

MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
 1st June 2016, Corporate Room 2, 14:30 Guildhall

Name	Organisation
John Barradell	Chair (Town Clerk City of London Corporation)
Gillian Norton	SW SRRF (CE LB Richmond)
Doug Flight	London Councils
Mari Rogerson	DCLG RED
David Kerry	Practitioner Advisor to the Chair (EPO RB Kensington & Chelsea)
Hamish Cameron	London Resilience Team
Onyinye Udokporo	Christ's Hospital
John Hetherington	LFB EP LAP Secretariat
Alex Townsend-Drake	LFB EP
Mark Sawyer	LFB EP
Maria Farrugia	LFB EP LAP Secretariat (Minutes)
Apologies	
Mary Harpley	West SRRF (CE LB Hounslow)
Eleanor Kelly	Central SRRF (CE Southwark)
Lesley Seary	NC SRRF (CE LB Islington)
Doug Patterson	SE SRRF (CE LB Bromley)
John O'Brien	CE London Councils
Clare Wormald	DCLG RED

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

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 February 2015 meeting were accurate.

2.2. An update on the actions was as follows:

No.	Actions	Update
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.	John Hetherington said this was in progress.
2	The Chair to speak to Eleanor Kelly on the longer term mortuary issues (carried forward).	Carried forward
3	London Councils to add an item at CELC on the changes to the MPS Commander post responsible for mortuaries.	Eleanor Kelly to update at next meeting.
4	Consideration be given the including Health bodies' responses into the MSLs.	John Hetherington said he had spoke to Nicki Smith and they had agreed there was a danger in combining health responses to local authority preparedness. They felt it was best to look at the BRF survey to capture combined preparedness rather than combine two differing assessment methodologies looking at different aspects of resilience which may could give a misleading result when combined.
5	Secretariat to produce an illustration showing how the different resilience fora currently fitted together eg BRF, local authority, SRRF, LRF.	John Hetherington said this would be left until after the LRF Strategy review to ensure the structure fits the strategy. Hamish Cameron commented there was a disconnect between the LRF, SRRF and BRF and the structures needed to be linked together.
6	A review of BRFs should be added to the LRF agenda.	As above
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	Mark Sawyer said the post exercise report would be complete by mid July and the lessons shared after the summer.
8	London Councils to identify a Council Leader to participate in EUR to communicate with their local community.	The leader from Lambeth had taken part in EUR.

3. Exercise Unified Response feedback and next steps (oral update)

3.1. **Mark Sawyer** confirmed that the full EUR evaluation project continued and that there would be a conference to share the outcomes on the 12th October. **Mark** thanked the Chair for providing the conference venue. The final report would be in two parts; part one would document the technical aspects of the exercise, its preparation, delivery governance etc, part two would list the lessons and recommendations.

3.2. **Mark** said local authorities were producing their own debrief report and the final draft would be ready in July and would be presented to local authority Emergency Planning Officers at an All Boroughs Managers Meeting on the 15th July. The report would go to LAP via LAP IG, which **Mark** suggested LAP could virtually sign off the report prior to the meeting.

3.3. **David Kerry** said that the local authority EUR leads had met and recognised the outcomes to take forward including recommendations for standardisation across core common standards. A task and finishing group would be formed to look at where standardisation could occur and how best to achieve this.

3.4. **The Chair** asked if DCLG would be interested in providing support? **Mari Rogerson** said they would.

Action: A meeting to be arranged between **Mari Rogerson**, **David Kerry** and **Mark Sawyer**.

Action: **Mark Sawyer** to send the paper on **Standardisation across London local authorities to DCLG RED**.

4. Feedback from CELC meeting (oral update)

4.1. **The Chair** said that CELC had held a debrief from EUR and thanked the boroughs who had participated and his colleagues that had played Gold on the day. Recognition had been given to local authority Chief Executives Charing the SCG and it was likely this would take place at an earlier stage in future incidents to reflect an earlier concentration on recovery and wider impacts.

4.2. **The Chair** said discussions had taken place over what was critical and the capacity of emergency planning in London. It had been recommended that a review of arrangements including a review of local authority Gold to include wider pan London issues, however the Gold Resolution would not be looked at.

4.3. **The Chair** said there was an intention to have more resilience for the LLAG role through training. **Gillian Norton** raised concerns that the training must be appropriate.

4.4. **The Chair** spoke of the intention to have a cadre of accredited Chief Executives that could chair an SCG in addition to the LLAG role.

4.5. **The Chair** outlined the initial route forward for local authority resilience as follows:

- Sub-regional boundaries.
- LAP IG to look at London's capability and capacity in boroughs.
- Director level engagement in resilience issues.
- Training for Chief Executives, both for the SCG Cadre and a wider training course for all LLAG reps.
- LAP IG to evaluate interoperability across London (e.g. by standardisation across a range of local authority response arrangements)
- Outline what the new service and direction will look like providing a greater focus on wider resilience issues.
- Ensure political support – raise visibility to leaders. Have a plan which is resourced properly.

4.6. The changes would be discussed at CELC in July, a paper would then go to the London Councils Executive meeting and finally a formal paper to the Leaders meeting.

5. Service Level Agreement (paper 05)

5.1. **The Chair** asked for an update on the SLA. **David Kerry** said that the working group to draft the SLA had included himself, **Adam Viccari**, **Kelly Jack** and was overseen by **Doug Patterson**. **John Hetherington** and **Mark Sawyer** had also commented on the draft. The final draft of the SLA had gone to LAP IG where it had been unanimously endorsed and had been sent on to **Doug Patterson**.

5.2. **David** said that the final stages were for LFB EP to agree to the SLA and for EPOs and LFB EP to create a new Business Plan in light of the SLA. **David** said that he would send the final draft to **Steve Hamm** for comments/approval.

Action: **David Kerry** to send the final draft SLA to **Steve Hamm**.

6. Situational Awareness project update

6.1. **John Hetherington** reported that the accommodation fit out at LFB HQ was now complete and included remote access for partners. The MPS EPRR team had relocated to the first floor at Lambeth which had undergone a renovation. There were now a number of possible locations to host an SCG. **John** then said the virtual toolkit was also complete which they were looking to roll out across the Partnership over the summer and hoped to use for Exercise Cygnus.

6.2. There were a number of positive outcomes of the project with a wider remit than just improved information sharing such as a cadre of SCG Chairs, a greater focus on longer term issues by moving away from the operational response environment and improved training for SCG members.

6.3. **John** said they had started to deliver Multi Agency Gold Incident Commander (MAGIC) courses, so far 21 had attended. There would be a further course later that month, with a third delivered in the Autumn. The feedback so far had been positive.

6.4. **The Chair** asked if DCLG felt that MAGIC courses were what was needed by Chief Executives. **Mari Rogerson** said that she couldn't comment and that the lead for SOLACE training was in talks to determine the best option. **Mari** said that she would encourage all to attend a MAGIC course, whether in London or National, and that working with other agencies in the training environment was very beneficial.

6.5. **The Chair** actioned the Secretariat to produce a paper on the MAGIC course content for LAP members to determine if it was the appropriate course to attend.

Action: The Secretariat to produce a paper detailing the content covered on the MAGIC course.

7. Chief Executive Contest briefing (oral update)

7.1. **The Chair** said NaTSCO would deliver a tailored briefing for local authority Chief Executives including a question and answer session as well as scenarios to work through. This would take place the 25th July.

7.2. **Gillian Norton** said she would be unable to attend however an appropriate representative would attend on behalf of Wandsworth and Richmond.

7.3. **The Chair** said that Helen Braithwaite was looking into 'what is critical?'. **Hamish Cameron** said that Helen would report back to LRT regarding this piece of work, which had been raised following the Paris and Brussels attacks.

7.4. **The Chair** said that NaTSCO and OSCT were in discussions on how best to develop/work through the detail and that various Government departments were working on the topic.

8. Business Continuity Promotion – 'Risky Business' feedback (oral update)

8.1. **Alex Townsend-Drake** thanked the Chair for his support with the promotion event 'Risky Business', which was held on the 13th May in line with Business Continuity week. The event had been highly successful with the majority of attendees expressing an interest in a similar event taking place annually.

8.2. A social media campaign was also launched to coincide with Business Continuity week, where Matthew Hogan and Tom Brady had utilised Twitter. They had seen a 750% increase to followers to London Prepared during that period.

8.3. The guidance had also been promoted and the final results would be collated and presented to Don Randel (Chair of the Business Sector Panel) in September.

8.4. Alex proposed that the concept behind the business continuity promotion should now be applied to Community Resilience to see if equal successes could be achieved there.

9. DCLG Resilience and Emergencies Division (oral update)

9.1. Mari Rogerson spoke about the disruptions across Channel Services due to migration and said the impacts were likely to be low however the media attention would be high. The Junior Doctors industrial action was on their radar, however they expected the impact to be low.

9.2. Mari said there was no significant unusual weather predicted and the Ministerial flood group continued to meet. Oliver Letwin would be chairing a flood and resilience review which was due that summer.

9.3. Mari provided an overview of internal changes including a new Director General for Local Government and Public Services - Jo Farrar, and that the RED division had moved to Local Government Policies.

9.4. The Local Authority Preparedness Guide was due to be reviewed and it was intended to widen the scope to include recovery. The Local Government Association had released 'A councillor's guide to civil emergencies'. The Chair actioned the guide to be circulated via London Councils and the Secretariat.

Action: A councillor's guide to civil emergencies to be circulated by London Councils and the Secretariat.

10. Update from London Resilience Team (oral update)

10.1. Hamish Cameron discussed the lessons from EUR including the management of an SCG and how the Partnership now accepted that local authority Chief Executives were experts at managing a multi agency SCG. Lessons relating to situational awareness were also being taken forward.

10.2. Hamish said that Exercise Cygnes, a flu exercise by the department of health would be taking place and would link into social care and prisons.

10.3. The next LRF would take place on the 13th June and they were still unaware of who the new Chair was. On the agenda were briefings on the Situational Awareness Project, EUR and the review of the Strategy. An initial meeting to discuss the review of the Strategy had been held on the 26th May and was attended by senior level partners. They aimed to report to the LRF in June with a view to submit a formal strategy at the October LRF. The Chair recommended that the Lord Toby Harris review should go on the agenda and he would raise it if needed.

10.4. The Chair then said he had met with the coroner that sat on the Mass Fatalities Group and would discuss with Eleanor Kelly the recommendation of inviting the coroner to become a standing member of LAP.

Action: The Chair and Eleanor Kelly to discuss inviting Westminster's coroner to become a standing member of LAP.

11. Update from LAP-IG (Oral report)

11.1. David Kerry reported that LAP-IG had discussed the review of the MSLs and were looking to introduce a three year review period in line with the Partnership plan. They also discussed how they audit and ultimately the working group would like to link into local authority work stream audits to gain a true level assurance. David said they had also discussed LLAG training.

11.2. The Group had approved the Disruption to Telecoms for Responders Framework, David extended the groups thanks to Alan Palmer for his work on the Framework. They had also recommended that a presentation on RAYNET should be delivered to the SRRFs.

11.3. **The Chair** said that he had held a teleconference with LAP IG prior to the meeting which had been an encouraging conversation.

11.4. **The Chair** asked for an update on fuel planning. **David** said that a positive meeting had been held that morning. They were looking at business continuity and demand calming alongside the operational planning which will improve London's resilience to fuel disruptions.

12. Any Other Business

12.1. No other business was raised. **The Chair** thanked all for attending.

13. Next Meeting

13.1. The next meeting would take place on the 3rd October 2016, 09:00 at the Guildhall.

London Fire Brigade Emergency Planning, June 2016