felt that a national plan is required.

Mr Lockwood-Lee discussed with the group the role and structure of the Regional Resilience Forum. He explained that a discussion took place at the last meeting over the role of the group and if it needs to be more strategically focused. At the next meeting the RRF will discuss the issues and look at different ways in which they could work.

Mr Sinnott felt that GOEM would be better placed in filtering all of the information currently being sent to Category 1's and in providing clear guidance and support in addressing the issues raised in each communication.

## **7. Programme Board Report**

Mr Robinson explained to the group that the Programme Board last met in November and was chaired by Ch.Supt. Forsyth. He explained that Ch.Supt. Forsyth has now moved post.

Mr Robinson discussed the Programme Board with the group. The main items were:

- CBRNE Plan
- Pandemic Influenza
- Flood gap and new flood project.
- Utility company engagement
- 3 day power outage – will be formalised as a project
- EMA plan – will be reviewed at the next meeting

Mr Sinnott informed the meeting that he had agreed to fund the post of project manager for a period of 24 months with immediate effect. .

Mr Lockwood-Lee proposed to the group that the Programme Board has control of the additional funding that will be available as they are fully aware of where work needs to be completed. The group agreed to this proposal.

Mr Lockwood-Lee provided the group with an executive summary of the CBRNE plan. He explained that the Programme Board have reviewed the plan and amendments have been made to it. The group approved the plan for publication (restricted).

Mr Lockwood-Lee discussed with the group pandemic influenza. He explained that a summary document has been produced that displays the key issues for the group:

- Cabinet Office require all LRF's to publish their pandemic influenza plans by the 28<sup>th</sup> February 08.
- Department of Health have increased their stock piles of vaccines/ treatment to cover 50% of the population.
- Attack rates – local data now available
- School Closures – closer to identifying national policy
- Business continuity plans need to be in place (not part of Flu Plan)
- Flu Pandemic – Vector scenario to be produced Spring 2008

Mr Poole explained to the group that there will be a big impact on social care provisions for Local Authorities and wanted to be sure that the Flu Plan will address this issue. Mrs

Wesley explained that the voluntary sector will be badly affected by the schools closing as a majority of the volunteers will have child care issues.

Mr Green asked the group about pandemic influenza and if the LRF can respond. He explained that issues were identified in exercise Winter Willow that still has not been resolved. Mr Lockwood-Lee explained that guidance is getting clearer but there is still some way to go. He explained that he has recently worked with the Cabinet Office on the issues and work is being completed at a national level.

Mr Ward explained that there are common issues regionally and explained that a meeting could take place for the region so that people can meet to discuss the issues and ensure that everyone understands all of the key information that has been issued.

Mr Sinnott asked Mr Ward about the redeployment of the school workforce if the schools are closed. Mr Ward explained that he will raise the issue at region to try and get a response for this suggestion. Mr Lockwood-Lee explained that he has looked at the possibility at a local level and the main priority should be on delivering education remotely over an extended period of closure.

Mr Baggott explained to the group that clarity is required from the Cabinet Office and from the region on pandemic influenza. Locally we need to ensure that we review our plans for key issues such as the distribution of vaccines and the management of hospital beds.

Mr Lockwood-Lee explained that the Programme Board will be reviewing excess deaths at their next meeting. He explained that guidance has been issued concerning the issues however, there are concerns over the ownership – whether it should be LA's or Health. He explained that a joint approach will be required from both agencies to ensure that the issue of excess deaths is fully reviewed and planned for.

**ACTION:** Mr Baggott to thank Ch.Supt. Forsyth for chairing the Programme Board.

**ACTION:** Mr Ward to arrange a regional meeting to discuss pandemic influenza and any issues that LRF's have.

**ACTION:** Mr Ward to gain clarity concerning the redeployment of school workers during pandemic influenza.

## **8. Incident Summary and Horizon Scanning**

Insp. Atwal discussed with the group Paper H. The exercises that have recently taken place are:

Flogas exercise – COMAH site plan test.

EMA – Annual Licensing Exercise.

HAC exercise (part of EMA exercise).

Exercise Polar Resilience – key issues of accommodation and communications.

Insp. Atwall discussed with the group horizon scanning:

- Fuel
- Airport strikes
- Prisons
- Information security

Mr Robinson discussed the issue of the recent coastal flooding that was expected to occur. He explained that the system was tested and all Fire capabilities were put on alert.

## 9. Correspondence

Mr Lockwood-Lee discussed with the group the recent correspondence that he has received:

- Executive summary and recommendations from Pitt review – will pass information to the new project manager.
- EA review of summer floods.
- Planning – reservoirs – sharing of key information on critical infrastructure by Defra.
- GOEM annual report
- Pandemic Influenza documents

## 10. Meeting Dates

All meetings will commence at 1400hrs at Leicestershire Constabulary HQ, Enderby.

Friday 14<sup>th</sup> March 2008

Thursday 19<sup>th</sup> June 2008

Thursday 18<sup>th</sup> September 2008

Thursday 18<sup>th</sup> December 2008

## 11. Any Other Business

Mr Ward discussed with the group the HPA exercise

Mr Baggott thanked Mrs Stringer for her assistance with the LRF and wished her well in her new role.

Mr Baggott wished the group a Happy Christmas and a Happy New Year.

**Date of Next Meeting :**

**Friday 14<sup>th</sup> March 2008 – 2pm – Leicestershire Constabulary HQ.**