

Devon, Cornwall and Isles of Scilly Local Resilience Forum

Business Management Group Meeting

Devon & Somerset Fire & Rescue Service Headquarters,
Clyst St George, Exeter
Wednesday 16th September at 1030hrs

MINUTES

Attendees

Superintendent Ian Curtis (IC)	Devon & Cornwall Constabulary
Neil Hamlyn (NH) (Secretary)	LRF Secretariat Co-ordinator
Ian FLOOD-PAGE (IFP)	Teignbridge District Council (Chair - Coastal Pollution)
Col Richard AUBREY-FLETCHER (RA-F)	Joint Regional Liaison Officer, 43 Brigade
William THOMAS (WT)	Council of the Isles of Scilly
Buster BROWN (BB)	South West Water (representing Utilities)
Scott SENIOR (SS)	Plymouth City Council - (Chair – Warning, Informing & Media Sub Group)
Richard HORNE (RH)	Devon County Council (Chair – Humanitarian Sub Group)
Robin HERRINGSHAW (RHe)	Highways Agency
Dai MORRISS (DM)	Devon & Somerset Fire and Rescue Service
Colin ROCKEY (CR)	Devon & Somerset Fire and Rescue Service
Wing Commander Rob TRIPP RAFR (RT)	RAF Liaison Officer SW Region
Debra LAPHORNE (DL)	NHS Plymouth (Chair – Human Diseases)
Miriam SMITH (MS)	Plymouth Hospitals NHS Trust (Representing all Peninsula Hospitals)
Mike ROSE (MR)	Devon & Cornwall Constabulary (Chair – Mass Fatalities & SAR)
John GILHOOLY (JG)	Devon & Somerset Fire and Rescue Service (representing Chair of CBRN)
Neil VINE (NV)	NHS Plymouth
Ian FRASER-ROE (IFR)	Devon & Cornwall Constabulary
Anthony BARTLETT	Cornwall Fire Brigade (representing Cornwall Council)
Jamie WHITFORD-ROBSON (JW-R)	Plymouth City Council

Ben GODDARD (BG)	Animal Health
Nigel CARSON (NC)	Government Office for the South West
Chris PACKER (CR)	Torbay Council
Kathryn BILLING (KB)	Cornwall County Fire Brigade
Helen HUTSON (HH)	MCA
Neville CANNON (NC)	Plymouth City Council (Chair – Telecoms Resilience)
Lt Cdr Jonathan LEE (JL)	Royal Navy Regional Liaison Officer
Debbie BROOKER-EVANS (DBE)	Plymouth City Council
Adele NEEDHAM (AN)	Environment Agency (representing Flooding Chair)
Ray HARRINGTON (Guest)	Devon & Cornwall Constabulary (presentation on Disclosure for first 30 minutes)
APOLOGIES:	
Assistant Chief Constable Debbie SIMPSON	Chair, Devon & Cornwall Constabulary
Richard FEDOROWICZ	Cornwall Council
Gordon TRAPMORE (Flooding Chair)	Environment Agency
Bill MARTIN	South Western Ambulance Service Trust
Nick PAYNE	West Devon District Council
Paul RICHARDS	British Transport Police
Rachel KELLAND	Animal Health
Richard CLARKE	RDE NHS
Ruth STADDON	Emergency Planning, Staddon, Torridge
John PASCOE	Cornwall County Council (Chair - Infectious Disease Animal)
Chris HARTRICK	Devon & Somerset Fire & Rescue Service

OPEN SESSION

1 ATTENDANCE & APOLOGIES

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

2 DECLARATION OF ANY OTHER BUSINESS

There was no other business.

3 ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of the BMG held on 17th June 09 were approved with the following amendments:

Attendance: Richard Clarke was representing Miriam Smith and not Deb Lapthorne.

5d) RH advised that the LRF website was working fine and due to be looked at as part of a full re-assessment in light of NH starting. NH to meet with DCC on 25 Sep 09.

4 DISCLOSURE PRESENTATION BY DETECTIVE INSPECTOR RAY HARRINGTON

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

5 MATTERS ARISING:**a) Review of Training & Exercise Programme**

The programme was circulated and comments were made to accuracy. Debbie Simpson stated that Neil Hamlyn would 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 maybe passed to the Training & Exercise Sub Group to update.

Refer to Item 8

b) Proposed Sub Group Update

Debbie Simpson 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. Debbie Simpson explained that this group would reconvene and a letter from the LRF Secretariat would be sent to Debbie Brooker-Evans providing names of willing members and a suggestion that a meeting needs to be set up in the near future.

Completed.

c) Information Sharing Protocol

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

Refer to Item 10

d) CAERP update progress

Richard Horne 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. Richard Horne 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.

Refer to Item 11

e) LSARC

Helen Hutson 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. Mike Rose 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. Helen Hutson stated that the LSARC would still continue to which she will chair.

ToRs Completed. First meeting on 7 Oct 09.

f) LRF Structure

Discussions took place within the group and comments were made regarding the inaccuracy to the structure. Debbie Simpson stated work needs to be carried out on this which Neil Hamlyn 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

Completed (see Appendix A) with the exception of the actions below:

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 investigate the instigation of a Category 2 subgroup as requested by BB

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

g) Excess Deaths Emergency Planning Meeting

Steve O'Rourke explained that the Excess Death Plan was due to be put onto the LRF Website by March but couldn't be done due to the Website not being live. Due to Swine Flu which has been a priority, work has been slow but the plan will be ready as a strategic overview plan for publication on 30th June and further work is required to develop a tactical plan. The Plan will be put on the Website in due course. Steve O'Rourke gave a brief overview on the pinch-points within the plan. Excess Deaths Management Teams (EDMT) were discussed and a question was raised whether they need to be set up earlier. It was explained that an Operational Teams need to be identified to deliver across all Local Authorities. DS stated that a letter will be sent to all Local Authority (Chief Executives) regarding EDMTs and what it means.

Completed

h) Telecoms Capacity Call Handling Centres

Neville Canon explained that as new TSG Chair he was tasked identify the Call Centre capacity in the South West to provide resilience to the National Flu Service help line if it is required. He stated that there were very tight deadlines to meet and struggled to provide a complete list. Debbie Simpson stated that communication channels are not slick enough and there has been duplication to/from sources. It was agreed that all requests should be generated via the Sub Group Chairs to request/pass information.

Completed – list of all replies sent to Neville Cannon

6 COMMUNITY RISK REGISTER

NH brought the revised Risk Rating Matrix to the table. It was recognised that there would be value in keeping both the National/Regional and LRF identification codes on the matrix.

NH confirmed that the Risk Assessment Working Group (RAWG) would be re-instated due to the importance of this area. NH will chair the subgroup and membership will be as required with only a small core number of individuals. Advice from members was to ensure that the experience from members who were previously on the RAWG be sought. Malicious threats will now be considered and added to the CRR. Meetings are to be set on a quarterly basis.

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

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

7 REVIEW OF WORK PROGRAMME**a) Approval of new format**

NH explained the new format of the Work Programme. A request was made to add version number of a new plan before it is removed completely from the Work Programme. DL asked that links be made with other pieces of work so that items were not removed before the whole package was completed (NH confirmed that this is in place with the addition of the Ident Number in the first column). WT asked how the target dates were established? Dates need to focus on the driver, which would probably be legislation. If no driver then NH would assess and confer with the Chair of the subgroup. Final decision is made by BMG.

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

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

There was an update to recent COG (02.09.09) around mitigation of flood risks. No incidents were tabled.

c) Update on progress and approval of Work Programme

Containment Plan can be removed from Work Programme, as it is no longer valid. All subgroup chairs were reminded that they should review the Work Programme and assess their priorities. All completed items can now be removed. WT commented that the Work Programme should only include work, such as plans, that reduce the impact and consequences of emergencies once they have occurred. The Work Programme (and subgroups) should not include prevention measures such as flood barriers. The priority 1 items were approved as being the focus of our main work, however Members were concerned about the amount of work that the Flooding subgroup have and that some of it may be centred on prevention and not the consequence of the emergency. NH explained that the Chair of the subgroup was re-examining his workstream with a view to better describing what needs to be done. NH will then be able to discuss the outcomes with the Flooding subgroup, before bringing it back to BMG. All subgroup Chairs were asked to visit their workstream priorities against the CRR.

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

8 TRAINING & EXERCISING**a) Subgroup update**

DBE gave an update on the first meeting of the reformed T&E subgroup, which took place on 20 Aug 09. ToRs have been approved and the following workstreams identified: Review T&E Submissions Proforma; Review T&E Programme; identify statutory sites with a view to ensuring a full T&E programme over the next 5-10 years covers these areas; review the exercise charging policy.

DBE and NH are to visit Tyne & Wear to explore how they are handling occupational standards in connection with T&E. Next subgroup meeting is on 20 Nov 09.

b) Review of Programme

RT mentioned that uptake for the seminar at RNAS Culdrose has had a low uptake from DCIoS LRF and asked that it be resent. He also advised that insurance cover for civilians flying is no problem if there is a 'mutual advantage'. However, if it is for T&E then insurance is required to be in place. WT asked if corporate insurance would suffice, but it was confirmed that it does not in this case. All Members to note and cascade this information.

BB reminded all of Exercise Torrent that is taking place on 29 Oct 09. Ident T39 has now been cancelled and needs removing.

R-AF asked about SCG exercising as it was not on the Programme. There is a connection with licensing requirements. DBE confirmed that the subgroup will prioritise this type of exercising after the statutory sites have been established.

It was mentioned that members of COG need to be involved in some T&E. It was suggested that Ex Short Sermon would help with this.

AN from the Environment Agency requested that they have a representative on the subgroup. DBE said that the calling notice was sent to all and that anybody can join the subgroup.

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

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

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

8 c) Proposed Training & Exercises

Due to restriction on time this item was not discussed in full.

9 BUSINESS CONTINUITY (Standing Agenda Item)

Nothing to report.

10 INFORMATION SHARING PROTOCOL (ISP)

RH had recently passed a paper to NH with suggested amendments from DCCs Information Compliance Department. NH to check and insert as required. NH said that amendments from the Legal Department of Cornwall Council had already been inserted and may cover some of the points raised in this paper.

MS requested a change to the 'Request for the Disclosure of Information' form: needs to have 'see attached' added if the answer is YES to the 'Consent from the individual has been obtained'.

There are two separate lists of organisations within the document – members agreed that these should read the same.

SS advised that Plymouth Council thought there was a need to have standard operating procedures to go alongside or be incorporated into this document.

Members agreed that the Protocol (version is d1.3) was not quite ready for approval and asked for a re-submission after changes had been made. This was to be the final quality review.

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

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

Action: SS to advise LRF Co-ordinator on inserting standard operating procedures within the ISP

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

11 CAERP

BMG approved v2.3 of the CAERP. Thanks were to be passed on to Police Sergeant Mark Ruston, who, for the second year had incorporated the changes and managed the review. It was suggested that the CAERP should sit under a subgroup for resilience. DBE offered T&E subgroup to take this on. MR offered SAR subgroup as the appropriate place for this document, which was agreed. Mark Ruston will be invited to join the subgroup. MS pointed out that the quality review document had requested telephone numbers be inserted for ARCC, but suggested that they and any others be removed before publishing online. *[Post meeting: NH can confirm that these amendments were not actually inserted into CAERP, therefore no further action is required.]* It was confirmed that the CAERP could be published on the LRF website.

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

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

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

Action: MR to invite Mark Ruston to sit on SAR when next review due in March 2010

12 FUEL SHORTAGE PLAN

Approval of plan was tabled with a briefing paper. BMG noted the recommendations and felt that more work needed to be carried out before approval could be sought. It was decided that SS would undertake lead, as there were two specific sites under Plymouth City Council that could be affected by this Plan.

Action: SS 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.

Action: SS to invite BB to sit on task & finish Group for Fuel Shortage.

13 CONTAINMENT PLAN FOR FLU PANDEMIC

DL explained that there was no reason to formally approve as now beyond this plan.

14 VACCINATION PLAN FOR FLU PANDEMIC

DL explained that the Vaccination Plan is ready for implementation, we just await the arrival of the vaccine. Biggest area affected is the young. DL commented that if you have recently had asthma, bronchitis, pleurisy or similar you should consider the flu jab if offered by your doctor. **BMG members approved the Vaccination Plan.**

15 MINING WASTE EMERGENCY PLANNING REGULATIONS

Due to lack of time this item was not discussed.

Action: LRF Co-ordinator to carry forward to next meeting.

16 UPDATE ON NEW SUBGROUP FOR SEVERE WEATHER.

NH asked for comment on the creation of a new subgroup to include storm/gales, snow and heatwave. Also asked that it should include the permanent involvement of the Met Office. RH commented that there are too many subgroups as it is the same resource that usually has to attend them. SS suggested that this should be put under flooding as a task & finish group. NC suggested merging with the HAES subgroup. As time was short, discussion was curtailed with a view to making a decision at the next BMG meeting.

Action: No decisions taken; LRF Co-ordinator to carry forward to next meeting.

17 DCC WORKSHOPS

RH briefed all on a request for resource and approval for inclusion under LRF 'banner' for workshops being delivered by DCC (with help from EA) to Parish Councils around community resilience. **BMG confirmed its support.**

18 WARNING & INFORMING LEAFLET

Brief from RH: At the last BMG it was agreed to produce and distribute an LRF Warning & Informing leaflet to every household in the LRF. Further work on the cost of production and distribution indicates that it is not financially viable to follow this strategy. Subsequently, the local authorities involved have agreed to revise this strategy, so that the leaflet can be distributed via key public service points, such as libraries, leisure centres and local authority offices. In addition, it is requested that Police Stations, Doctors Surgeries and Hospitals (requirement may vary by local authority area) can also be used. The leaflet will also be available from the LRF website. BMG confirmed its full support to this new strategy.

Action: RH to implement strategy as agreed.

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

19 NATIONAL RESILIENCE EXTRANET AND GOVERNMENT CONNECT

Due to lack of time this item was not discussed. NH tabled a paper that he asked all members to take away and consider. He will follow this up and gain confirmation on how we progress. WT enquired as to whether the Telecoms subgroup should take this work forward and investigate further. NC confirmed that he had ratified the paper that had been tabled and agreed that NRE offers a capability that GCSX does not. He recommended that Agencies should have both.

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.

20 ANY OTHER BUSINESS

There was no AOB.

21 SIGNIFICANT EVENTS (NATIONAL/REGIONAL/LOCAL)

Closed [FOIA s22]

22 DATE, TIME & LOCATION OF NEXT MEETING

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

16 th Dec 2009	Devon County Council
17 th March 2010	Environment Agency (Exminster)
16 th June 2010	South Western Ambulance Service Trust
15 th Sept 2010	
15 th Dec 2010	Cornwall Council (Royal Cornwall Showground,)
16 th March 2011	Royal Devon & Exeter Hospital
15 th June 2011	
21 st Sept 2011	
21 st Dec 2011	
18 th Jan 2012	