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Devon, Cornwall and Isles of Scilly Local Resilience Forum

Business Management Group Meeting

Daw Room (Committee Suite of Rooms), Devon County Council
Wednesday 16 December 2009 at 10.30am

MINUTES

Attendees

A/DCC Debbie SIMPSON (chair)	Devon & Cornwall Constabulary
Neil HAMLIN	LRF Secretariat Co-ordinator
Julie BOLT (minutes)	Devon & Cornwall Constabulary
Insp Ian FRASER-ROE	Devon & Cornwall Constabulary
Femi OSHIN	Health Protection Agency
Richard HORNE	Devon County Council (Chair – HAES Subgroup)
Adele NEEDHAM	Environment Agency
Peter DAVIES	MCA HM Coastguard (representing Helen Hutson)
Dan WHITNEY	Animal Health (representing Ben Goddard)
Jamie WHITFORD-ROBSON	Plymouth City Council
Dai MORRISS	Devon & Somerset Fire & Rescue Service (representing Chair of CBRN Subgroup)
John GILHOOLY	Devon & Somerset Fire and Rescue Service
Buster BROWN	South West Water (representing Utilities)
Becky BRADFORD	South West Water
Dan MOUNTAIN	Devon & Cornwall Constabulary
Nigel CARSON	Government Office for the South West
Robin HERRINGSHAW	Highways Agency
Les SNOWDON	National Grid
Ian FLOOD-PAGE	Teignbridge District Council (Chair - Coastal Pollution Subgroup)
Richard CLARKE	RD&E Hospital (representing Miriam Smith)

Neil VINE	NHS Plymouth (representing Deb Laphorne)
Mike ROSE	Devon & Cornwall Constabulary (Chair – Mass Fatalities & SAR Subgroups)
Bill MARTIN	South West Ambulance Service
Martin RAWLING	Cornwall Council (Chair Recovery & Site Clearance Subgroup)
William THOMAS	Council of the Isles of Scilly
Wing Commander Rob TRIPP RAFR	RAF Liaison Officer SW Region
Peter ROBERTS	Western Power Distribution
Gordon TRAPMORE	Environment Agency (Chair – Flooding Subgroup)

APOLOGIES:

Anthony BARTLETT	Cornwall Fire & Rescue Service
Richard FEDOROWICZ	Cornwall Council
Miriam SMITH	Plymouth Hospitals NHS Trust
Neville CANNON	Plymouth City Council
Richard AUBREY-FLETCHER	43 Wessex
Paul RICHARDS	British Transport Police
Deb LAPHORNE	NHS Plymouth
Helen HUTSON	MCA HM Coastguard

1. ATTENDANCE & APOLOGIES

DS opened the meeting and welcomed all. Apologies as per above.

2. DECLARATION OF ANY OTHER BUSINESS

Ian Fraser-Roe – SW Collaboration Programme
Richard Horne – Reservoir (legislation)

3. ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of the BMG held on 16th September 09 were approved as a true and accurate record.

4. MATTERS ARISING:**a) Disclosure presentation**

Action: Links to the Disclosure Act were to be made available to LRF members via the LRF Secretariat. **Completed.**

b) LRF Structure

Action: LRF Co-ordinator to remove Police rep names

Action: LRF Co-ordinator to remove link from Flooding subgroup to TEEPF

Action: LRF Co-ordinator to link TEEPF to WI&M subgroup

Action: LRF Co-ordinator to remove STAC box.

Action: LRF Co-ordinator to include DCIoS Airports, but as a group outside of LRF main grouping (in blue box).

Action: LRF Co-ordinator to update LRF Structure sheet and send out a copy for comment

All above completed

Action: LRF Co-ordinator to investigate the instigation of a Category 2 subgroup as requested by BB: See item 13.

c) Community Risk Register

Action: LRF Co-ordinator to show both National/Regional and LRF identification codes on Risk Rating Matrix. **Completed**

Action: LRF Co-ordinator to Chair RAWG; to produce a quarterly meeting schedule for the RAWG; request membership and call the first meeting. **Completed**

d) Approval of new format of Work Programme

Action: LRF Co-ordinator to ensure version number of approved plans is added to Work Programme, before final removal of a piece of work. **Completed**

e) Update on progress and approval of Work Programme

Action: LRF Co-ordinator to remove Containment Plan item from Work Prg

Action: LRF Co-ordinator to remove all completed items

Action: LRF Co-ordinator to ensure all Members receive the Work Programme on a regular basis to enable them to report on progress

Action: Subgroup Chairs to assess their workstream priorities based on the new prioritised Work Programme and report back to the LRF Co-ordinator

All completed

f) Review of Programme

Action: All Members to cascade insurance detail around civilians who fly in connection with LRF events **Confirmation required**

Action: LRF Co-ordinator to remove item T39 from the T&E Programme **Completed**

Action: LRF Co-ordinator to add AN to subgroup. All Members are to note that membership to this subgroup is open should they wish to have a representative

Completed

g) Information Sharing Protocol (ISP)

Action: LRF Co-ordinator to incorporate amendments to ISP for:

- DCCs submission from their Information Compliance Dept.
- Add 'see attached' to the RftDoI form
- Ensure both organisation lists read the same

All completed

Action: Scott Senior to advise LRF Co-ordinator on inserting standard operating procedures within the ISP **Not completed**

Action: LRF Co-ordinator to resubmit to BMG Members for the beginning of October, to look to gain final approval - **See Item 10**

h) CAERP

Action: LRF Co-ordinator to publish CAERP v2.3 on the LRF website **Completed**

Action: LRF Co-ordinator to pass on thanks to Mark Ruston **Completed**

Action: CAERP document to be assigned to the SAR subgroup to ensure resilience **Completed**

Action: Mike Rose to invite Mark Ruston to sit on SAR when next review due in March 2010 **Completed**

i) Fuel Shortage Plan

Action: Scott Senior to arrange handover meeting with Hannah Wheeler and investigate/progress recommendations in briefing paper within a task & finish group under the W,I&M subgroup, with a view to sign-off at the next BMG. **Not Completed**

Action: Scott Senior to invite Buster Brown to sit on task & finish Group for Fuel Shortage. **Confirmation required**

j) Mining Waste Emergency Planning Regulations

Action: LRF Co-ordinator to carry forward to next meeting - **See item 6a(iii)**

k) Update On New Subgroup For Severe Weather

Action: No decisions taken; LRF Co-ordinator to carry forward to next meeting - **See item 12**

l) Warning & Informing Leaflet

Action: Richard Horne to implement strategy as agreed. **Completed**

Action: LRF Co-ordinator to add leaflet to LRF website when ready for publication. **Completed**

Note: Each Agency to put own logo on leaflets for each area.

Action: All to provide Contingency & Operations Planning Unit with a quantity of leaflets for distribution (Plymouth branded leaflets already received)

m) National Resilience Extranet And Government Connect

Action: LRF Co-ordinator to address the recommendations within the paper with BMG members with a view to progressing NRE. To be carried forward to the next meeting. **See item 15**

**n) LRF Multi-Agency debrief report for the Haldon Hill snow incident (Op Torvill)
[Closed FOIA s22]**

Action: Debbie Brooker-Evans to request all T&E subgroup members to review Haldon Hill debrief ahead of next meeting to get comments in advance of the meeting.

Action: LRF Co-ordinator to add Haldon Hill debrief report to T&E agenda.

Action: LRF Co-ordinator to invite Robin Herringshaw to next T&E meeting on 20.11.09.

All completed

5. COMMUNITY RISK REGISTER and Risk Assessment Working Group (RAWG) Update

The first RAWG meeting took place on 25 November and was well attended. TOR have been prepared showing membership and rules. These have been circulated to the group. The chair of the group is Neil Hamlyn with the deputy chair as Richard Clarke. Very high and high risks were looked at in the meeting and current risk assessments will be sent to all Lead Assessors for review. The RAWG discussed showing residual risk on the Community Risk Register, but after discussion the group were not in favour of this and decided to look at a different way of showing this. An action from the RAWG was for Neil Hamlyn and Richard Clarke to look at a way forward for this. Nigel Carson stated that he would like to discuss this with them.

The TOR for the group were discussed and it was decided that they should be amended to state people with a risk knowledge base should be invited.

Action: Neil Hamlyn to amend TOR and re-circulate to BMG and RAWG.

6. REVIEW OF WORK PROGRAMME**a) Update on progress**

Neil Hamlyn stated that he would like all TOR to be standardised. A template can be obtained from Neil.

i) Risk Assessment Working Group (TOR)

TOR for this group agreed with a slight change - as discussed at Item 5.

ii) Health Planning Subgroup (TOR)

Neil Vine outlined the TOR for this group and stated that three subgroups have merged into one group. The name of this group was explained and discussions took place as to whether "Emergency" should be in the title. It was agreed to change the name of this subgroup to 'Health Emergency Management' Group.

Action: Neil Hamlyn to amend the LRF Subgroup Structure Chart accordingly.

It was made clear that subgroup name changes need to be brought to BMG for ratification.

iii) Recovery and Site Clearance Subgroup (TOR)

Martin Rawling explained that this Group met on 15 December and the group has a clear and prioritised timetable of where to go and what needs to be done. He also stated that the Site Clearance element is making good progress and is fully signed up to. He explained that a draft version of the strategic plan would be ready for the next BMG in March 2010.

Martin explained that the Mining Waste Directive is causing concerns as there is no subgroup for this work and it doesn't sit within the Recovery and Site Clearance Subgroup. It was decided to take Mining Waste Directive off the LRF Agenda as it is not LRF business and the work needs to be progressed by Local Authorities.

Action: Remove Mining Waste Directive from LRF work programme.

iv) Telecoms Resilience

Buster Brown provided an update following the meeting on 30 November. He explained that MTPAS is replacing ACOLCC but the process is slow due to obtaining information from some organisations. Neville Cannon, the chair of TSG is drafting a generic letter to chief executives of the organisations who haven't yet provided any information. There was a suggestion that a pool of MTPAS enabled phones or the SIM cards are held centrally; this needs to be investigated further by the subgroup. BB stated that there needs to be clarity on who will monitor and maintain this information. It was suggested that the NRE becomes the single repository for the all of this information.

Action: Buster Brown to liaise with Neville Cannon to provide an update on the options for pooling MTPAS phones at the next BMG.

Action: Gordon Trapmore to circulate to all BMG members, via e-mail, a copy of the letter to chief executives reminding them of the need to supply TSG with MTPAS information.

v) Flooding

Gordon Trapmore informed the group that the Multi Agency Flood Plan (MAFP), previously known as the Strategic Flood Plan, was not yet ready as there hadn't been a template to use as guidance. A Flooding Task & Finish Group has met to resolve and complete the Plan. The current draft of the MAFP is a workable copy should it be required. Sign-off is scheduled for January 2010.

vi) CBRN

Neil Hamlyn stated that there isn't a Chair for this group following the departure of Chris Hartrick. During the meeting on 5 October, a Chair was not identified so Dai Morriss from DSFRS will take the position in the interim until a Chair is established. The next CBRN meeting will take place on 18 January 2010 where the group will discuss TOR, membership and the position of Chair. Dai Morriss explained if no representatives come forward he would continue to hold post.

The CBRN plan was discussed and it was made clear that this plan is restricted. Dai Morriss and Neil Hamlyn will meet and discuss the distribution and membership of the plan but in the interim, information and copies can be obtained via Dai Morriss. A comment was made that a representative from Health should be part of the subgroup. Bill Martin stated that he would like to assist the work regarding membership.

Action: Dai Morriss, Neil Hamlyn and Bill Martin to meet and discuss the distribution and membership for the CBRN Plan. Findings to be given at the next BMG meeting.

Action: Dai Morriss and Neil Hamlyn to discuss production of an unrestricted CBRN Plan to enable publication to all DCIoS LRF Category 1 responders.

vii) Warning & Informing

Dan Mountain explained that in absence of Scott Senior, he is the Chair of this group and he provided an update to the BMG members. He stated that the Self-help booklet has been circulated.

Dan mentioned representation at the National Steering Committee, as he was unsure if it should be himself or an Emergency Planner. He explained that this will be decided at the next RMEF meeting which is being held on 17 December.

It was also stated that Neil Hamlyn has done a great deal of work on the LRF website which is receiving 300-400 hits per month.

Dan explained that work is being done with the Boy Scouts to produce a Scouting Emergency Planning Badge.

The issue of exercising with media prior to Short Sermon was discussed. Neil Hamlyn stated that all plans should now include a section on media as per the LRF Warning & Informing Matrix that covers our LRF risks.

Action: Neil Hamlyn to resend a copy of the W&I Matrix to all Chairs of subgroups.

viii) HAES

Richard Horne provided an update on the Vulnerable People Plan. He stated that he is due to meet with Mike Sarsfield to discuss resourcing this work and a plan should be produced following this. A report will be prepared for the next BMG. The Plymouth City Council Evacuation Plan v1.0 (08.12.09) has been approved by the subgroup and was formally ratified by the BMG members.

Action: Richard Horne to produce a report on progress of the Vulnerable People Plan for BMG in March 2010.

Action: Neil Hamlyn to add PCC Evacuation Plan v1.0 to the LRF website.

ix) SAR

Mike Rose stated that this group has met twice and is driving forward at speed. The TOR has been agreed and approved. The membership of this group has been kept small to drive the work quickly.

- x) Neil Hamlyn requested that all subgroups need to forward all agendas and minutes of their subgroup meetings to the LRF Secretariat.**

Action: All chairs of subgroups to add the LRF mailbox to their distribution lists for agendas and minutes.

b) Incidents (Local/National/International) – Multi-Agency Issues

None.

c) Amendments to and approval of Work Programme

Neil Hamlyn explained that he has been working with all the subgroup chairs and has identified significant high and very high risks. These have been split into 8-9 workstreams with named leads. Neil ran through the workstreams which have been completed and will be removed from the programme and also listed the new workstreams. The BMG members agreed they are pleased with the layout and content of the Work Programme.

7. TRAINING & EXERCISING

a) Subgroup update

Neil Hamlyn gave an update and explained how the group will operate in terms of 'approving' proposals for T&E. The subgroup wish to advise members that they will be 'endorsing' all training and exercising rather than approving it. He also spoke about the new proforma which has been designed and issued and will need completing for each proposal (also available on the LRF website). The completed proforma is then added to the T&E Programme and sent to the T&E Subgroup for comment and endorsement. If there is any issue or clash of date the author will be contacted.

Neil also explained that the T&E Protocol document is being revamped and costs and charging will be looked at under the review. Due to the importance, the aim is to now have a separate protocol document for debriefing.

b) Review of Programme

Neil Hamlyn explained that the T&E Subgroup will review the programme at each meeting. He stated that work is being progressed to ensure that there is one single point of contact and that T&E is linked to the CRR.

c) Proposed Training & Exercises

See latest T&E Programme. The latest (shortened) version is now available to view publicly on the LRF website.

d) LRF Recommendations Tracker

Neil Hamlyn also explained the new LRF Recommendation Tracker. Items will be tracked by T&E, but may be passed to a subgroup or partner for completion. The Tracker will also be brought to BMG for ratification. It was agreed that the recommendations following Operation Shilton and the East Devon Floods would be included in the Tracker. Richard Clarke asked whether it was worth checking if progress on the 7/7 report should be investigated. Neil Hamlyn to investigate. Ian Fraser-Roe passed his thanks to Lucy Barczok, EPM for Devon & Cornwall Constabulary for assisting in producing this useful document.

Nigel Carson explained that a Regional version of this tracker would be produced and probably placed on the NRE, as it is a very useful audit tool.

Action: Neil Hamlyn to include recommendations from Op Shilton and the East Devon floods in the Recommendations Tracker.

Action: Richard Clarke to send Neil Hamlyn the 7/7 recommendations for a progress/review check.

8. BUSINESS CONTINUITY (Standing Agenda Item)

Debbie Simpson asked the group for reasons why this needs to be a standing Agenda Item. The general consensus was it was not necessary and to remove it from the Agenda.

Action: Neil Hamlyn to remove Business Continuity from the Agenda.

9. INFORMATION SHARING PROTOCOL (ISP) – Approval of document

Neil Hamlyn explained that the ISP has now had its second review and still received a number of significant changes. These have been made accordingly and a draft copy d2.3 was circulated. The Members discussed this document and suggested some wording changes to paragraphs 5.2 and 5.6. Neil will amend this document and re-circulate as the new v1.0.

Peter Davies stated that the MCA will not be signing up to the ISP as they are signing up to the National ISP. Discussions continued between Peter Davies and Debbie Simpson regarding the National ISP. Debbie requested that she would like to see more detail on it.

Action: Peter Davies to forward more information on the MCA National ISP to Debbie Simpson via the LRF Secretariat.

Neil stated that once the amendments have been completed and copy re-distributed, that the declaration on page 13 needs to be signed by the appropriate Chief Executives and sent back to the LRF Secretariat in hard copy.

Action: BMG Members to ensure that all Chief Executives (or representatives) sign ISP declaration and return a hard copy to the LRF Secretariat.

Decision: The Chair proposed the ISP be approved, subject to the minor amendments. All agreed.

10. Confirm process for approval of multi-agency plans (which plans are the LRF responsible for signing-off?)

Ian Fraser-Roe gave an overview on multi agency plans and explained that the police are in possession of approximately 117 (non-LRF multi-agency) plans but only 60% are electronic format and many appear to be out of date. Ian raised the question to the group as to whether the Police should continue to hold these plans in hard copy. Discussions took place regarding this and it was apparent that work needs to be done via the subgroups to decide what plans should belong to and be maintained by the LRF. Bill Martin stated that he would like to work with Ian Fraser-Roe regarding this. It was decided that the Police would not hold any hard copies of plans and they would be returned to the relevant subgroup or partner agency. It would then be the responsibility for each agency to keep them up-to-date, upload them to the NRE (when online) and bring them to Silver/Gold if and when an incident occurs.

It was also decided that Police would keep a master copy of a spreadsheet showing the name of the plan, the date and when it was returned to which subgroup.

Action: Bill Martin to meet with Ian Fraser-Roe to discuss process and distribution of non-LRF multi-agency plans to LRF subgroups.

Action: Ian Fraser-Roe to produce a master spreadsheet showing all hard copy plans and current progress.

Action: Ian Fraser-Roe to remove all hard copies of non LRF multi-agency plans from Gold Control, Police HQ.

Action: Once in receipt of plans, LRF subgroups are to decide which should become 'LRF maintained' and then feed this back to Ian Fraser-Roe and the LRF Secretariat.

Discussions also took place regarding LRF Plans and Neil Hamlyn stated that all the current plans are now available on the LRF website (open plans are available for download).

11. Severe Weather Subgroup

Neil Hamlyn explained that there is not a LRF plan or subgroup for severe weather and that most LRFs undertake the work within the Flooding Subgroup. Following discussion it was decided to do the same for this LRF.

Action: Title of subgroup to be renamed Flooding & Severe Weather Subgroup. Neil Hamlyn to amend the organisation diagram.

12. Category 2 Subgroup

Neil Hamlyn stated that he would like to have a Cat 2 Subgroup created with representation and input at these meetings. He stated that the Subgroup shouldn't become onerous and only needs to meet every 6 months or annually. Buster Brown was willing to lead on this.

Buster stated that he is pleased to be engaged in this LRF as a Cat 2 responder as other LRFs don't offer the same involvement. He also explained that he should be able to have a Cat 2 Subgroup set up in the next few months. Neil Hamlyn explained that he has a number of Cat 2 contact details, which are included in the EP Leads distribution list. They received all information circulated so would automatically be invited to the first meeting.

Action: Neil Hamlyn to forward the contact details of the other Cat 2 Responders to Buster Brown.

Buster Brown spoke about the Cat 2 Emergency Forum for the South West and Nigel Carson stated that Buster would become chair of this group in the New Year.

13. LRF Co-ordinator Funding (update)

Neil Hamlyn stated that a letter has been sent to all agencies regarding the funding for his post for 2010/11 but has only received 11 out of 29 expected replies to date.

14. National Resilience Extranet (update)

Neil Hamlyn explained that 6 organisations have confirmed their sign-up to the NRE. The process of sign-up has to be done online via the NRE website. The national rollout for this has now been delayed until March 2010.

Action: All responders who wish to sign-up to NRE should do so via the NRE website as per details supplied by the LRF Secretariat.

15. Front Page template for all LRF documents

Neil Hamlyn presented the new front page template which he requests be used for all LRF plans and documents. The front page and second page have been standardised to ensure our corporate image is reflected across all of the documents. One change is outstanding regarding the copyright text. The template will be circulate once this change has been made. Current LRF plans/documents will be amended throughout the next few months.

Action: Neil Hamlyn to remove the copyright text from the front page template and then circulate for LRF members for use.

Action: LRF Secretariat to amend current LRF documents to new template style.

16. Website Update

Neil Hamlyn briefing explained that a simplified version of the Training & Exercise Programme and all 12 LRF plans are now on the LRF website. Only open and live plans are available for download.

17. Process for Subgroups working with each other

Neil Hamlyn reiterated the necessity for subgroup chairs to talk and work together to avoid duplication of work.

18. Proposal for automated callout lists (RelayStation)

Neil Hamlyn explained how this system would work and stated the cost would be £60 per month. A question was put to the BMG members to see if this system would be beneficial and could be used. Mike Rose explained that he was not sure if an automated system would work for Gold as each incident/activation is different. Following discussions it was decided that not to progress any further with this.

Action: Neil Hamlyn to contact RelayStation and inform them of decision not to proceed.

19. ANY OTHER BUSINESS**a) Police SW Regional Collaboration Programme**

Ian Fraser-Roe gave an input on this and explained that Devon & Cornwall Constabulary have been given two pieces of work to investigate on behalf of the regional police collaboration: Civil Contingencies and Incident Management. Ian will be leading the project.

b) Reservoir (Legislation)

Richard Horne stated that he is still waiting for the legislation that states which reservoirs need to have plans. Work cannot be commenced until it is received. The legislation is now due at the end of January 2010.

20. SIGNIFICANT EVENTS (NATIONAL/REGIONAL/LOCAL)

Closed [FOIA s22]

21. DATE, TIME & LOCATION OF NEXT MEETING

**Volunteers required for the hosting of future meetings
(highlighted in red):**

- 17th March 2010 Environment Agency (Exminster)
- 16th June 2010 South Western Ambulance Service Trust
- 15th Sept 2010 Plymouth City Council
- 15th Dec 2010 Cornwall Council (Royal Cornwall Showground)
- 16th March 2011 Royal Devon & Exeter Hospital
- 15th June 2011
- 21st Sept 2011
- 21st Dec 2011
- 18th Jan 2012