

# Local Resilience Forum

Meeting Held Thursday 7<sup>th</sup> June 2007

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 Ian Donnerly
Harborough District Council	Represented by Kemal Mehta
Health Protection Agency	Represented by Gaynor Marshall
Hinckley & Bosworth Borough Council	Represented by Bill Cullen
Leicester City Council	Represented by Rodney Green
	Represented by Alexis Wood
Leicestershire Constabulary	Represented by ACC Mike Goodwin (chair)
	Represented by Insp. Manjit Atwall
	Represented by Supt. Sally Healey
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 Laxton (minutes)
Melton Borough Council	Represented by Lynn Aisbett
NW Leicestershire District Council	Not Represented
Oadby & Wigston Borough Council	Represented by Wendy Back
PCT's	Represented by Mary Gee
	Represented by Dr Steven Whitehead
Rutland County Council	Represented by Helen Briggs
GOEM	Represented by Caroline Exton
Voluntary Agencies	Not Represented
Military	Represented by Lt. Col. Andy McCombe
Environment Agency	Represented by Geoff Dolby
University Hospitals of Leicester	Not Represented

### 1. Apologies

Matthew Baggott	Leicestershire Constabulary
Christine Fisher	NW Leicestershire District Council
Sue Smith	Harborough District Council
Garry Forsyth	Leicestershire Constabulary
Brian Hayes	Charnwood Borough Council
Sandra Whiles	Blaby District Council
Tim Rideout	Leicester City PCT
Steve Atkinson	Hinckley and Bosworth District Council
Edith Wesley	Voluntary Organisations
Kelvyn Price	UHL
Charles Poole	Leicester City Council
Sarah Webb	HPA
Peter Ward	GOEM

Mr Goodwin welcomed the LRF to the meeting.

## 2. Minutes of LRF Meeting 14/12/06

The LRF discussed the minutes from the previous meeting. They agreed that they were a true and accurate record.

## 3. Matters Arising

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

*Mr Lockwood-Lee to bring to the LRF in June a list of issues arising from Winter Willow so that they can be reviewed* – This is an agenda item.

*Mrs Exton to raise the issue at GOEM so that a timetable can be gained for response to our feedback* – Mrs Exton informed the group that she has raised the issue at Region and has not yet received a reply from them. She explained that a draft has been discussed and needs to be reviewed by ministers before it is issued. The group discussed the issue and agreed that the timing for the report is unacceptable and asked Mrs Exton to inform them of the disappointment and dismay at the delay in the production of this response.

*Mr Lockwood-Lee will raise the issue of the communications plan with the Communicating with the Public sub group to ensure that it is amended so that it is more user friendly* – Mr Lockwood-Lee explained that this document is being revised and will be evaluated by the Communicating with the Public sub group.

*County to ensure that the alternative Temporary Mortuary Plan is completed by May 2007* – Mr Lockwood-Lee explained to the group that a draft mass fatalities plan has been produced however, amendments are required. Mr Sinnott explained that the document is not user friendly and is hard to understand.

*Dr Whitehead to bring to the meeting in June 07 a revised flu pandemic plan* – Dr Whitehead explained to the group that they are awaiting national guidance on key issues surrounding the plan and explained that the action plan will need to be revised once this has been received.

*Mr Robinson to lead a small team to produce a report on these issues before June 07* – This is an agenda item.

*Mr Goodwin and Mr Lockwood-Lee to investigate who could carry out an external review of the LRF* - Mr Lockwood-Lee explained that Derbyshire have been to review the LRF and are in the process of compiling a report. The group discussed the action and agreed that a report is required at the next meeting.

**ACTION:** Mr Lockwood-Lee to ensure that a report is included at the next meeting on the external review of the LRF.

## 4. LRF Review

Mr Robinson provided the group with a presentation on the review that he has completed. He explained that the review looked at the current structure and progress of the LRF and

the issues, resources and deadlines that were set. Mr Robinson thanked the small group that reviewed the LRF and allowed him to present the findings to this group.

Mr Robinson discussed with the group his proposals:

1. LRF Structure needs to be amended
2. Project/ Programme management process
3. Clarify role and delegated authority of LRF co-ordinator post
4. Resources working group

The group discussed the proposals with Mr Robinson and he explained his recommendations to the group:

1. Revise structure into a 3 tier approach
2. Introduce project management framework
3. LRF co-ordinator role to be given appropriate delegated authority
4. Programme board to review all existing projects
5. Sign up to the concept of operations and the planning process
6. Working group to be set up to determine the resource requirements to produce risk based plans.

The group discussed the recommendations in detail and **agreed** all of the 6 above recommendations.

It was agreed that the three tiered approach needs to be exclusive and set at an appropriate level of responsibility. The same person should not be sitting at more than one level.

Mr Sinnott requested that a report is presented to the group at the next meeting which details the projects and identifies which organisation has the lead,. Mr Lockwood-Lee will ensure that this is included at the next meeting.

Mr Lockwood-Lee agreed to present to the group at the next meeting a report that has been developed through Vector which displays the multi agency incident chain of command.

Mr Robinson informed the group that resources may need to be pulled together to ensure that plans are produced. Mrs Back explained that it is important to recognise the shortage of resources across all districts.

The group discussed the LRF Co-ordinator and the LRF Administration Support Assistant posts that are jointly funded. The group agreed to fund these posts for a further three years.

**ACTION:** Mr Lockwood-Lee to produce a report on incident command for the next meeting.

**ACTION:** Mr Lockwood-Lee to ensure that a report is presented to the group at the next meeting which displays all of the current projects and which organisation has the lead on them.

## 5. Winter Willow

The LRF discussed paper C.

Mr Lockwood-Lee explained that the PIPE (Pandemic Influenza Planning Executive) group have moved to a project based system and are working against a detailed action list. He explained that GOEM have sent our concerns to the Cabinet Office following Winter Willow and they are awaiting a decision from them. He explained that he has met with education officials and the Teachers Consultative Committee to discuss the impact on education during a pandemic.

## 6. Horizon Scanning

Insp. Atwal provided the group with a verbal report on horizon scanning.

**ACTION:** Mr Lockwood-Lee to provide the group with a report on category 2 contact arrangements.

## 7. GOEM

Mrs Exton discussed with the group the following:

- Health Sub Group – revising conops and membership of group
- Humanitarian Assistance event 25<sup>th</sup> May – good representation from this group
- National DVI – awaiting guidance
- Regional Risk Assessment Group – update of NCS – priorities of region
- Invite to all LRF chairs to meet Bruce Mann – 2<sup>nd</sup> July 07.
- NCS – January 2008
- National recovery and responsibility working group – 15<sup>th</sup> August 07
- Case study on Lebanon evacuees
- Case study on Montserrat evacuees

## 8. Mass Decontamination DVD

Mr Lockwood-Lee presented the DVD to the group. He explained that the DVD will be shown to various community groups and may be a pilot for further similar ventures in the future.

The group discussed the issue and agreed to endorse the DVD.

## 10. Any Other Business

Mrs Marshall explained to the group that there are new arrangements in place for STAC – Scientific and Technical Advisory Cell (previously HAT). She explained that the call-out arrangements remain the same and there is a 24 hour response number in place. Mr Lockwood-Lee explained that he has incorporated this group into the multi agency command flow chart.

Mr Goodwin asked the group to provide Mr Lockwood-Lee with their nominations for the new programme board. This is to be completed by Thursday 21<sup>st</sup> June 07.

Mr Goodwin thanked the LRF for their discussions and input to the meeting.

**ACTION:** Group to provide Mr Lockwood-Lee with their nominations for the programme board by Thursday 21<sup>st</sup> June 07.

**Date of Next Meeting:**

20<sup>th</sup> September 2007 – 2pm – Main Conference Room, Police HQ