

**MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
 2nd February 2016, Corporate Room 2, 14:30 Guildhall**

Name	Organisation
John Barradell	Chair (Town Clerk City of London Corporation)
Eleanor Kelly	Central SRRF (CE Southwark)
Lesley Seary	NC SRRF (CE LB Islington)
John O'Brien	CE London Councils
Dr Jonathan Hildebrand	RB Kingston Upon Thames
Mari Rogerson	DCLG RED
David Kerry	Practitioner Advisor to the Chair (EPO RB Kensington & Chelsea)
Mike Price	LB Hillingdon
Hamish Cameron	London Resilience Team
Andrew Pritchard	LFB EP LAP Secretariat
John Hetherington	LFB EP LAP Secretariat
Alex Townsend-Drake	LFB EP
Graham Burbage	LFB EP LAP Secretariat (Minutes)
Apologies	
Mary Harpley	West SRRF (CE LB Hounslow)
Gillian Norton	SW SRRF (CE LB Richmond)
Doug Patterson	SE SRRF (CE LB Bromley)
Simon Barry	LB Redbridge (Director of Environment & Community Services)
Clare Wormald	DCLG RES

No.	Actions	Lead
1	Secretariat to provide a draft letter/e-mail for the Chair to send to all CEs on identifying Director level responsibility for Emergency Planning in their Boroughs.	Secretariat
2	The Chair to speak to Eleanor Kelly on the longer term mortuary issues (carried forward).	The Chair
3	London Councils to add an item at CELC on the changes to the MPS Commander post responsible for mortuaries.	London Councils
4	Consideration be given the including Health bodies' responses into the MSLs.	Secretariat
5	Secretariat to produce an illustration showing how the different resilience fora currently fitted together eg BRF, local authority, SRRF, LRF.	Secretariat
6	A review of BRFs should be added to the LRF agenda.	LRT
7	Secretariat to organise a half day event at the Guildhall after the May Elections for all CEs to present the local authority lessons learned from EUR	Secretariat
8	London Councils to identify a Council Leader to participate in EUR to communicate with their local community.	London Councils

No.	Decisions
1	The Panel agreed the recommendations in Paper 04.
2	The Panel agreed to the recommendations in Paper 05

1. Welcome, introductions & apologies for absence

1.1. **The Chair** opened the meeting and introductions were made. The apologies were noted.

2. Minutes of the last meeting (paper 02)

2.1. **The Panel** agreed that the minutes of the 2nd October 2015 meeting were accurate.

2.2. An update on the actions was as follows:

No.	Actions	Update
1	David Kerry to send the brief on fuel planning after the meeting.	Completed.
2	Norwell Review to be included on the agenda for the next LAP Meeting.	The Chair noted the review had moved to the Service Level Agreement stage and was on the agenda.
3	London Councils to contact LFB-EP on the identification of Director level responsibility for Emergency Planning in Boroughs.	Andrew Pritchard said he had spoken at an Environment Directors' Group but felt it had not been successful. The Panel agreed a more targeted approach was needed and that CEs needed to be approached directly. Action – Secretariat to provide a draft letter/e-mail for the Chair to send to all CEs on identifying Director level responsibility for Emergency Planning in their Boroughs.
4	An update to be provided on the EUR indemnity issue at the next LAP meeting.	Mike Price reported that all boroughs had provided a suitable indemnity.
5	Secretariat to provide a draft note for the Chair to send to Chief Executives on a possible project officer secondment to LFB to assist with EUR.	Andrew Pritchard said funding had not been secured for the post.
6	EUR staffing to be discussed at the next LAP meeting	On the agenda.
7	LLAG to be informed if London's mortuary capacity levels approached Red level – ie around 80%.	John Hetherington said that capacity was steady at around 60% which was much lower than in the same period in 2015.

8	The Chair to speak to Eleanor Kelly on the longer term mortuary issues.	The Chair said the action should be carried forward. Eleanor Kelly noted the relevant MPS Commander had been reassigned. The Chair said the number of changes for that post should be raised at CELC. Action – London Councils to add an item at CELC on the changes to the MPS Commander post responsible for mortuaries.
9	Paper 09 should reflect the fact that not all Boroughs had Prevent Coordinators.	Completed.

3. Service Level Agreement (oral update)

3.1. **David Kerry** provided an update. Doug Patterson had provided a steer on strategy and a meeting had been held with LFB-EP and three representatives from Boroughs: **David**, Adam Viccari (Merton) and Kelly Jack (Croydon). Adam had volunteered to draft the SLA. The draft concentrated on LFB-EP's statutory and non statutory functions and provided the headline areas of work which would then be fleshed out in the LAP Business Plan where the balance of specific areas of work could be refined. The draft had been sent to Doug Patterson for initial comment. **David** expected Doug would provide feedback to the Chair and the Panel. It would also need to be seen by LFB's Legal Team as part of the consultation. **David** was grateful to Adam Viccari for taking on the drafting of the SLA.

3.2. **Hamish Cameron** said that Steve Hamm had been appointed as Head of Programme and that LRT and LFB-EP would merge and amalgamate services as from 1 April 2016. The name of the new team had not been decided.

4. Minimum Standards for London (paper 04)

4.1. **Andrew Pritchard** introduced paper 04 and summarised the recommendations including continuing the current 2015/17 business plan and to agree to a review of the MSL.

4.2. **Lesley Seary** noted the issue with the participation of one the NC Boroughs which had been resolved. **Lesley** also noted that a number of borough EPOs had concerns on contracted out services and how those services would respond in an emergency. **Lesley** also questioned the number of N/As. **John Hetherington** explained that the latter often referred to designated disaster mortuaries, pipelines in certain boroughs or areas of work that only applied to LFB-EP eg LLAG work.

4.3. **Eleanor Kelly** noted there were a number of reds and ambers. Southwark was the only borough that had an amber for mass messaging which was due experience of the UXB in 2015 where instant social media presented difficulties with managing accurate information. **Eleanor** also observed that one borough was green for all MSLs in spite of the high level of threat.

4.4. **Dr Jonathan Hildebrand** suggested that the MSLs be shared with the NHS and also reflect Health bodies' responses to provide the best possible picture. **Eleanor Kelly** agreed.

4.5. **The Chair** said the MSLs needed to be not only coherent but also consistent. While Amber status was understandable it was unlikely that CEs would accept Reds in other areas of work. **The Chair** also noted that all existing CEs, bar one and those new in post, were on the LLAG rota now. **The Chair** expected that the new CE in Redbridge would attend the next LAP meeting.

Action – consideration be given the including Health bodies' responses into the MSLs.

4.6. **Hamish Cameron** said the next LRF would be considering the lessons from Paris and Brussels and also planning assumptions. On MSLs few organisations carried out such reviews and there was not a consistent approach across the Partnership.

Decision – the Panel agreed the recommendations in Paper 04.

5. BRF Capabilities' Survey Results (paper 05)

5.1. **Andrew Pritchard** introduced paper 05. **Andrew** said the recommendations were clear but the crux of the paper was the long term future of BRFs including their role, focus, governance arrangements and how they fitted in with the boroughs, SRRFs and the LRF. **Andrew** noted that the MPS, LAS and LFB had given centralised answers **Andrew** suggested that the LRF conduct a review of the BRFs.

5.2. **The Chair** said there should be a read across between the BRFs, MSLs and boroughs. **The Chair** did not consider abolition was viable given their existing statutory status. **Andrew** noted the BRF structure was for the LRF to decide. **Hamish Cameron** said the structure of the LRF was to be reviewed so it was logical to include the BRFs.

5.3. **David Kerry** said there was an inconsistency between BRFs with a number taking a strategic role and others acting as local safety committees concentrating on local exercises. Either way they did not have an operational role. **John O'Brien** noted that during the CCA review there had been a lot of discussion on the desirability of the BRF tier.

5.4. **Eleanor Kelly** suggested having an illustration showing how the different resilience fora currently fitted together eg BRF, local authority, SRRF, LRF and what it might look like in the future. **The Chair** agreed.

Action – Secretariat to produce an illustration showing how the different resilience fora currently fitted together eg BRF, local authority, SRRF, LRF.

5.5. In conclusion, **the Chair** agreed a review of BRFs should be added to the LRF agenda. The Panel were content with Paper 05's recommendations.

Action - a review of BRFs should be added to the LRF agenda.

Decision – the Panel agreed to the recommendations in Paper 05.

6. Exercise Unified Response Paper 06

6.1. **Mike Price** reported that all workstreams summarised in paper 06 now had Green status. **Mike** thanked Stuart Turner (LFB-EP) for producing the paper. All workstreams were in place for the start of EUR. **Mike** was sure that boroughs would put on a good show and practice their role as well as play a full part in interoperability, the live exercise and the CPX. On evaluation, a cadre of local authority volunteers would be available which would cover the SRC, HAC as well as the Recovery Group. They would be gathering

evidence for the post exercise report. A local authority lessons conference was planned for 16th May. This was ahead of the wider Lessons Learned Conference planned for November 2016. **Mike** expressed thanks to Boroughs and LFB for the huge amount of work on EUR.

6.2. **The Chair** thanked **Mike** for his work on the Group as well as managing his day job. **The Chair** expected there would be very good learning points from EUR and wanted a workshop for all CEs to explain that local authority systems had been tested and what were the resulting learning points. It should also cover Contest and Prevent. **The Chair** said the event should be held after the May elections, could be held at the Guildhall and would include lunch. **The Chair** asked the Secretariat to organise the event.

Action – Secretariat to organise a half day event at the Guildhall after the May Elections for all CEs to present the local authority lessons learned from EUR.

6.3. **The Chair** asked whether any Leaders were involved with EUR. **John Hetherington** said two would be visiting the site during the exercise. **The Chair** suggested that a Leader should be given the opportunity to participate in EUR as, in practice, elected local politicians would be speaking to the local community and their representatives. For instance on Day 3 there would be 300 survivors at the HAC so there could be community tensions. **The Chair** suggested it could be done via a phone call. **John O'Brien** said London Councils would identify a suitable Leader.

Action - London Councils to identify a Council Leader to participate in EUR to communicate with their local community.

7. Business Continuity Promotion (oral update)

7.1. **Alex Townsend-Drake** provided an update on the progress of the Business Continuity Promotion Working Group, Chaired by Don Randle, which had been formed in support of Local Authorities engaging smaller enterprises across London. The Working Group had produced four deliverables:

- a guidance note for Local Authorities on engaging Smaller Enterprises including an overview of regional and local mechanisms through which Local Authorities and SMEs could engage.
- a guidance note for Smaller Enterprises with simple steps to protect their business.
- a regional Business Continuity event to be held at the Guildhall 13th May 2016, delivered in partnership by London Resilience and Business in the Community with support from the Federation of Small Businesses and the Emergency Planning Society.
- a Communications Strategy, with Business in the Community, to utilise case studies and coincide with Business Continuity Awareness Week (16th-20th May 2016).

7.2. **Alex** said the Working Group has made significant progress and there was a strong relationship across sectors. **That Chair** said it was a very helpful update and asked whether a new Chair for the Group had been identified. **Hamish Cameron** said one had not yet been identified. **David Kerry** said that LAP-IG had been very supportive of the work of the Group and hoped that the momentum would be continued.

8. DCLG Resilience and Emergencies Division (oral update)

8.1. **Mari Rogerson** said on civil resilience DCLG had been concentrating on winter weather. There was still a risk of further flooding in the north of England. **Mari** also mentioned the possible risk of industrial action by Junior Doctors and London Underground remained as well as for cross Channel services.

8.2. **Mari** also mentioned that policy responsibility for policing and fire was transferring from DCLG to the Home Office. As of 1 April 2016 the group of staff working on the national fire policy function would be transferring to the Home Office. RED would not be transferring over. On interoperability, the Government's response to the consultation had been published the previous week with Police and Crime Commissioners taking on responsibility for Fire and Rescue. The position in London was different with LFEPFA being abolished and Fire responsibilities being incorporated within the existing Greater London Authority structures.

8.3. **Mari** commented that the local authorities' response to the flooding in the North of England had been very positive. On wider local authority preparedness DCLG would be running some accredited training for CEs on civil resilience and their responsibilities. The Cabinet Office would be arranging some specific local authority briefings eg on Cyber. **The Chair** suggested adding cyber attacks to the London CEs' Away Day.

9. Update from the LLHRP (oral update)

9.1. **Dr Jonathan Hildebrand** gave an update from the last London Local Health Resilience Partnership meeting held before Christmas. The meeting considered industrial action from Junior Doctors, the events in Paris and Winter Preparedness as well as the Hazardous Response Team's recruitment which would not impair their level of response. PHE London was conducting a review of emergency planning including the reduction of senior staff in disease control where experienced staff had left and whether that would have an operational impact.

10. Update from London Resilience Team (oral update)

10.1. **Hamish Cameron** said the next LRF was being held on 8th February and would consider events in Paris including MFTA and MTA. Michael Nelson from the Contest Board had been invited to the LRF.

10.2. **Hamish** also mentioned the risk register now included cyber attacks in relation to data loss and attacks on utilities. The Department of Health would be running Exercise Cygnus at the end of April and it was clear that London would be expected to participate particularly in relation to hospitals and prisons. The LRF would also be considering its links to international bodies.

10.3. **Lesley Seary** said that cyber resilience was very important. It posed a huge risk and the huge amount of data held by local authorities could be at risk. **Lesley** mentioned the recent scam involving criminals offering non existent rooms in flats and asking for large deposits using stolen local authority data.

11. Update from LAP-IG (Oral report)

11.1. **David Kerry** reported that LAP-IG had a full agenda and had considered, among other issues, the work of the Local Authorities and Utilities Working Group where Simon

Freeston (Ealing) had done very good work on notification triggers. LAP-IG had also considered fuel disruption where **David** had assumed the lead for the working group to review the London Fuel Disruption Protocol. The bunkered fuel data had been received. Hari Waterfield and Simon Freeston were also on the working group, with Alex Townsend-Drake as Secretariat and Mari Rogerson representing DCLG. A draft Terms of Reference had been drafted and their first meeting was scheduled for February.

12. Any Other Business

12.1. **The Chair** said this would be **Andrew Pritchard's** last LAP meeting. **The Chair** thanked **Andrew** very much for all his work in supporting London, in general, and all the Chief Executives, in particular, over the past 15 years. **The Chair** wished **Andrew** well for the future.

London Fire Brigade Emergency Planning, February 2016