

## Local Resilience Forum

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

1pm in Main Conference Room, Leicestershire Constabulary, FHQ

### MINUTES OF MEETING

Blaby District Council	Represented by Sandra Whiles
Charnwood Borough Council	Represented by Peter Hinton
East Midlands Ambulance Service	Represented by Garry Mawby
Harborough District Council	Represented by Kemal Mehta
Health Protection Agency	Represented by Sara Webb
Hinckley & Bosworth Borough Council	Represented by Adrian Wykes
Leicester City Council	Represented by Jill Craig
Leicestershire Constabulary	Represented by CC Matt Baggott (chair)
	Represented by Insp. Manjit Atwall
	Represented by Ch. Supt. Garry Forsyth
Leicestershire County Council	Represented by John Sinnott
	Represented by Julian Haywood (left at 15.10)
Leicestershire Fire and Rescue	Represented by Howard Robinson
	Represented by Andy Dermott (left at 15.10)
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 James Dickins
Oadby & Wigston Borough Council	Represented by Wendy Back
PCT's	Represented by Mary Gee
Rutland County Council	Not Represented
GOEM	Represented by Wendy Cheshire
Voluntary Agencies	Represented by Edith Wesley
Military	Represented by Lt. Col. Andy McCombe
Environment Agency	Represented by Geoff Dolby
University Hospitals of Leicester	Not Represented
Strategic Health Authority	Represented by Hannah Wall

#### 1. Apologies

Christine Fisher	NW Leicestershire District Council
Sue Smith	Harborough District Council
Brian Hayes	Charnwood Borough Council
Steve Atkinson	Hinckley and Bosworth District Council
Kelvyn Price	University Hospitals of Leicester
Rodney Green	Leicester City Council
Caroline Griffiths	PCT
Helen Briggs	Rutland County Council
Insp. Paul Orton	Leicestershire Constabulary

Mr Baggott welcomed everyone to the meeting and asked if the correct level of representation was being met in accordance with the agreement made following the recent restructuring of the LRF.

2. **Minutes and Matters Arising - LRF Meeting – 07/06/07**
3. **Minutes and Matters Arising – Flooding meeting 26/07/07**

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

Mr Lockwood-Lee discussed the actions from the previous LRF meeting. He explained that he has contacted Severn Trent Water and lessons have been learnt. He explained that the category 2 liaison will now take place on a regional basis however; we must continue to try to engage with the category 2's at a local level.

Mr Baggott discussed the overall resilience of the LRF. He explained that there is a new structure in place and we need to ensure that we have the capacity to manage the change. There are two key issues for the group to consider:

- Resilience
- Responsiveness

#### 4. **Management of Major Incidents Report**

The group discussed Paper C. Mr Lockwood-Lee explained that the document provides information on the command and control strategy. He explained that there is not a multi agency document in the country that provides this information and as a result there is a big information gap. Mr Lockwood-Lee explained that the group need to first accept the new terminology – Strategic Co-ordinating Group and Tactical Co-ordinating Group. The group agreed to adopt this terminology.

Mr Lockwood-Lee informed the group that a flowchart has been produced that displays clearly the relationship between various organisations, together with a handbook outlining roles and responsibilities. He explained that the document has been produced using feedback from the Vector training. The group agreed to the structure diagram and the handbook with an amendment in relation to the STAC.

Mr Lockwood-Lee informed the group that it is proposed that the document is provided to all Vector delegates under the badge of this LRF. The group agreed to this suggestion.

**ACTION:** Mrs Webb to send Mr Lockwood-Lee information to include in the handbook and flow chart on the STAC. Mr Lockwood-Lee to make the necessary amendments and issue the leaflet to all delegates at Vector Training.

#### 5. **LRF Comparison Report**

The group discussed Paper D and the conclusion. The group agreed that the majority of the recommendations have already been completed and were addressed by the report that was produced by Mr Robinson.

Mr Lockwood-Lee informed the group that he visited Staffordshire LRF to see how they are established and found that they are all based in one premises and they have 14 full time members of staff, with a budget of £750,000. He explained that the LA's still complete the majority of the work however; they have a member of the LRF supporting and guiding them.

Mr Baggott explained that there are three models to compare – Derbyshire's, Staffordshires and our current structure. Are we happy with how we are – are we resilient and have we the correct amount of resources? He explained that we need to be open minded and cited Staffordshire as best practice according to the Cabinet Office.

Mr Sinnott explained that he believes that we are not adequately resourced and there are concerns over the resources and capacity of this LRF. He explained that changes need to be made before anyone is subject to an audit in relation to civil contingencies.

Mr Robinson informed the group that the new project management structure is now in place however, the resources are not. He explained that the delivery mechanism needs to be reviewed. Ch. Supt. Forsyth informed the group that he chaired the first meeting of the Programme Board and the structure is good however, there is nervousness concerning the resources currently available to complete the work that is required.

Mrs Wesley explained that in her experience across a number of LRF's there is a reluctance in some cases to provide financial support due to an inherent lack of understanding about what LRF's need to do.

The group discussed the possibility of a peer review and using the audit commission framework as a comparison. Mrs Cheshire stated that she will see what she can obtain from the Cabinet Office and inform the group of her findings. Mr Robinson suggested that Region need to discuss possible peer reviews. Mr Lockwood-Lee stated that he will agenda this item at the next RRF meeting.

**ACTION:** Mrs Cheshire to contact the Cabinet Office to see if the framework can be obtained so that the LRF can be compared against it.

**ACTION:** Mr Lockwood-Lee to agenda the item of peer reviews at the next RRF meeting.

## 6. Constitution of LRF

Mr Lockwood-Lee explained that the current business plan is out of date due to the structure of the LRF being changed. The group discussed Paper E – the constitution report.

Mr Lockwood-Lee explained that the terms of reference have been agreed for the programme board and the general working group is now in two parts – hazard and risk and training and exercising. He also explained that the subgroups have been reviewed and there are now liaison groups and practioner forums in place.

The group reviewed the document and agreed that the failing of the utility companies needs to be included in the document as a consequence. Mr Lockwood-Lee will include this in the document.

The group agreed the LRF Constitution (subject to the above amendment) and the removal of the 3 year business plan with immediate effect.

## 7. Flooding Project Report

Mr Haywood presented to the group Paper F. He explained that a lot of issues were raised and there are 26 action points identified. There are a lot of strengths that have been identified and also some improvements that are required.

Mr Haywood informed the group that by reviewing the National Capability Survey there are over 50 parishes and over 1,700 businesses that are at a risk of significant flooding in Leicestershire and Rutland.

He explained that a lot of the issues could be sorted out quickly however, there is a resourcing issue. He explained that the next NCS is in January 2008 and we need to be able to demonstrate the progress that we have made quickly.

The group discussed the report. The main issues that were discussed were:

- Involvement of utilities required – after a visit to Cumbria it is clear that this is required. In Cumbria they engage with their utility companies and carry out coordinated preventative work which minimises risk in the area.
- Community Flood Plans & Flood Wardens – These give some ownership to the community with local people monitoring the area at a local level. This allows the authorities to act quickly and know where the vulnerable people/sites are. The EA are currently contacting parishes asking if there is interest in this scheme.
- Water awareness training – Serious Health and Safety implications for all agencies who place employees in, on or near to water if they are not properly trained. Fire and Rescue service may be able to assist with this training in early 2008.
- Resource level within District and City – maintenance of water courses.
- Critical infrastructure requirements – We do not have a single data-base showing locations for our critical infrastructure – Business Continuity is a major issue. This needs to be promoted within the commercial sector.
- Recovery phase – evacuation centres opening for hours and days at a time – this is not the current thinking and therefore plans will need to be re-assessed.

Mr Lockwood-Lee explained that he was aware of the flood warden initiative 18 months ago and a template was drafted out for the flood group so that community plans could be produced. Unfortunately, this work was not completed and this has caused some frustration. Mr Baggott explained that this work should have been completed as it is an obligation on us all under the CCA.

Mr Robinson explained to the group that the report identifies gaps and needs to be endorsed by this group and passed to the Programme Board. Mrs Back explained that she welcomes this report and explained that the group need to move forward. She asked the group about the water companies and if we can influence them in any way. Mr Baggott explained that he will write to the water companies and explain what the LRF expects of them.

Mrs Cheshire explained that a Category 2 meeting has been arranged for the 19<sup>th</sup> October 07 so that discussions can take place and any issues can be highlighted.

Mr Baggott thanked Mr Haywood and the flooding team for their hard work in putting this report to the LRF.

**ACTION:** Mr Baggott to write to the water companies explaining what the LRF expects of them and highlight any issues that there may be.

## 8. Vector Report

Mr Lockwood-Lee discussed with the group Paper G. He explained that Vector has been a great success which needs to be developed further to ensure it continues to provide a challenge to students. He explained that there will need to be some IT improvements on a rolling basis over the next year and that we need to secure a second scenario (flooding).

Mr Dolby asked if we could look to sharing an existing scenario with another LRF. Mr. Lockwood-Lee stated that it was possible but would need to be adopted to be locally relevant. The group were asked to confirm their support for the Vector Training programme, which they did.

## 9. Funding Report

Mr Lockwood-Lee presented Paper H. He explained that the workload has increased and will continue to increase with the introduction of the new structure of the LRF. He explained that the capacity in the LRF office has reached its maximum and further HR support is required.

He explained that the key areas of work to be addressed were: Training & exercise co-ordination, project support and communicating with the public.

The group discussed the paper and Mr Sinnott explained that he is happy to fund immediately one full time project manager for 12 months. The group agreed in principle that there needs to be more resources available to meet the additional burden of work.

Mrs Back and Mrs Craig explained to the group that more detail is required in the proposal for them to be able to make a decision. Mrs Whiles explained that they need to be able to see clearly where the additional money will be spent. Mr Baggott explained that a paper will be sent to them that clearly identifies this information, and that he would like a decision as soon as possible.

**ACTION:** Mr. Lockwood-Lee to draft a report for the Chief Constable.

## 10. GOEM Update

Mrs Cheshire provided the group with an update from GOEM. The main points that were discussed were:

- Cancellation of RRF – 19<sup>th</sup> September 07
- Next RRF – 19<sup>th</sup> December 07 – AM
- Subgroups – Health - TBA, Hazard & Risk 26/11, CBRN 30/11, CWP Oct, Mass Fatalities – TBA
- Foot and Mouth – Solihull – Leicester office is dealing – 3km zone in place – not yet confirmed.
- Flooding – National review is taking place

- Flood Defence fair for public and businesses – 24<sup>th</sup> October 07 – Derby
- NCS – January 2008 – online response required

Mr Sinnott asked about the new fuel emergency plan. Mrs Cheshire explained that the original plan has been amended and a new plan is in place which does not give responsibilities to the LA or to the police. A discussion took place on the shortfalls of this new plan.

## 11. Programme Board Report

Ch.Supt Forsyth explained that the Programme Bboard met on the 14<sup>th</sup> September 07 and it was a very useful meeting. He provided a progress report on current plans:

- CBRN
- EMA
- USAR
- HA
- Mass Vaccinations
- Mass Evacuation
- Pandemic Influenza
- Fuel
- Site Clearance Plan

Proposed projects were also discussed:

- Business Continuity Plan – status report from LA's now required
- Management of excess deaths – awaiting further information
- Psychological support plan - approved
- Mass Passenger transport - needs further investigation
- Power loss – approved
- Command and Control – approved
- Resilient Communications – approved

Ch.Supt. Forsyth explained to the group that at the next meeting a full report will be available to the group which clearly displays the progress of each project.

## 12. Incident Summary and Horizon Scanning

Insp. Atwal presented Paper I to the group. She explained that the sheet clearly lists the exercises/ incidents that have taken place and any the lessons learnt.

Insp. Atwal discussed the current horizon scanning:

- Threat level – Severe
- Prison dispute – still ongoing
- Public sector – risk of industrial action
- Diwali – multi agency event – lights turn on 28<sup>th</sup> October 07
- Leicester Marathon – October
- Foot and Mouth – procedure sheets in place
- Madeline McCann – working with local authorities

Mrs Gee explained that Leicestershire also experienced Legionnaires Disease at Hinckley Leisure Centre. This was treated and is now all clear.

### **13. Correspondence**

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

- Winter Willow lessons learnt – this has been passed to the PIPE group for them to review.
- Framework for Excess Deaths – this will become a project
- EM Regional Responsibilities Framework
- Flu Jabs information
- NCS – need to ensure a coordinated response in January 2008
- Cabinet Office – National flood review
- Electricity priority arrangements

### **14. Meeting Dates 2008 – Police HQ**

Friday 14<sup>th</sup> March 08 – 2pm

Thursday 19<sup>th</sup> June 08 – 2pm

Thursday 18<sup>th</sup> September 08 – 2pm

Thursday 18<sup>th</sup> December 08 – 2pm

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

20<sup>th</sup> December 2007 – 2pm – Police HQ

Mr Baggott thanked the group for attending the meeting.