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## Devon, Cornwall and Isles of Scilly Local Resilience Forum

### **Business Management Group Meeting**

Conference Room, Environment Agency, Exminster House, Exminster  
Wednesday 17th March 2010 at 10.00am

## MINUTES

### Attendees

A/DCC Debbie SIMPSON (chair)	Devon & Cornwall Police
Neil HAMLYN	LRF Secretariat Co-ordinator
Julie BOLT (minutes)	Devon & Cornwall Police
Insp Ian FRASER-ROE	Devon & Cornwall Police
Sgt Mike Rose	Devon & Cornwall Police (Chair – Mass Fatalities & SAR Subgroups)
Neville CANNON	Plymouth City Council (Chair – TSG)
Femi OSHIN	Health Protection Agency
Robin HERRINGSHAW	Highways Agency
Peter ROBERTS	Western Power Distribution
John GILHOOLY	Devon & Somerset Fire and Rescue Service
Bill MARTIN	South West Ambulance Service
Emma REID	Torbay Council
William THOMAS	Council of the Isles of Scilly
Nigel CARSON	Government Office for the South West
Richard HORNE	Devon County Council (Chair – HAES Subgroup)
Scott SENIOR	Plymouth City Council (Chair – Warning, Informing & Media Subgroup)
Gordon TRAPMORE	Environment Agency (Chair – Severe Weather Subgroup)
Wing Commander Rob TRIPP RAFR	RAF Liaison Officer SW Region
Helen HUTSON	MCA HM Coastguard
Buster BROWN	South West Water (representing Utilities)
Miriam SMITH	Plymouth Hospitals NHS Trust
Neil VINE	NHS Plymouth
Deb LAPTHORNE	NHS Plymouth
Anthony BARTLETT	Cornwall Fire & Rescue Service
Georgina GRAY	Environment Agency
Marion SCOTT	Exmouth Rotary – Shelterbox (visitor)
Adrian LUNNON	Exmouth Rotary Club (visitor)

### APOLOGIES:

Brian GUTTRIDGE	Cornwall PCT
Richard FEDOROWICZ	Cornwall Council
Charlie PALLOT	HAP
Debbie BROOKER-EVANS	Plymouth City Council

Richard AUBREY-FLETCHER	43 Wessex
Ian FLOOD-PAGE	Teignbridge Council (Chair Coastal Pollution Subgroup)
Les SNOWDON	National Grid
Dai MORRISS	Devon & Somerset Fire & Rescue Service (Chair CBRN Subgroup)
Ben GODDARD	Animal Health
Martin RAWLING	Cornwall Council (Chair Recovery & Site Clearance Subgroup)
Steve CASTLE	Vodafone

## 1. ATTENDANCE & APOLOGIES

Ian Fraser-Roe opened the meeting and welcomed all. Apologies as per above. Ian welcomed Marion Scott who would be giving a presentation on Shelterbox.

## 2. DECLARATION OF ANY OTHER BUSINESS

None

## 3. ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of the BMG held on 16<sup>th</sup> December 09 were approved as a true and accurate record except for one amendment to Item 5h (second action) should read Neville Cannon and not Gordon Trapmore.

## 4. PRESENTATION BY MARION SCOTT – SHELTERBOX

Marion Scott gave a presentation on Shelterbox followed by questions from the group. Ian Fraser-Roe thanked Marion for this.

## 5 MATTERS ARISING:

### a) LRF Structure

**Action:** LRF Co-ordinator to investigate the instigation of a Category 2 subgroup as requested by Buster Brown. **Complete**

Neil Hamlyn explained that Cat 2 names have been given to Buster Brown. This group will meet 1-2 times per year. Buster stated that he has volunteered to become the chair of Regional Cat 2 Forum.

### b) Information Sharing Protocol (See item 10)

**Action:** Scott Senior to advise LRF Co-ordinator on inserting standard operating procedures within the ISP **Complete**

Scott Senior stated that this was included in the last amendment by Plymouth City Council.

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

### c) 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. **Complete**

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

**d) Warning & Informing Leaflet**

*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). All leaflets received. **Complete**

**e) COMMUNITY RISK REGISTER and Risk Assessment Working Group (RAWG) Update**

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. **Complete**

**f) 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. 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. **Complete**

Scott Senior explained that the link between Warning, Informing and Media Subgroup and Tamar Estuaries Emergency Planning Forum needs to be removed.

**Action: Neil Hamlyn to remove link**

**g) Recovery and Site Clearance Subgroup (TOR)**

Martin Rawling explained that the Mining Waste Directive is causing concerns as there is no subgroup for this work. 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:** To remove Mining Waste Directive from LRF Work Programme. **Complete**

**h) Telecoms Resilience**

Buster Brown explained that MTPAS is replacing ACCOLC 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. 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. **Complete**

Update - Neville Cannon provided an update on the above and explained that progress is slow. Neville explained that he has forwarded a list of organisations within the LRF to the Cabinet Office and at the next TSG meeting the number of MTPAS phones need to be looked at. It was made clear that Cat 2 Responders will register through Defra. A deadline for MTPAS returns was questioned and Neil explained that this is not

necessary as the work is being monitored through the Work Programme (W28).

Neil explained that he would like a list of TSG dates to add to the Work Programme.

**Action: Neville Cannon to provide TSG dates to Neil.**

**Action:** Neville Cannon 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. Neville Cannon stated that this wasn't necessary following discussions with EP Leads. **Item discharged**

**i) CBRN**

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

**Actions still outstanding – carry forward to next meeting.**

**j) Warning & Informing**

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.  
**Complete**

**k) HAES**

Richard Horne provided an update on the Vulnerable People Plan. 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 **See item 7a.**

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

**l) 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. **Discharged**

Neil explained that he still hasn't received minutes and papers from the HEMG, TSG and SAR subgroups. It was clarified that in future all papers would need to be put on NRE.

**m) LRF Recommendations Tracker**

Neil Hamlyn also explained the new LRF Recommendation Tracker. 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.

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

**Action:** Neil Hamlyn apologised that this action hasn't been completed due to other work priorities. He stated that along with these recommendations there are another 4-5 debriefs with recommendations from exercises which also need to be added to the tracker.

**Action: Update required at next BMG in June 2010**

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

Neil stated that recommendations from national incidents will be considered by the Training & Exercising Subgroup for possible inclusion in our LRF Recommendations Tracker.

**n) 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. **Complete**

**o) Information Sharing Protocol (ISP) – Approval of document**

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 Hamlyn has been in discussion with Barrie Evans regarding this. Helen Hutson stated that a recommendation nationally is that MCA don't sign up to local the ISP. However Helen provided Neil Hamlyn with their Disclosure of Information Document stating further information. **Complete**

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. **To be discussed at Item 10.**

**p) 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. 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. **Complete**

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

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

**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.

**Action: Outstanding**

Ian Fraser-Roe explained that he met with Bill Martin and arrangements are now in place and the removal of paper copies of plans in Gold have commenced. A master spreadsheet has been produced and can be obtained from Ian. He clarified that Plans will remain in Silver Rooms.

**q) 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. **Complete**

**Further amendment – This Subgroup now called “Severe Weather Subgroup.**

**r) Category 2 Subgroup**

Neil Hamlyn stated that he would like to have a Cat 2 Subgroup created with representation and input at these meetings. Buster Brown was willing to lead on this. 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. **Complete**

**s) 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.

**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. **To be discussed at Item 13**

**t) Front Page template for all LRF documents**

Neil Hamlyn presented the new front page template which he request be used for all LRF plans and documents. One change is outstanding regarding the copyright text. The template will be circulated 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. **Complete**

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

**u) Proposal for automated callout lists (RelayStation)**

Neil Hamlyn explained how this system would work and stated the cost would be £60 per month. 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. **Complete**

**6. COMMUNITY RISK REGISTER (App C)****a) Approval for 'Capability Met' percentage (residual risk) CRR**

Neil ran through the new CRR and explained the new columns and what information needs to be entered. He stated that residual risk will not be shown so the column "Capability Met" has been added which will state the work that has been completed as a percentage.

Neil explained that when the CRR is made public the last 7 columns will be hidden. A question was raised as to whether the Recommendations Tracker is built into the CRR and Neil explained that in future they will link together.

Nigel Carson stated that the new CRR is an excellent template and would like to use it regionally.

**b) Malicious threats update from Regional Meeting**

Neil explained to the group that he had recently attended the Regional Threat Assessment Meeting where working with malicious threats was discussed and how to show threats on the Community Risk Register. Patrick McGowan is producing a paper for LRFs stating what can be shown to responders and the public.

It became apparent that LRFs should be briefed on the Counter Terrorism Strategy. Neil explained that a briefing will be provided at COG level and he is also looking into inviting Patrick to the next COG meeting in September.

Debbie Simpson also explained that Special Branch are visiting all Local Authorities to give a brief on PREVENT.

**c) Very high and high risk assessments (Risk Matrix)**

Neil explained that there is no change to Very High risks. Two High risks have been moved from High to Medium and that all Risk Lead Assessors are currently looking at the Very High and High risks.

Deb Laphorne explained that Swine Flu is almost over, equipment is being sent back and that the risk needs to be assessed for removal from the Very High category.

**d) New risks: snow and ice**

Neil stated that a new risk for snow and ice is being added and the descriptor changed. Torbay will be the lead assessor for this and they will feed into the Severe Weather Subgroup.

**7. REVIEW OF WORK PROGRAMME****a) Update on progress****i) HEMG (Ratify reviewed plans: Mass Casualty & Pandemic Influenza)**

Neil Vine explained that the Pandemic Influenza Plan has been reissued and that the protocol hasn't changed around UK alert levels.

Neil Vine also explained that the Mass Casualty Plan is awaiting completion of the Regional NHS South West Plan, due by the end of March 2010. In the meantime the existing plan is workable.

**ii) Recovery & Site Clearance Subgroup (Update on Site Clearance Plan; Recovery Plan)**

Neil Hamlyn provided an update on behalf of Martin Rawling. Neil explained that obtaining information required for the Site Clearance Plan has been slow and Martin requests approval to extend the deadline for this piece of work. It has been agreed to extend the deadline to BMG in September 2010.

**Action: Neil Hamlyn to update the Work Programme with the new target date (workstream W18)**

Neil also explained that the Recovery Plan is on target and a final draft has been produced which will be ready for sign off at the BMG in June 2010.

**iii) Telecoms Resilience (MTPAS progress update; Telecoms Resilience Plan)**

As already discussed at item 5h, Neville Cannon explained that most organisations have passed their current lists of mobile phone sims as registered with ACCOLC to the Telecommunication Resilience Subgroup (TSG). Neville explained that phones cannot be disabled. He stressed the importance of managing leavers, users and joiners who have these phones to ensure MTPAS doesn't fall the same way as ACCOLC.

There has been confusion regarding MTPAS from Gold Commanders and Neville clarified that there isn't a cost to invoke the plan.

Neville also explained that the Telecommunication Resilience Subgroup are working on the Telecoms Resilience Plan.

**iv) Flooding (Renaming of Subgroup to Severe Weather; Multi-agency Flood Plan approval; Ex Watermark)**

Gordon Trapmore provided an update on this and clarified that new name for this subgroup is now 'Severe Weather' Subgroup.

Gordon explained that the Multi Agency Flood Plan had been approved by the Subgroup and copies have been distributed. He requested the BMG approval for this plan. Discussions took place regarding the hard work which has gone into the plan but it is apparent there are numerous grammatical and spelling errors within the plan. It was agreed by the BMG members that that content of this plan would be signed off providing it was proof-read and amended before publishing.

**Action: Ian Fraser-Roe to arrange for the plan to be proof-read.**

Gordon provided an update on Exercise Watermark which is a national exercise taking place on 7-11 March 2011 to which Devon, Cornwall & IOS are taking part in. He stated that we need to start planning as soon as possible and a list of people wishing to take part needs to be collated. Debbie Simpson stated that COG are fully supportive of this.

**v) CBRN (Strategic Holding Areas)**

John Gilhooly explained that three Strategic Holding Areas (SHA) have been identified within Devon and Cornwall (Westpoint, Cornwall County Showground and Okehampton Battle Camp) and draft plans for these are being progressed. He stated that a SHA still needs to be identified for the Isles of Scilly. The target date of June should be met and an update will be provided at the next BMG.

**Action: CBRN Chair to provide update on SHA plans at the next BMG in June.**

**vi) Warning, Informing & Media (Media framework inclusion in *all plans*)**

*Scott Senior explained that media framework needs to be included in all plans and it's the responsibility of the subgroups to ensure this happens. Further discussions took place regarding this and Scott stated that to date there had been nil returns.*

Scott requested that this workstream W35 (Major Incident Media Framework inclusion on LRF Plans) be removed from the Work Programme.

**Action: Neil Hamlyn to remove W35 from Work Programme.**

Scott also explained that a Media Plan needs to be written for Short Sermon 2010 as there wasn't one for Short Sermon 2007.

**vii) HAES (Vulnerable People Plan; Exeter City Evacuation Plan)**

Richard Horne explained that a draft version of the Vulnerable People Plan is in place and will be circulated to group members. A workshop will be set up and all Local Authorities are urged to attend. Richard also expressed the need to exercise this and will keep Neil Hamlyn updated with the progress. Richard stated the target date needs to be changed to 30<sup>th</sup> June 2010.

**Action: Neil Hamlyn to amend W08 with new target date.**

Richard also explained that Peter Brown is leading on the Exeter City Evacuation Plan and that this work is being progressed. Note: Peter Brown is retiring in June 2010.

**viii) SAR (LRF SAR Plan)**

Mike Rose stated that the draft SAR Plan is currently with Rob Tripp to finalise.

Mike explained that the Mass Fatalities Subgroup are working on the Mortuary Plan and a contract with Kenyons has been made.

Mike requested approval from BMG members for the Mass Fatalities Subgroup to create a full LRF Mass Fatalities Plan and to add a new workstream accordingly. He explained that a very useful document 'Guidance for responding to a Mass Fatality Incident' was produced in 2007 by Bob Palmer and the idea is to review and update this document to form the LRF Mass Fatalities Plan.

Mike also explained that the Mortuary Plan will sit under the Mass Fatalities Plan once approved.

**Action: Neil Hamlyn to add a new workstream for the creation of a Mass Fatalities Plan**

Mike requested that W20 and W21 are removed from the Work Programme as the work is encompassed within W38

**Action: Neil Hamlyn to remove W20 and W21 from Work Programme**

**ix) Fuel Shortage Plan (approval; author and lead agency)**

Scott Senior explained that the Task & Finish Group co-chaired by himself and Hannah Wheeler met on 4<sup>th</sup> March and the final version of the Fuel Shortage Plan was produced. Scott requested approval of this plan by BMG members. It was agreed that the plan be signed off and then to look at Robin Herringshaw's amendments. Scott raised the question regarding where this plan should sit as he feels it doesn't sit with the Warning, Informing and Media Subgroup. He requested that it sits with the LRF Secretariat and be reviewed in 12 months time. Neil Hamlyn requested that Scott's name still be entered in the plan as lead for next year's review.

**Action: Fuel Shortage Plan to show Scott Senior as lead.**

Bill Martin stated that the commercial world should be involved and informed of the Fuel Shortage Plan.

Nigel Carson stated that a fuel shortage would be activated at national level and suggested that a check is carried out against the NEPF with regards to the use of temporary logos as our LRF plan states different information.

**Action: Scott Senior to check with Hannah Wheeler and report at the next BMG**

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

Neil Hamlyn explained that a Multi Agency Debrief took place on 26<sup>th</sup> February following the severe weather in January. This was led by Wing Commander Rob Tripp who is writing a Debrief Report which will be finalised by the end of March.

At the Debrief only the Police Media were present as the majority of attendees had

decided that they didn't want the media present. An outcome from the Debrief was that a Media Statement was put together by the Police Media Team which would need approval from partners Media Teams and COG before despatch. Post the Debrief it was decided by the Warning, Informing & Media Subgroup that a statement was unnecessary. This was ratified by the LRF Chair, Debbie Simpson. Despite this a broadcast was issued by BBC Spotlight which was partially incorrect. The group stressed the need to take control of this.

Further discussions took place regarding acronyms and Emma Reid explained that this was her first meeting and she was finding it difficult to follow the meeting because of the acronyms used. She requested a terms and definitions list.

**Action: Neil Hamlyn to forward definitions list to Emma Reid**

**c) Amendments to and approval of Work Programme**

Neil Hamlyn provided an update on this and explained that there are 12 new workstreams on the Work Programme of which the majority are risk assessments that are currently being reviewed.

**8. TRAINING & EXERCISING**

**a) Subgroup update**

Neil explained that the Training & Exercise (T&E) Subgroup met on 2<sup>nd</sup> March and the priority is to now go through 5-6 outstanding debriefs. Neil expressed the need to have the same format for debriefing and a debrief template will be produced to ensure the same method is followed to allow T&E to quickly filter through the recommendations.

**b) Review of Programme**

Neil briefly explained that the Training & Exercise Programme is up to date and that the LRF website is also kept up to date with exercise dates.

Buster Brown explained that Exercise Kingfisher is taking place on 24<sup>th</sup> March but Devon, Cornwall & IOS LRF will not be taking part.

William Thomas briefly outlined the Regional wide Animal Exercise which is due to take place later this year but no date or topic has been decided but it could be anthrax or rabies. Neil explained he has received an e-mail regarding this and at present 15 Authorities will be participating. Neil has requested the completion of a T&E proforma by Christine Elstone from Trading Standards within Devon County Council.

Ian Fraser-Roe stated that he is leading on the Police Regional Collaboration Project for Civil Contingencies. He advised BMG that there will be workstreams around interacting with civil communities and suggested that these maybe captured as part of the LRF Community Resilience Agenda. Ian stated that he will keep the group informed and will soon be sending a survey to all partners.

**c) LRF Recommendations Tracker**

As already discussed at 5m, Neil stated that the Tracker is live but there are still recommendations from debriefs which need to be added.

**9. HIGHWAYS AGENCY (HA) TRAFFIC OFFICER SERVICE ON A38**

Robin Herringshaw explained that the HA Traffic Officer Service on A38 will be rolled out on 26<sup>th</sup> April between Exeter and Plymouth. This means that the Highways Agency will have more presence and resources to deal with incidents to free up police time. For further information contact Robin Herringshaw ([Robin.Herringshaw@highways.gsi.gov.uk](mailto:Robin.Herringshaw@highways.gsi.gov.uk))

**10. INFORMATION SHARING PROTOCOL (ISP)**

Neil Hamlyn provided an update on this and explained that only 12 from 38 organisations have signed up to the ISP.

It was stated that BMG members need to be copied into e-mails sent to Chief Executives to ensure work is progressed and deadlines met. It was agreed to put this on the agenda for the next BMG meeting in July.

**Action: Neil Hamlyn to resend ISP e-mail to BMG members.**

**Action: Neil Hamlyn to add ISP to Agenda for the next BMG in June.**

**11. MULTI-AGENCY FRAMEWORK FOR REGIONAL CO-ORDINATION OF A MAJOR EXOTIC ANIMAL DISEASE OUTBREAK**

William Thomas provided an overview on this and stated that Nigel Carson circulated an Exotic Animal Disease Response Framework document. He stated that a workgroup has been set up and Peter Brown from Wiltshire who is the Regional lead for the 5 counties attended but no input from this LRF was made. Discussions ensued regarding this and it was felt that the Infectious Diseases – Animal Subgroup (John Pascoe) needs to be aware of this.

**Action: Nigel Carson to forward the document to Neil Hamlyn.**

**Action: Neil Hamlyn to forward all information to John Pascoe (Chair Infectious Diseases – Animal Subgroup) and to EP Leads.**

**12. LRF CO-ORDINATOR FUNDING COMMITMENTS**

Debbie Simpson gave an overview on this and explained that the majority of partners agreed funding for this post for 2009/10 and that funding allocations are now due for 2010/11. She explained the table at Appendix I which shows which partners have agreed/paid/not paid. Discussions took place regarding this and updates were provided to Neil as to who will provide the funding for this financial year.

The process for payments is that each Agency needs to send a Purchase Order to Devon & Cornwall Police or the Police will send an invoice to organisations after 1<sup>st</sup> April 2010.

It was agreed that a copy of this table needs to be sent to BMG members to ensure funding commitments are made.

**Action: Neil Hamlyn to send e-mail (with table at Appendix I) to BMG members regarding the funding commitments.**

**13. NATIONAL RESILIENCE EXTRANET (training update)**

Neil Hamlyn explained that training has started for Sponsors (Administrators) and the first session took place on 10<sup>th</sup> March at Cornwall Council. The Police agreed to pay for this

training session as Ultra (the training company) will only accept one invoice per training session. Devon & Cornwall Police will then invoice the course participants after the training. The overall cost was approx £1500; £110 per person and the trainer charges.

Neil explained that each organisation needs to have at least one sponsor to enable the set up of the system and to set permissions. Without the training for the sponsor(s), an organisation will not be given access to the NRE.

The second session is due to take place on 26<sup>th</sup> March at Devon County Council and Richard Horne agreed that Devon County Council will pay this charge and invoice the partners accordingly. Neil stated there are only 5 names down to attend this session and the minimum is 10 for the course to run. If the attendee numbers don't reach 10 it will need to be cancelled and rearranged for another date.

**Action: Neil to monitor and assess the numbers at the end of business on 19<sup>th</sup> March and postpone the course if necessary.**

It was clarified that NRE sits under the Telecommunications Resilience Subgroup and Neil will work with this group on this.

**Action: Neil Hamlyn and Neville Cannon to meet and discuss**

#### **14. ADJUSTMENT TO MEETING SCHEDULE**

**BMG 15 Sep before COG (re-scheduled for 30 Sep). Will allow BMG to produce and recommend agenda for COG.**

The group agreed this proposal.

#### **15. ANY OTHER BUSINESS**

##### **Internet Access – Gold/Silver Rooms**

Femi Oshin raised the question regarding internet access at Gold and Silver. He said he has concerns that access may not be available. Ian Fraser-Roe stated that the Police were progressing this by looking at setting up access points in time for Short Sermon (12<sup>th</sup> October 2010) but all partners should assume that internet access would not be available in the meantime and should make alternative arrangements.

##### **Departure of Rob Tripp**

Debbie Simpson passed her thanks and appreciation to Rob Tripp for his input and hard work across the LRF especially on the recent Snow Debrief and the Search and Rescue Plan. She wished him well for the future.

Rob Tripp advised the group that his replacement will be Wing Commander Lester Pierce.

#### **16. SIGNIFICANT EVENTS (NATIONAL/REGIONAL/LOCAL)**

None

**17. DATE, TIME & LOCATION OF NEXT MEETINGS**

Wed 16 <sup>th</sup> Jun 2010	South Western Ambulance Service Trust
Wed 15 <sup>th</sup> Sep 2010	Plymouth City Council ( <a href="#">produce COG agenda</a> )
Wed 15 <sup>th</sup> Dec 2010	Cornwall Council (Royal Cornwall Showground)
Wed 16 <sup>th</sup> Mar 2011	Royal Devon & Exeter Hospital ( <a href="#">produce COG agenda</a> )
Wed 15 <sup>th</sup> Jun 2011	venue required
Wed 7 <sup>th</sup> Sep 2011	venue required
Wed 14 <sup>th</sup> March 2012	venue required