

MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
3rd October 2016, Corporate Room 2, 09:00 Guildhall

Name	Organisation
John Barradell	Chair (Town Clerk City of London Corporation)
Mary Harpley	West SRRF (CE LB Hounslow)
Eleanor Kelly	Central SRRF (CE Southwark)
Lesley Seary	NC SRRF (CE LB Islington)
Kim Bromley-Derry	NE SRRF (CE LB Newham)
Doug Patterson	SE SRRF (CE LB Bromley)
Jennifer Sibley	London Councils
Tim Owen	Head of City Operations, Major Events, London
Dr Jonathan Hildebrand	RB Kingston Upon Thames
Mari Rogerson	DCLG RED
Dr Fiona Wilcox	Westminster's Coroner
David Kerry	Practitioner Advisor to the Chair (EPO RB Kensington & Chelsea)
Hamish Cameron	London Resilience
John Hetherington	London Resilience Secretariat
Mark Sawyer	London Resilience Secretariat
Maria Farrugia	London Resilience Secretariat (Minutes)
Apologies	
Charlie Parker	LAP IG (CE City of Westminster)
Charlie Adan	SW SRRF (CE RB Kingston)
John O'Brien	CE London Councils
Clare Wormald	DCLG RED

No.	Actions	Lead
1	DCLG to send out guidance letter regarding London Bridge to Chief Executives via Secretariat.	DCLG / Secretariat
2	London Bridge framework update to become a standing item.	Secretariat
3	An implementation group to be formed to take forward the recommendations in Paper 04b.	Secretariat
4	Confirm Newham's Gold training can be shared and obtain a copy to share with all London local authorities.	Secretariat
5	Update on mortuaries to become a standing item.	Secretariat

No.	Decision
1	LAP endorsed the EP 2020 Review (Paper 04b) to be presented to CELC
2	LAP endorsed the proposed restructure of the SRRF to be presented to the LRF
3	LAP endorsed the proposal of the BRF report back form which would replace the BRF capability analysis by providing an oversight of governance arrangements of each BRF on a regular basis.

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 1st June 2016 meeting were accurate.

2.2. An update on the actions was as follows:

No.	Actions	Update
1	The Chair to speak to Eleanor Kelly on the longer term mortuary issues (carried forward).	Update under agenda item 6
2	London Councils to add an item at CELC on the changes to the MPS Commander post responsible for mortuaries (carried forward).	Update under agenda item 6
3	A meeting to be arranged between Mari Rogerson, David Kerry and Mark Sawyer.	The meeting had been arranged.
4	Mark Sawyer to send the paper on Standardisation across London local authorities to DCLG RED.	The paper had been shared.
5	The final draft SLA to be sent to Steve Hamm.	Update under agenda item 4.
6	The Secretariat to produce a paper detailing the content covered on the MAGIC course.	A paper had been sent out. Mary Harpley said she had registered for a place.
7	A councillor's guide to civil emergencies to be circulated.	The guide had been circulated.
8	The Chair and Eleanor Kelly to discuss inviting Westminster's coroner to become a standing member of LAP.	Dr Wilcox had been invited.

3. London Bridge Planning (oral update)

3.1. **Tim Owen** introduced himself to the Group and gave an overview of the London Bridge framework. **Tim** explained the many groups involved in producing the framework such as Media Operations, Crowd and Visitor, Health Response and Transport. Each group was working on the four themes, Security, Assurance, C3 and Logistics.

3.2. **Tim** said that the London Resilience Forum and all Chief Executives should have received a letter from DCLG that included guidance on the Framework. **Mari Rogerson** said that she would resend the letter through the Secretariat on hearing that London Chief Executives had not seen the letter.

Action 01: DCLG to send out guidance letter regarding London Bridge to Chief Executives via Secretariat.

3.3. **The Chair** recommended that this become a standing agenda item and said that he would raise the subject at the meeting for Directors on the 24th October. **Lesley Seary** suggested it also be raised at CELC.

Action 02: London Bridge framework update to become a standing item.

4. Future of Emergency Planning in London

Service Level Agreement (Paper 04a)

4.1. **John Hetherington** said that LFB's legal team had signed off the agreement and that it was down to LAP to decide the review date.

4.2. **The Chair** asked if there were any concerns from Chief Executives? **Eleanor Kelly** felt it was a good SLA however felt there was no sensitivity in regards to the cuts that were taking place throughout local authorities.

4.3. **The Chair** expressed the Groups thanks to David Kerry and LAP IG members. **David Kerry** highlighted the good work done by Adam Vicarri and Kelly Jack.

EP 2020 Review (Paper 04b)

4.4. **Mark Sawyer** said the LAP commissioned review looked to provide a framework of steps to enhance assurance and compliment good works taking place. He requested any feedback prior to the report going to CELC.

4.5. **Mary Harpley** said that it was a good summary taking forward discussions that had taken place over the last 4-6 months. **The Chair** said the catalyst had been from the Lord Harris review and questioned when the Harris review was to be published. **Hamish Cameron** said the review was likely to be published that week. **The Chair** commented that the recommendations from Lord Harris in relation to local authorities had been positive.

4.6. **David Kerry** said paper 04b showed how they had matured as a group and that a lot of data backed up the recommendations and provided a solid foundation for the 33 local authorities grouping together.

4.7. **Mari Rogerson** said that London is an exemplar in the way they work and felt it was a good, sensible piece of work.

4.8. **The Chair** asked for an implementation group to be formed to take forward the recommendations.

Action 03: An implementation group to be formed to take forward the recommendations in Paper 04b

Decision 01: LAP endorsed the EP 2020 Review (Paper 04b) to be presented to at the Directors meeting and CELC.

SRRF Review (Paper 04c)

4.9. **John Hetherington** introduced the paper and said that Annex A detailed comments received. The intention going forward was to maximise training through an increase in the number of workshops and to reduce meetings to maximise output. For the BRFs there would be a greater look to governance through a BRF report back form in place of the BRF capability analysis.

4.10. LAP were asked to endorse the recommendations. The Group agreed to the recommendations.

Decision 02: LAP endorsed the proposed restructure of the SRRF to be presented to the LRF

Decision 03: LAP endorsed the proposal of the BRF report back form which would replace the BRF capability analysis by providing an oversight of governance arrangements of each BRF on a regular basis.

Standardisation Project

4.11. **David Kerry** said that a formal working group had been established and the five individual project groups had been combined. The proposals had been put to the All Boroughs meeting and no disagreements had been raised.

Minimum Standards for London Developments

4.12. **John Hetherington** provided an overview to the updates made to the MSLs which were shared at the workshop on Friday. Going forward the MSLs would look to three areas:

1. **Y** compatibility
2. Acute shocks
3. Long term Strategy

4.13. **The Chair** referred to the EP 2020 report and raised his concerns that a number of plans were Amber/Red. **David Kerry** put forward a qualifying argument that the areas with no plans were likely to be on obscure subject matters such as Animal Health. **Eleanor Kelly** raised the subjectivity over scoring and felt that standardisation needed to be implemented for scoring. **The Chair** felt that the presentation of the information needed to be revised to include caveats.

Duty LLAG Training Options (paper 04d)

4.14. **Mark Sawyer** said that the Cabinet Office with support from DCLG and Solace were overseeing the development of a training package for Strategic Coordination Group Chairs which will be closer aligned to the needs of local authorities and shorter than the current MAGIC course. This was likely to be available for role out towards the middle of 2017.

4.15. A specific training package for London Local Authority Gold would also be developed using a modular approach, with a view to deliver it following existing meetings such as CELC, where possible. The aim was to role out prior to March 2017.

4.16. The Group discussed the proposals and raised the need for dates to be advertised as soon as possible.

4.17. **Kim Bromley-Derry** discussed the bespoke course that had been developed for Newham's Gold team by the Emergency Planning College. **Kim** suggested he would be happy to share

Action 04: Secretariat to confirm Newham's Gold training can be shared and obtain a copy to share with all London local authorities.

5. Current Threats and Hazards

Move to Critical

5.1. **The Chair** asked for feedback following the Move to Critical workshop held on Friday. **Mark Sawyer** said that feedback from the day suggested that plans would be reviewed in light of a move to critical.

5.2. **David Kerry** said that a lot had been gained from the morning workshop with informative discussions held around virtual Gold Groups and Control Centres. It looked to the next level of contingency planning. **Mark** felt that it had highlighted that local relationships were key during an incident.

Electric Industry Security

5.3. **John Hetherington** said the LRF had commissioned a risk assessment of electric industry security and it would be a theme going forward. **Hamish Cameron** said this would be a topic at the LRF and a member from the Electric Industry would present on what they think the risk is.

6. Winter Preparedness (Paper 06)

6.1. **Mark Sawyer** said that DfT had reported that there was no noticeable downgrading of local salt stock levels and that ground water levels would be monitored.

6.2. **The Chair** asked Dr Wilcox for an update on mortuaries. **Dr Wilcox** said that funding had been made available to St Georges for improvements which was largely down to **HTA's** involvement.

6.3. **Eleanor Kelly** commented on the frequency in who held the position of MPS Commander changed, which meant that the formal review of the death management process had not advanced. **Dr Wilcox** also observed there was no continuity from MPS in this area.

6.4. **Dr Wilcox** said that London coroners had met to discuss a formal process in event of a mass fatalities which had been signed off up to the head coroner level, this process had been shared with Chief Executives.

6.5. **The Chair** asked actioned an update on mortuary pressures to become a standing item.

Action 05: Update on mortuaries to become a standing item.

7. LAP Business Plan

7.1. **John Hetherington** said that a meeting was being arranged with LAP IG members to discuss the business plan as detailed in the SLA. The Group were asked for any views or direction they wanted to see in the business plan. No comments were raised. A draft would be brought to the next meeting.

8. Update from the LHRP

8.1. **Dr Jonathan Hildebrand** provided an overview from the last meeting which noted the progress made from 2015/2016. Partial compliance of _ had been reduced from eight to three. Other areas discussed were fuel disruption, the LAS, the review of all LHRP's by Public Health England. **Jonathan** informed the Group that NHS England had moved to Skipton House and Nicki Smith was leaving in November to go on secondment.

9. DCLG Resilience and Emergencies Division

9.1. **Mari Rogerson** said that the Get Ready for Winter would be published soon. The National risk assessment and planning assumptions were due early in 2017 and the National Capabilities Survey was due in Spring 2017.

10. Update from London Resilience Team

10.1. **Hamish Cameron** highlighted that Exercise Cygnus, a national exercise was taking place from 17th – 19th October, London was one of eight LRF's participating. The Situational Awareness tool was being trailed to produce the exercise COP.

10.2. **Hamish** said the LRF was on the 10th October and plans to be approved were the London Recovery Management Protocol V6, London Resilience Communication Group Emergency Plan and London Fuel Disruption Protocol V6.

11. Update from LAP-IG (Oral report)

11.1. **David Kerry** thanked the Chair for his assistance in providing a Chair for LAP IG.

11.2. **David** said that he was the local authority lead on the Fuel plan and the document had been reviewed and was deemed fit for purpose, however the revised plan gave no assurance that London is resilient in a fuel disruption.

12. Any Other Business

12.1. The Chair thanked Eleanor Kelly in advance for providing feedback at the EUR conference.

13. Next Meeting

13.1. The next meeting was to be confirmed.

London Fire Brigade Emergency Planning, October 2016