

**Devon, Cornwall and Isles of Scilly Local Resilience Forum
Business Management Group
Police Headquarters, Middlemoor
Wednesday 17th June 2009, 10:30hrs
MINUTES**

ATTENDANCE:

Assistant Chief Constable Debbie SIMPSON (DS)	Chair, Devon & Cornwall Constabulary
Inspector Ian FRASER-ROE (IFR)	Devon & Cornwall Constabulary
Julie BOLT (JB) (Secretary)	Devon & Cornwall Constabulary
Neil HAMLIN (NH)	Devon & Cornwall Constabulary
Sarah HARRISON (SH)	SW Peninsula Health Protection Unit (representing Deb Laphorne)
Gordon TRAPMORE (GT) (Chair – Flooding Sub Group)	Environment Agency
Adele NEEDHAM (AN)	Environment Agency
Buster BROWN (BB)	South West Water (Representing Category 2 Responders)
Nigel CARSON (NC)	Government Office for the South West
Richard CLARKE (RC)	RD&E Hospital (representing Deb Laphorne)
Bill MARTIN (BM) (chair - Mass Casualties Group)	South Western Ambulance Service Trust
Sgt Mike Rose (MR) (Chair - Mass Fats Sub Group)	Devon & Cornwall Constabulary
Steve O'ROURKE (SO) (Chair of Excess Deaths Working Group)	Devon County Council
Antony BARTLETT (AB)	Cornwall County Fire Brigade
Annie ROSEDALE (AR)	Highways Agency (representing Robin Herringshaw)
Neville CANNON (NCan) (Chair - Telecommunications Sub Group)	Plymouth City Council
Scott SENIOR (SS) (Chair – Warning, Informing & Media Sub Group)	Plymouth City Council
Richard HORNE (RH) (Chair - Humanitarian Sub Group)	Devon County Council
William THOMAS (WT)	Council of the Isles of Scilly
Ian FLOOD-PAGE (IFP) (Chair - Coastal Pollution Group)	Teignbridge District Council
Wing Commander Rob TRIPP RAFR (RT)	RAF Liaison Officer SW Region
Chris HARTRICK (CH)	Devon & Somerset Fire & Rescue Service
C/Inspector Kevin TILKE (KT)	Devon & Cornwall Constabulary
Helen HUTSON (HH)	MCA
Jim ATKINSON (JA)	BTP
Richard FEDOROWICZ (RF) (representing Steve Winston)	Cornwall County Council

APOLOGIES:

Lt Cdr Jonathan LEE (JL)	Royal Navy Regional Liaison Officer
Debra LAPHORNE (DL) (Chair – Human Diseases Sub Group)	Plymouth Primary Care Trust
Richard AUBREY-FLETCHER (RA-F)	Joint Regional Liaison Officer, 43 Brigade
Miriam SMITH (MS)	Plymouth Hospitals NHS Trust (Representing all LRF Acute Trusts)
Robin HERRINGSHAW (RHe)	Highways Agency

OPEN SESSION

DS opened the meeting and members of the group made introductions.

2 DECLARATION OF ANY OTHER BUSINESS

- a) DEFRA Consultation – WT
- b) Telecoms – NC
- c) Government Connect – IFR

3 ADOPTION OF MINUTES OF PREVIOUS MEETING.

The minutes of the previous meeting of the BMG held on 17th December were approved without amendment unanimously.

4 Presentation delivered by Keith Silcock and Buster Brown from South West Water: Alternative Water Supply – Banking System

Keith gave the presentation which was followed by questions. It was suggested that if further information is required to contact BB on bbrown@southwestwater.co.uk.

5 MATTERS ARISING:

- a) The group discussed this and it was agreed that more information is required on the Community Risk Register as to what the codes mean and an explanation of the colour /shading, if the single page document is only circulated. Action: PCH/Secretariat to add more information to the document prior to circulation at the next meeting.
Completed – summary paper and matrix document circulated with papers.
- b) DL suggested all need to undertake audit to see if risks are reflected in their own corporate risk registers. Action: All to provide assurance at next meeting.
Complete – IFR (Head of Contingency & Ops Planning Unit (COPU)) sits on Force Risk Register Group. He stated that Flu Pandemic has been captured and is driving BCM Planning.
- c) Flooding Sub Group: RH and GT updated on this and explained work is in progress and that the three workstream headings, target dates and terminology need to be reworded. Action: GT to send all changes to LRF Secretariat.
Action: All sub-group chairs to send update to LRF Secretariat in future. Those who have not done so this time to send update ASAP.
Complete.
- d) DS agreed to the website launch with further work to be undertaken on the members only site. WT suggested that chair of Telecommunications Sub Group to look at the website and link in with the W&I Sub Group on this. Action: RH and SS to discuss options and report at the next meeting. Action: RH to ensure Devon CC ICT Dept launch the website.
Public facing website is now live but still experiencing technical problems with members only site with work ongoing. Thanks were passed to the team who have worked on the website and comments were made stating

how easy and clear the site is to use.

- e) DS explained that if the group wish for the Training & Exercise Sub Group to reconvene, she would send an invite for representation and a chair for the group. PCH suggested the possibility of the new LRF Secretariat to chair this meeting, as it would make good business sense. The wider issue of work programme review was also discussed. Action: DS/LRF Secretariat to send invites for representation and chair for the Training & Exercise Sub Group.
To be discussed at Agenda Item 8 (c).
- f) **East Devon Flooding** - The list of recommendations/suggestions for improvements within the document were discussed. RH stated that he would forward the Action Plan to the LRF Secretariat for circulation with the minutes. Action: RH to forward Action Plan to LRF Secretariat for circulation with the minutes.
Complete.
- g) **Op Torvill (snow)** - Andrew Page-Dove from the Highways Agency has offered to lead on this, which has been accepted. RHe, RH, BM and RF stated they would also like to be part of the debrief. Action: RHe, RH, BM and RF to meet after the meeting and discuss.
Complete – Multi Agency Debrief taken place on 28th May and report being produced.
- h) **Op Shilton Debrief** - All agencies are to progress their respective recommendations. These, together with all LRF debrief recommendations and actions are to be placed on a database. LRF Secretariat will be responsible for maintaining this and updating the Chair and BMG on progress and performance management. SS made amendment to Rec's 10 & 14 should include W&I Sub Group. Action: Secretariat to update rec's 10 & 14. Action: All to progress their recommendations.
Complete.
- i) **LRF Secretariat Funding Update**
DS clarified that Devon & Cornwall Constabulary are employing this post so will take the lead on producing the Job Description and Role Profile and sit on the interview panel. Action: PCH to circulate the Job Description and Role Profile to the group. Action: Anyone wishing to be involved in interview to contact PCH.
Complete.
- j) **GOSW verbal update** - PCH gave an overview on the paper which had been produced for Nigel Carson. Action: LRF Secretariat to circulate paper with the minutes.
Complete.
- k) **Review of CAERP**
PCH discussed this paper and explained the Mark Ruston from Devon & Cornwall Constabulary will be reviewing the CAERP. BM suggested having a meeting with Mark Ruston prior to the review. Action: PCH to contact Mark Ruston and suggest and meeting and timescales for feedback.
To be discussed at Agenda Item 11(b).

- l) Alternative Water Supply – Banking System - BB proposed inviting his colleague to the next BMG on 17th June to give a presentation. DS and the group agreed this proposal. Action: LRF Secretariat to put this as the first item on the agenda for 17th June.

Complete.

m) Information Sharing Protocol

DL stated that she has only received one reply and requires others to do so. It was agreed that this document be re-circulated to the group with a month deadline.

Action: LRF Secretariat to circulate to the group for 1 month response deadline

Feedback received - To be discussed at Agenda Item 10 (b).

6 COMMUNITY RISK REGISTER (paper)

IFR stated that at the previous BMG Peter Coppin-Harris provided a top line briefing document but the group felt it required more information on what the risk codes meant. The document, which was circulated has now been modified and shows more information. The group agreed that the new layout was clearer and easier to understand. IFR also gave an overview on the register and outlined the very high/high risks.

IFR explained that when NH is in post as the LRF Secretariat he will meet with the Sub Group Chairs and take on and revisit the CRR. IFR also stated that a small Risk Review Sub Group should be considered in due course.

A question was raised to NC regarding the National Planning Assumptions. He explained that this was overdue due to the recent Flu issues and will forward to LRF Secretariat when published.

CH stated that CBRN does not feature in the top 10 in our Register at present.

7 REVIEW OF WORK PROGRAMME

IFR stated that the programme currently has 26 workstreams, 15 of which are active. 11 have been completed, 8 are showing as amber and 7 as red. 15 updates have been received which are shown in red on the programme and where no update has been received the column is left blank. The group was made aware that some target dates may need resetting. IFR provided a brief overview on the updates received, on the priority areas where target dates have passed and where an update is required. He explained that he is aware that the Fuel Plan is overdue and will ensure that work within his unit is prioritised and the plan is finalised.

BM stated that the Mass Causalities Plan was signed off and ratified at the BMG in March. The programme to be amended accordingly.

MR stated that the Emergency Mortuary Plan is in the final editorial stage and is finalising local arrangements with Local Authorities with regards to Kenyons and that the contract may require further update.

It was agreed by the group that all plans need to go onto the LRF Website.

8 TRAINING & EXERCISING

a) Review of Programme

The programme was circulated and comments were made to accuracy. DS stated that NH will be responsible for getting the programme up to date as a matter of urgency and before the next BMG in September. In the future this may be passed to the Training & Exercise Sub Group to update.

Action: NH to update and correct the Training & Exercise Programme.

CH explained that the CBRN exercise in June was very successful.

b) Proposed Training & Exercises

SS stated that a Short Sermon Exercise is due to take place on 12th October 2010 at HMNB.

c) Proposed Sub Group Update

DS stated that from the BMG in March it was requested that the Training & Exercise Sub Group be reconvened and a letter was sent accordingly to ask for members/chair of this group. Positive replies were received from Animal Health, Cornwall Council, Highways Agency and GOSW (as a virtual member) and Debbie BROOKER-EVANS from Plymouth City Council has requested to be chair, to which the group agreed. It was also stated that SWAST, PCT/HPA and DSFRS would like to be members along with NH and Lucy BARCZOK from COPU. DS explained that this group would reconvene and a letter from the LRF Secretariat would be sent to DBE providing names of willing members and a suggestion that a meeting needs to be set up in the near future.

Action: LRF Secretariat to draft a letter to DBE.

9 BUSINESS CONTINUITY

None.

10 OTHER REPORTS

a) Evacuation and Shelter Strategic Framework (paper)

RH outlined the paper and recommendations, which were agreed by the chair.

b) Information Sharing Protocol

DS stated that work is in progress on this by Peter Coppin-Harris and will be ready for the next BMG in September.

Action: Put on the Agenda for the next meeting

c) Community Resilience (paper)

This paper was briefly discussed which shows links from a policing perspective. DS stated that the recommendations would be looked at in due course.

RF stated that there are Community Network Managers in Cornwall.

AD stated that the Environment Agency has arranged a Road-show at Escot House on

1 July for Parish Councils.

d) Recovery, Site Clearance and Waste Management Sub Group update (paper)

RF explained in brief this paper outlining the proposed decision that Martin Rawling would take over from Steve Winston and lead on the development of the LRF Recovery Plan, which was agreed.

The group passed on their best wishes to Steve Winston via RF.

e) Proposed LRF Awareness Booklet – ‘don’t be scared be well prepared’ (paper)

SS explained the paper and the proposed booklet and thanked Keith Reed from Devon County Council for his work on this. SS stated that it is a legal duty within the CCA to produce a booklet. Costings and the content of the booklet were discussed with a slight wording amendment to be made. SS explained that he hadn’t looked into the costing in depth but it could be quite expensive. A suggestion was made to put the booklet onto the LRF website as well as distributing it. RF asked if it could have a corporate brand for Cornwall and it was clarified that the booklet would have the LRF Logo as well as the logo for each issuing Local Authority.

Following further discussions the booklet was fully supported by Devon, Plymouth and Cornwall Councils and all decisions within the paper were agreed.

f) LRF Major Incident Media Framework Document (paper)

SS outlined the paper and the recommendations, all of which were agreed by the group. SS stated he will take this back to the Sub group to progress.

11 ANY OTHER BUSINESS

a) Information Exchange Agreement

Already covered.

b) CAERP update progress

RH stated that Mark Ruston will be producing a draft update of CAERP which will be ready by end June and be circulated to BMG members as before. RH then suggested that a one off meeting to be arranged by Mark Ruston to take place during July to discuss and make further comments to the CAREP before a final update is produced for approval at the next BMG in September.

Action: LRF Secretariat to contact Mark Ruston to obtain a draft version of CAERP to circulate.

Action: LRF Secretariat to advise Mark Ruston to arrange a meeting during July.

c) Secretariat Appointment

Already covered.

d) LSARC

HH stated that she feels the LSARC doesn’t fit within the LRF forum and suggested setting up a Search and Rescue Sub Group to replace LSARC. MR and Shamus

McCaffery from HCA will co-chair with this sub group and they will be in contact to arrange an inaugural meeting to discuss membership and work on Terms of Reference. HH stated that the LSARC will still continue to which she will chair.

Action: MR to meet with Shamus McCaffery and will report back at the next meeting.

e) DEFRA Consultation

WT explained that DEFRA has just issued a consultation document on Coastal Change Policy. He explained that this consultation sets out ideas on how coastal communities can successfully adapt to the impacts of coastal change, and the Government's role in supporting this. WT also stated that Pathfinders may also want to explore opportunities for building partnerships with LRFs and look to these to lead work through their existing networks, identifying whether there are any assets of national importance which could be impacted by coastal change.

GT advised the group that these impacts were also being considered in the Shoreline Management plan reviews currently being undertaken by Local Authorities and the Environment Agency.

f) Mobile Telephone Directory

IFP explained in brief that a new Mobile Telephone Directory is now in place which includes all telephone numbers unless individuals have requested their numbers to be ex-directory. He stated that this probably only applies to personal numbers and not businesses. Below link shows further information:

http://news.bbc.co.uk/1/hi/programmes/working_lunch/8091621.stm

g) Government connect

The Government Connect programme is now rolling out nationally with over 259 local authorities now approved for the secure GCSX network. Simon Fisher from Government Connect is charged with ensuring the system is utilised to its full potential nationally and has written to the LRF seeking support to improve uplift in users on the system. The correspondence has been forwarded to the Chair of the Telecommunications Sub-Group to review the LRF position regarding Cat1 and 2 responders access to the following networks to permit secure information exchange

- o .PNN
- o .GSI
- o .NHS.NET
- o CJSM

It is vitally important that each partner agency give serious consideration to ensuring their staff are using secure e-mail networks to aid the Information Sharing Protocol under development and discharge our collective duties Under the Civil Contingencies Act 2004.

h) LRF Structure

Discussions took place within the group and comments were made regarding the inaccuracy to the structure. DS stated work needs to be carried out on this which NH will do when in post. It was agreed that the adoption of the Devon, Cornwall & IOS Airports Emergency Issues Group as a sub group of the LRF

Action: LRF Secretariat to revisit the LRF Structure chart and re-circulate prior to the next BMG in September.

- i) AB stated that Cornwall County Fire Brigade has now appointed it's new Chief Fire Officer, Des Tidbury who started in post on 1st June 2009.
- j) SH stated that she is leaving the HPA and moving to Torbay Care Trust.

12 DATE, TIME & LOCATION OF NEXT MEETING

16th September at 10.30 at Devon & Somerset Fire & Rescue Service HQ at Clyst St George.

Volunteers required for the hosting of future meetings:

17th March 2010

16th June 2010

15th Sept 2010

15th Dec 2010