

Local Resilience Forum

Meeting Held Thursday 8th March 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	Represented by Sara Webb
Hinckley & Bosworth Borough Council	Represented by Adrian Wykes
Leicester City Council	Represented by Rodney Green
	Represented by Charles Poole
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
	Represented by Stuart Brewer
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	Represented by Neil Tunnicliffe
Oadby & Wigston Borough Council	Not Represented
PCT's	Represented by Andy Kelly
	Represented by Mary Gee
	Represented by Dr Steven Whitehead
Rutland County Council	Represented by Nick Andrews
GOEM	Represented by Caroline Exton
Voluntary Agencies	Not Represented
Military	Represented by Lt. Col. Andy McCombe
Environment Agency	Not Represented
University Hospitals of Leicester	Represented by Kelvyn Price

1. Apologies

Matthew Baggott	Leicestershire Constabulary
Christine Fisher	NW Leicestershire District Council
Sue Smith	Harborough District Council
Wendy Back	Oadby & Wigston 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
Steve Atkinson	Hinckley and Bosworth District Council
Helen Briggs	Rutland County Council
Mark Haslam	Environment Agency
Edith Wesley	Voluntary Organisations

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 make contact with the HSE and invite them to attend the LRF – Mr Lockwood-Lee explained that he was written to them requesting their attendance.

Mr Lockwood-Lee to provide a facilitator for the 16th and 21st February 2007 – Mr Lockwood-Lee explained to the LRF that this action was completed.

Mr Kelly to provide the LRF with an update of the action points from the Coldplay report – Mr Lockwood-Lee explained to the group that a list of action points was produced from Exercise Coldplay. He explained that all actions are nearing completion.

LRF to review business continuity at the next meeting – Mr Lockwood-Lee explained to the meeting that this issue was raised at Winter Willow.

All LRF members to ensure that business continuity meetings and workshops are supported – Mr Lockwood-Lee explained that the last meeting of the sub group met on the 5th March and only 2 of the districts were represented. He explained that a schedule of work has been agreed that will include an audit for the LA's.

*Multi-agency awareness course – Lt.Col. McCombe explained to the LRF that this will now take place on **27th September 2007**.*

Vector Suite visits - Mr Lockwood-Lee stated that the venue is now up and running and informed the LRF that there will be two open days.

4. Horizon Scanning

Insp. Atwal informed the LRF about the following:

- Threat level remains at severe.
- Prisons – Operation Safeguard
- Fuel – contamination issues – LRF need to consider their business continuity plans.
- Elections – May 07 Local Elections for County and City
- Summer events multi agency planning

5. Winter Willow

The LRF discussed paper B.

Mr Lockwood-Lee explained that it is not a final list and the members were asked to respond with the issues that affected both their organisation and other agencies by the **20th March 07**. This list will then be passed to GOEM.

Mr Lockwood-Lee explained that one crucial issue was the central decision on closure of the schools.

Mr Sinnott asked when responses will be received on the feedback that is being submitted. Mrs Exton explained that a timescale has not been identified and she would raise this question at the next RRF.

Mr Sinnott explained that there were a couple of key issues for him at Winter Willow – one being the redeployment of staff – is this a local government issue or a national one? He also explained that there was a gap in the exercise as the courts and probation service were not represented.

Mr Green explained to the group that there were a number of issues with the exercise:

- Closure of schools
- Volume of paperwork (advice, plans, procedures, guidance etc) – a gateway was required.
- Secondary and Primary care issues
- Communications plan - very difficult to read
- Resources – particularly for PCT's.

Mr Lockwood-Lee explained to the meeting that he will raise the issue with the communications plan at the next Communicating with the Public sub group

Mr Goodwin explained to the meeting that Winter Willow allowed the LRF to test plans and highlighted areas of weakness.

ACTION: Mr Lockwood-Lee to bring to the LRF in June a list of issues arising from Winter Willow so that they can be reviewed, have targets set and have work prioritised.

ACTION: Mrs Exton to raise the issue at GOEM so that a timescale can be gained for response to our feedback.

ACTION: Mr Lockwood-Lee will raise the issue of the communications plan with the Communicating with the Public sub group

ACTION: County to ensure that the alternative Temporary Mortuary Plan is completed by May 2007.

ACTION: Mr Whitehead to bring to the meeting in June 2007 a revised flu pandemic plan.

6. Annual Service Plan progress Report & National Capability Progress Report

The meeting discussed paper C.

The key areas of concern are:

- Community Flood Plans
- Business Continuity Plans
- Dealing with excess deaths

- Alternative Temporary Mortuary Plans

7. Report by Chief Constable on Future Proposal

Paper D.

This paper was discussed by the LRF, after which it was agreed to review the current and predicted workload placed on the sub groups.

ACTION: Mr. Robinson to lead a small team to produce a report on these issues before June 07.

ACTION: Mr Goodwin and Mr Lockwood-Lee to investigate who could carry out an external review of the LRF.

8. GOEM

The meeting was provided with the last minutes from the RRF.

Mrs Exton discussed the following:

- HAC guidance – will be issued in the near future
- Regional workshop on HAC
- Guidance on excess deaths – will be issued in the near future
- Government connect
- National co-ordination of Disaster Victim Identification team
- Regional meetings on 29th & 30th March 07 – Business Continuity and Utilities.

9. Fire and Rescue Presentation

Mr Robinson provided gave the meeting a presentation on the equipment and facilities available to the LRF via the Fire & Rescue Service. Mr Robinson stated that he will inform the LRF of a date when they can visit Southern Fire Station for a demonstration of the equipment.

Mr Kilgallen explained that EMAS are working together with the fire service and are purchasing the same equipment so that they are all wearing the same PPE. He explained that HART vehicles are currently being trialled in London, and Leicester will be a base for one of them when they are rolled out nationally.

10. Any Other Business

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

Date of Next Meeting:

7th June 2007 – 2pm – Main Conference Room, Police HQ