

**Devon, Cornwall and Isles of Scilly Local Resilience Forum
Chief Officer Group
Devon County Council, Topsham Road, Exeter
Wednesday 4th March 2009 at 10:30hrs**

MINUTES

ATTENDANCE:

Assistant Chief Constable Debbie SIMPSON (DS)	Chair, Devon & Cornwall Constabulary
Superintendent Ian CURTIS (IC)	Devon & Cornwall Constabulary (Head of LRF Secretariat)
Julie BOLT (JB)	Devon & Cornwall Constabulary (Minutes)
Phil NORREY (PN)	Devon Local Authorities
Elizabeth RAIKES (ER)	Torbay Council (Representing Devon County & District Councils)
Richard BAYLY (RB)	GOSW
Scott SENIOR (SS) (representing Barry KEEL)	Plymouth City Council
Mike KILLORAN (MK)	South Western Ambulance Trust (Representing Chris Wyatt)
Richard AUBREY-FLETCHER (RA-F)	Military Joint Regional Liaison Officer
Martin WEILER (MW)	Environment Agency
Stephen BIRD	South West Water
Buster BROWN (BB)	South West Water
William THOMAS (WT)	Isles of Scilly Council
Michael ROACH (MR)	Cornwall Fire Brigade
Catherine LOCKWOOD	Environment Agency (Observer)
APOLOGIES:	
Debra LAPTHORNE (DL)	Plymouth Teaching Primary Care Trust (Representing the Health Community)
Andrew PAGE-DOVE (APD)	Highways Agency
Barry KEEL (BK)	Plymouth City Council
Rob TRIPP (RT)	RAF
Paul RICHARDS (PR)	BTP
Sarah HARRISON (SH)	HPA (Representing Brian Guttridge)
Dr Brian GUTTRIDGE (BG)	Health Protection Agency, Devon & Cornwall
Assistant Chief Fire Officer Trevor STRATFORD (TS)	Devon and Somerset Fire & Rescue Service
Charlie PALLOT (CP)	Health Protection Agency SW

OPEN SESSION

The Chair opened the meeting and round table introductions were made.

2 DECLARATION OF ANY OTHER BUSINESS

None declared.

3 ADOPTION OF MINUTES OF PREVIOUS MEETING.

The minutes of the Chief Officer Group meeting held on 12 September were approved unanimously without amendment.

Matters Arising:

- a) It was requested that an update on the Local Search and Rescue Committee (LSARC) is required for the next BMG. Action: LL to laise with Simon Wilkins and Simon Rabett to provide a LSARC update.
Complete - LSARC meeting to be held before April. Simon Rabett has now retired and been replaced by James Instance.
- b) DL raised the issue of the 'Flu Pandemic Plans – Scrunity' letter sent from GOSW to Chief Executives which contained a proforma requiring urgent completion. Discussions took place as the group felt they should have given notice of this prior to this letter being sent out. Action: RB to look into this and report back.
To be discussed at Agenda Item 6.
- c) RC stated that all sub group chairs are required to bring their proposed exercises to the next BMG. Action: All sub group chairs to bring proposed exercises to the next BMG.
Completed – Sub Group chairs will raise all exercise proposals at BMG rather than direct with Secretariat.
- d) MW explained that the EA are providing early warnings on severe weather and that he requires feedback on how alerts on severe weather are being received. Action: All to provide feedback to MW on early warning.
Complete – Feedback from partners included during recent snow and flood events.
- e) Review of LRF Secretariat - Action: IC to look at an overall cost of the secretariat function and to laise with RC. Action: All to provide budget information to RC.
Action: RC to obtain revenue budgets and review other funding options and report back to the group.
Complete – discussed at BMG in December, funding identified from LRF members and awaiting recruitment and selection process.

IC updated and explained that Lisa Littlechild has now moved on and the LRF Secretariat post is now vacant. He stated that a letter and the job description for this post will be circulated to all Cat 1 organisations next week, to enable the post to be advertised within all organisations. It was confirmed that the successful applicant would probably be employed by Devon & Cornwall Constabulary but DS stated that there will be flexibility should an applicant be employed in another organisation and wishes to remain in their employ.

SS stated that the letter needs to be sent out as soon as possible to enable budgets to be set for 2009/10.

The interview process was questioned and DS stated that it depends on who applies and from what agencies at to who sits on the interview panel.

- f) Olympics 2012 Planning - SW suggested a Task and Finish group be set up to report back on this. Action: IC and SW to report to BMG to identify SPOCs for the Olympic Planning Strategic Group.

Defer – awaiting National clarity on details for the South West.

- g) Devon Local Area Agreement Priority 3: Adaptation to Climate Change. Action: SW and MW to meet with Pauline Warner and discuss this piece of work. Action: LRF Secretariat to include on the Agenda for the BMG on 30 September.

No further action required.

4. COMMUNITY RISK REGISTER (Headline Issues)

The final drafts of the Risk Assessment Guidance and National Resilience Assumptions documents have been received. The main impact is that terrorism risks should not be scored locally and referred to in the public domain in a general sense but not in specific detail. The review of these documents and subsequent actions will be co-ordinated by the new Secretariat once appointed.

5. WORK PROGRAMME (Review and Headline Issues)

a) UPDATE ON PROGRESS

IC stated that no significant issues have been raised and that only one paper has been received to date from the Sub Group Chairs. DS stated that the LRF Secretariat undertook a large amount of work regarding the submission of papers from Sub Group and it appears that since this post has been vacant papers are not being submitted in a timely manner.

b) ISSUES FOR RESOLUTION

No items raised.

c) TRAINING AND EXERCISING

- i) Completed Training and Exercises - IC stated that Exercise Pneumo, Brighid, Bedrock and Newquay Airport have taken place since the last COG in September and lots of lessons have been learnt, especially in regards to Newquay Airport.
- ii) Isles of Scilly Tabletop Exercise 2009 – WT gave an overview on this paper. He explained that his proposal is that the Isles of Scilly host the next COG on 2 Sept which would be followed by a strategic level Tabletop Exercise, to enable all to understand the issues on the islands. RA-F stated that clarification was needed on the learning objectives of the exercise and what the Chief Executive's participation would be. SB stated that the nature of the exercise would determine the level of representation from South West Water.

The group supported this outlined proposal and DS clarified the next COG will be held on 2 Sept on Isles of Scilly.

d) SIGNIFICANT EVENTS (NATIONAL/REGIONAL/LOCAL)

- i) East Devon Flooding – PN stated that Devon County Council were involved in the debrief for the recent flooding in Ottery St Mary and he explained that lessons need to be learnt with reference to Command & Control and for the Recovery Group which was slow getting established. He explained that due to the violent storm and the unusual incident, most things worked well overall. It was apparent in the debrief that a number of property owners did not have contents insurance and some affected residents are still being identified.

MW stated that there are 4 high risks on the Risk Register with 3 being flooding. He also stated that it was encouraging that many organisations worked well together.

IC stated that the incident will be robustly debriefed and recommendations should be ready for BMG. He explained that Contingency & Operations Planning Unit are in the process of providing training sessions for over 800 Sergeants and above on the Management of Major Incidents which covers several major incidents including the Ottery St Mary Flooding. He also reminded the group about the Management of Major Incident Seminar which is being held at Sandy Park, Exeter on 21-22 April.

PN explained that the supply of 4x4 vehicles from the Voluntary Sectors worked well. It was also stated that within a few days after the Flooding, many agencies held public surgeries which worked extremely well to which the public gave positive feed back to.

- ii) Op Torvill (Snow) – IC explained with regards to the debrief, Andrew Page-Dove from the Highways Agency has offered to lead on this, which has been accepted.

DS stated the consequences of the snow led to the inability to get staff and Gold accessibility was an issue. She stated that Dartmoor Rescue Group did a fantastic job and also praised the voluntary agencies and Radio Devon for broadcasting regular updates. It was agreed that from the public perception it all worked well and the communication was excellent. SB suggested that using web cams could be a better way of communication.

- iii) Op Penguin (Flooding) – IC stated due to only minor rainfall the flooding potential did not materialise – no further comments were made.

e) RECENT LEGISLATION, REVISED POLICIES AND GUIDANCE

- i) Covered at Item 4.

f) AMENDMENTS TO AND APPROVAL OF WORK PROGRAMME

None proposed.

6. BUSINESS CONTINIUTY

Flu Pandemic Business Continuity Assurance

DS outlined the paper and explained all LRF organisations were requested to complete a self assessment pro-forma for business continuity issues regarding flu pandemic planning. Although this was a voluntary exercise, 23 replies were received,

and four from which considered themselves as “not fit for purpose”. DS stated that Devon & Cornwall Constabulary are currently progressing flu pandemic business continuity issues as a matter of urgency and an exercise is being considered for 2009/10.

SS apologised for the return from Plymouth City Council which has been completed but not yet returned. (returned received via e-mail 4 March)

A brief discussion took place regarding the “Flu Pandemic Plans – Scrutiny” letter which was circulated last year from GOSW to Chief Executives and the lack of prior notice. RB stated he will follow this up as normal practice is to inform and give notice prior to sending letters.

7. OTHER REPORTS

a) Review of LRF Secretariat

Already covered at item 3(b).

b) Science and Technical Advice Cell (STAC) Plan

A brief discussion took place regarding this in CP’s absence. RB has made some amendments to the Plan which will be sent back to CP via Secretariat. SB also stated that on Page 10, there needs to be a tick for South West Water for Animal Disease.

CLOSED SESSION

OPEN SESSION

8. ANY OTHER BUSINESS

a) Formal LRF Deputy Chair proposal

DS put the proposal to the group for a deputy chair of the COG and ER volunteered to take on this role.

b) Environment Agency Briefing Note to All LRFs

MW gave an overview on the background to Pitt, the briefing note and the expectations of the Pitt Agenda. Much of the work in the briefing note is being undertaken by the Flooding Sub Group. It was requested that this be put on the agenda for the BMG on 18th March.

Action: LRF Secretariat to put on the BMG Agenda.

c) Expectations and Indicators of Good Practice (Cabinet Office Guidance)

DS gave an overview on this paper and explained that the guidance is for organisations to best managed under the CCA 2004.

SS suggested using the template within the document to audit the LRF and to take to the BMG for each individual workstream to assess.

Action: LRF Secretariat to put on the BMG Agenda.

d) Invite to Pat McGowan- Regional Lead for Prepare Strand of Contest (Counter Terrorism Strategy)

DS suggesting inviting Pat McGowan to the next COG meeting in March 2010 but it was stated that this was too far away and could be too late. A suggestion was made with the possibility of having a video link at the September meeting on the Isles of Scilly.

Action: WT to progress this with regards to the video link at 2nd September meeting.

e) Security Clearance and Data Handling at SCG and LRF Meetings in GOSW Region

DS explained that there is an expectation that all organisations should carry out a Baseline Standard (BS) of their staff and to ensure only BS clearance staff are put forward for LRF/SCG duties. DS clarified that BS clearance is accepted as being sufficient and allows access to "confidential" (or lower) and the occasional controlled access to "secret". Discussion took place regarding this and it was reiterated that BS is a very basic check and can be done internal without the assistance of an external party. RB explained that he would take this back to GOSW to get clearer information.

Action: RB to obtain clearer information on this and report back at next meeting.

Action: "Security Clearance and Data Handling at SCG and LRF Meetings in GOSW Region" to be put on the BMG Agenda for the March meeting.

DS also stated that only secure networks may be used for any level of protected material.

f) WT stated that flights need to be booked for the next COG in September and he suggested travelling on the first and the last flight of the day would be suitable rather than an overnight stay.

g) RA-F reminded the group of the 43 (Wessex) Brigade Multi-agency Symposium on Thursday 2nd April 2009 at King's International Conference Centre in Taunton as there are still places left.

9. DATE, TIME AND LOCATION OF NEXT MEETING

2 Sept 2009 Isles of Scilly

Chief Officer Group – 1st Wednesday in March and September

3 March 2010	DSFRS
1 Sept 2010	Location TBC
2 March 2011	Location TBC
7 Sept 2011	Location TBC
7 March 2012	Location TBC

Business Management Group – 3rd Wednesday in March, June, September and December

18 th March 2009	- Plymouth City Council
17 th June 2009	- TBC
16 th September 2009	- TBC
16 th December 2009	- TBC