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

### Chief Officer Group Meeting

Isles of Scilly Council, Hugh Town, St Marys  
Wednesday 2<sup>nd</sup> September 2009 at 1030hrs

### MINUTES

#### Attendees

ACC Debbie Simpson (DS)	Devon & Cornwall Constabulary
Ian Curtis (IC)	Devon & Cornwall Constabulary
Neil Hamlyn (NH)	LRF Secretariat Co-ordinator
Elizabeth Raikes (ER)	Torbay Council
John Sweeney (JS)	Cornwall Fire Brigade
Nigel Carson (NC)	GOSW
Richard Fedorowicz (in place of CE) (RF)	Cornwall Council
Giles Perritt (for Barry Keel) (GP)	Plymouth City Council
Brigadier Steve Hodder (SH)	43 Wessex Brigade
Richard Aubrey-Fletcher (RAF)	43 Wessex Brigade
Jonathan Bailey (JB)	Environment Agency
Rob Tripp (RT)	RAF
Buster Brown (BB)	SWW (representing Utilities)
Hugh Parry (HP)	SWW (representing Utilities)
Dr Jane Royle (JR)	NHS Cornwall and Isles of Scilly (for
Associate Director of Public Health	Debra Laphorne)
Steve Wesbster (SW)	IOS Fire Brigade
Brian Gutteridge (BG)	Health Protection Agency
William Thomas (WT)	Council for the Isles of Scilly
Cllr Julia Day	Council for the Isles of Scilly
Bill Martin (BM)	SWAST
Caroline Wildish	Secretary - Devon and Cornwall
	Constabulary

#### Apologies

John van de Laarschot	Torridge Council
Andrew Page-Dove	Highways Agency
Phil Norrey	Devon County Council
Trevor Stratford	DSFRS
Debra Laphorne	NHS (Plymouth)

## OPEN SESSION

Cllr Julia Day, Chairman of the Council for the Isles of Scilly opened the meeting and welcomed attendees to the island.

### 1 ATTENDANCE & APOLOGIES

WT Requested discussion on the Government connect scheme.

### 2 DECLARATION OF ANY OTHER BUSINESS

WT Requested discussion on the Government Connect scheme (GCSX).

### 3 ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting of the COG held on 4 Mar 09 were approved.

### 4 MATTERS ARISING:

#### a) Environment Agency Briefing Note to All LRFs

Martin Weiler 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.

**Completed**

#### b) Expectations and Indicators of Good Practice (Cabinet Office Guidance)

Debbie Simpson gave an overview on this paper and explained that the guidance is for organisations to best managed under the CCA 2004. Scott Senior suggested using the template within the document to audit the LRF and to take to the BMG for each individual workstream to assess.

**Completed**

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

Debbie Simpson 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.

**Postponed until March 2010 – unable to make contact. WT to progress**

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

Debbie Simpson 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. Debbie Simpson 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. Richard Bayly explained that he would take this back to GOSW to get clearer information.

**Completed. Discussed at BMG and Paper circulated.**

**5 COMMUNITY RISK REGISTER (CRR)**

NH Confirmed that there had been no material changes to the risk register but will look to improve the layout. Focus needs to be on the major risks i.e. pandemic flu and flooding. NH talked COG Members through the revise Risk Matrix.

NH Confirmed that he is looking to re-introduce the Risk Assessment working group and will send out a communication on this.

ER requested that future copies show what has changed. Also requested that a future meeting look at whether loss of electricity should be added as it has been mentioned recently in national press.

**Action: LRF Co-ordinator to add a risk around loss of electricity.**

**6 WORK PROGRAMME**

**a) Update on progress**

NH is currently talking to the Chairs of the subgroups, to establish the accuracy of the information. He still has some outstanding visits, which is why the Work Programme is not yet complete.

NH stated that the LRF website is now live and at no cost to members. It contains a members area where the intention is to hold and share documents. However, this area is not being used at the moment due to security issues.

The Cabinet Office is bringing the National Resilience Extranet (NRE) on-line in November and have signed a 2 year contract, after which time its continuation is likely to depend on usage. This has an annual cost of £85 per license. The suggestion is that all Cat 1 Responders would subscribe with the primary benefit of being able to move/manage documents around the LRF up to the level of restricted.

SH stated that £85 is just for the Collaborative part of the site, full use would require purchase of the AIMS license at £365 per person per year.

WT Requested that both Government Connect (GCSX) and NRE options are looked at by the Telecoms Resilience subgroup (Neville Cannon is the Chair). GCSX is particularly important as it would give local authorities secure email that is likely to become increasingly important.

BB asked for clarity on whether Cat 2 Responders are included in this. NH stated that he would check if they could be part of NRE.

DS stated that each organisation would need to make their own mind up on this matter however it would be helpful if everyone had the same method of access to documents. COG Members confirmed that they were happy to make the final decision on DCIoS LRF proceeding with NRE via email should this be required.

**Action: LRF Co-ordinator to meet with NC to discuss options of both NRE and Government Connect.**

**Action: LRF Co-ordinator to confirm Cat 2 Responders can subscribe to NRE.**

#### **b) Issues for resolution**

Format. NH asked if the level of detail and format was satisfactory, stating that he is looking to link all entries to known risks on the CRR and include dates to enable easier tracking and prioritisation. It was agreed that the format is good and that it should be BMG that agree the work programme. The incomplete areas are due to the fact that NH has not yet met with the subgroup Chair and therefore been unable to ratify detail.

The CRR shows the risk before the mitigation measures have been put into place. NH is exploring residual risk to show the affect after mitigation. Entries should also be benchmarked against the national risks to ensure consistency.

ER suggested that Work Programme should be linked to risk and the COG Members need to know if workstreams are not being achieved so that they can unblock any hold ups within their organisations.

Priority. NC commented that it is important that the list is shown in priority order. He also added that there needs to be an awareness of the risks further down the list. GOSW will look to give guidance on priority areas as indicated on the Work Programme.

RF asked that workstreams need to be set achievable targets. These discussions will take place between the subgroup Chairs and NH and then be ratified at BMG.

It was commented on that it might not be appropriate for the progress status of low priority items to be shown in red. Progress status should be based on the set timelines. It was suggested that progress description could show outstanding work as well as what has been achieved.

SH suggested that colours for the progress RAG status could be: Red – not started; Amber – started; Green – completed. NH to take into consideration.

It was important to note that low priority entries can become high with little notice when assessed against changing risk. The LRF Co-ordinator needs to monitor priorities closely. An example of this would be Animal Health. Although NH has not yet spoken to John Pascoe (Chair of Infectious diseases – Animal) as yet, no work is being done at the moment. It should be noted that non-zoonotic, Foot and Mouth, Blue Tongue and other diseases can escalate quickly with little warning. Managing excess deaths is another example of a low priority entry that has recently become far more urgent.

Mass Vaccination Plan (entry W32). This was previously a lower priority. Over the next few weeks it is likely that this plan will be completed and probably activated. BM commented that the PCTs are all working on mass vaccination plans that are likely to be completed over the next few weeks.

Flooding (W01). JB (Environment Agency) thinks that this item should be amber. NH to explore with subgroup Chair (Flooding subgroup meets on 10 Sep 09).

RF requested that consideration is given on inclusion of Mines Waste after the recent legislation. NH to add to BMG agenda (16.09.09).

BB requested that Dams Inundation be added to the work programme. NH confirmed that the risk needs to be assessed and added to the CRR in the first instance.

**Action: LRF Co-ordinator to include Mines Waste on next BMG agenda.**

**Action: LRF Co-ordinator to incorporate Dams Inundation into CRR and Work Programme.**

**c) Training & Exercising**

Update. NH explained that the Training and Exercise subgroup is to be re-established and will be Chaired by Debbie Brooker-Evans. In future the Training and Exercise Programme will be linked to CRR. Items in blue are those that have been added since the last publication of this list.

NH explained that it was important to have a mandated column so the 'must-do' exercises stood out from the rest. JB requested that the Programme should also consider live incidents as well as exercises as there is significant learning from these.

Some agencies expressed an interest in a gold exercise. DS does not want to impose gold exercises on other agencies. Police run Gold at Middlemoor on a regular basis.

Although we already have a high level strategy for debriefing. We need to ensure that good points as well as lessons learned are recorded. It was suggested that a lessons learned log could be added to a secure intranet (NRE).

BB requested that Cat 2 Responders should be involved in T&E.

Proforma. The existing proforma shows all the information needed by the Secretariat, but needs to be reviewed. BG Requested that the future Programme includes players involved. NH commented that this would make the matrix too big – details of agencies involved and names are listed on the Proforma. NH would look to putting a link to the relevant Proforma in the Programme. NH would also investigate adding the proformas to the LRF website. A 'debrief report received' box needs to be added to the T&E Programme.

**Action: LRF Co-ordinator to investigate putting a link to proformas in the T&E Programme**

**Action: LRF Co-ordinator to put a 'debrief report received' column on the T&E Programme**

**Action: LRF Co-ordinator to invite BB to next T&E subgroup meeting**

#### d) Significant Events

Swine Flu Update. Activity was declining. As on 28.08.09 the number of packs of antivirals that were supplied were:

CIOs - 20-30

Plymouth - 19

Devon - 21

Torbay - 10

(at the peak CloS were giving out 500 packs a day)

Introduction of **Pandemic Flu Service** taken pressure off primary care services.

Mass immunisation programme. Draft plans for a mass immunisation programme need to be with the SHA by 4 Sep 09. Still waiting for national negotiations with GPs to be completed - local solutions may be applicable. Priority groups for immunisation - CMO very clear that these will be frontline health staff, same ones normally vaccinated as part of the seasonal flu vaccination programme.

Critical care. Regional draft framework has been circulated - expecting a national framework to be published later this year.

Primary care surge management. National guidance has been issued for PCTs on increasing capacity to cope with increase in numbers. PCTs are currently operationalising this.

Winter pressures planning. To take into account added impact of swine flu there will be a regional flu exercise named Exercise Peak Practice on 29 Sep 09.

NC stated that once schools had returned they would be used as an indicator of the further spread of swine flu. This is a simple measure where as reports will go direct to the regional office. They have been asked to report on pre-schools but this is not as easy. IC noted that school closures would create business continuity issues. BG stated that they were not planning to close schools unless there are not enough staff to run the school safely. The LRF may want to consider the impact of swine flu on the economy.

It was noted that the Immunisation of frontline staff is to protect vulnerable people.

Excess death planning needs to continue however it is likely that the numbers will be lower than previously thought.

Across the region all PCTs are running Exercise Coldplay 2, aimed at Executives. This will help to quality assure plans before the end of September and ensure that PCTs are fully prepared and ready for next wave.

**e) Recent legislation, revised policies and guidance**

RF advised that the Mines Waste directive means that there is going to be a need for multi-agency onsite and offsite plans. This is going to mean significant work for Cornwall Council as they are the competent authority. There will be two risks from the (Grade A) sites, Partly the risk of Contaminants and partly the risk of dam failure. It was requested that this work should be added to the Work Programme.

**Action: LRF Co-ordinator to add Mines Waste planning to the Work Programme**

**f) Ratification of Work Programme**

COG Members formally ratified the Work Programme.

## **7 BUSINESS CONTINUITY**

EN suggested that BCM plans should be benchmarked against plans in other areas. There was nothing further to add.

## 8 ANY OTHER BUSINESS

Critical National Infrastructure. GP asked if they were allowed to know which sites are Critical National Infrastructure (CNI). DS responded that the list of sites is secret. Plans are in place and held by the Police. These would be used if required at an incident.

COG Agenda. NH asked the Members if they were happy with the agenda for the COG meetings as it is very similar to BMG. Consensus was that the agenda should be different to BMG as the matters discussed are more strategic. Members would still want to see some detail via the Work Programme to ensure that they take ownership of the priority items identified red/amber so that they can identify ways that these organisations can move the Work Programme forward. They confirmed that they would be able to make the strategic decisions around costs and resources that the BMG would be unable to make.

## 9 DATE AND PLACE OF NEXT MEETING

Volunteers are required to host future meetings

3 March 2010 DSFRS – Clyst St George, Exeter

1 September 2010 - GOSW Plymouth

2 March 2011

7 September 2011

7 March 2012