

Paper 02

MINUTES

Local Authorities Panel – Implementation Group (LAP-IG)

19th January 2015 14.00

Room G-03 LFB HQ, 169 Union Street, SE1 0LL

Sector Represented	Name	Organisation
Local Authority	Andrew Pritchard	LFB EP (Chair)
Practitioner Advisor to Chair of LAP	David Kerry	RB Kensington & Chelsea
North East SRRF LAs	David McClory	LB Barking and Dagenham
South East SRRF LAs	Kelly Jack	LB Croydon
West SRRF LAs	Mike Price	LB Hillingdon
Central SRRF LAs	Gary Locker	City of London
South West SRRF LAs	Adam Viccari	LB Merton
North Central SRRF LAs	Peter Ng	LB Hackney
London Resilience Team	Hamish Cameron	LRT
Secretariat	John Hetherington	LFB EP
Secretariat	Mark Sawyer	LFB EP
Secretariat	Graham Burbage	LFB EP

Decisions		
1	The Group agreed to the recommendations in papers 05 and 06.	
2	The Group agreed that paper 07 (Emergency Planning Monitoring Report) not be presented to LAP.	
3	The Group agreed to the recommendation on the Excess Deaths' Framework in paper 10	
4	The Group noted progress on the Business Plan in paper 12.	
Actions		
1	The Chair and LRT to discuss the way forward on the National Emergency Plan for Fuel.	The Chair
2	Secretariat to send the draft presentation to the Group for them to garner views from their respective areas to keep their respective boroughs apprised.	Secretariat
3	The Group would meet again before LAP on the 28 th January to hold further discussions before presenting to Matthew Norwell and John Barradell.	All
4	The Chair to consider the way to present the Group's views on an expanded MSL for audited business continuity to LAP.	The Chair
5	The Comms Sub Group and London Councils be consulted on the	Secretariat

	issue of consistent resilience information	
6	Boroughs to be encouraged to include links on their emergency planning web pagers to London Prepared.	All
7	LFB-EP to contact MPS in relation to Exercise Strong Tower with a view to including a local authority input.	Secretariat

1. Welcome, introductions and apologies

1.1. The Chair opened the meeting and welcomed attendees including new members David McClory and Peter Ng.

2. Minutes of last meeting

2.1. The Group agreed that the minutes of 25th September 2014 meeting were accurate.

2.2. An update on the actions was provided as follows:

Actions		Update
1	The Chair to speak to the LAP Chair on the expectation of critical services having 10 days fuel supply.	John Hetherington said the issue had been raised at LAP who had taken the view to await for the impact of changes to the National Emergency Plan for Fuel had been fully realised. Hamish Cameron said that work on that plan had not taken place. Hamish suggested taking the issue forward via DCLG. The Chair agreed and suggested speaking after the meeting. Action – the Chair and LRT to discuss the way forward on the National Emergency Plan for Fuel.
2	LRT to work with the Secretariat on upcoming LRF issues and a two way flow of information between the LRF and the Boroughs.	John Hetherington said this had been taken forward via the Business Plan. David Kerry underlined the importance of having the information from LRT to inform boroughs' own work plans.
3	LRT to include the proposal in Paper 06 in the Chair of the Authority's brief for the LRF.	Completed.
4	The paper to LAP on the Emergency Planning Monitoring report should focus on divergent workloads and omit the column headed additional staff in Annex A.	Completed.
5	Chair to circulate a summary of the outcomes from the CELC meeting of 19th September with the original funding paper if available.	The outcomes of the meeting were briefed by John Barradell at the all managers meeting in the Guildhall in November 2014.
6	Alan Clark to send a copy of their Community Flood Risk Sheet to the Secretariat.	This would be circulated with the minutes of the meeting.

3. LRT Update(oral update)

- 3.1. **Hamish Cameron** updated the Group. On current incidents **Hamish** reported that PHE would be classifying Ebola as routine work. There was potential strike action for the LAS on 29 January and 25th February with more information available on 22nd January. A Mayor's briefing was due on 20th January. There would be an enhanced teleconference on 23rd January to discuss NHS Industrial Action.
- 3.2. On exercises **Hamish** reported that MPS were planning a counter terrorism exercise, Ex Strong Tower, for 30th June and 1st July. **Hamish** also reported that the EU wide Exercise Unified Response was likely to be in February 2016 subject to confirmation.
- 3.3. On activities **Hamish** noted the following workstreams due on the partnership workplan for 2015:
 - Communicating with the public
 - Mass casualties
 - Drought
 - Strategic coordination
 - STAC
 - Structural collapse
 - Overall LRF strategy.
- 3.4. Finally, **Hamish** noted that the notification issue in relation to Enfield Reservoir had been resolved.

4. Local Authority Emergency Planning 2015-17 (oral discussion)

- 4.1. **David Kerry** gave an overview of the Group's initial discussions on their 2020 vision using a draft presentation while emphasising more discussions would be needed.
- 4.2. **David** explained the starting position would be to use the MSLs and to ensure they were an appropriate tool by which an accurate assessment of boroughs' abilities could be made. Chief executives would need to determine the tolerance levels for meeting all MSLs. **David** said the Group could not recommend a single EP team for all London Local Authorities but did favour an expanded regional team to support boroughs and to provide generic training and working on consistent job descriptions such as for BECC staff. EPOs in boroughs should further professional requirements and have a core set of competencies. The Group would not be recommending a minimum number of EPOs per borough as that may have a potential to create a lowest common denominator rather than increasing the numbers where required.
- 4.3. More generally, smarter ways of working would be needed. One of the positives of having a larger regional team could be a career progression of sorts.
- 4.4. After some discussion the following actions were agreed:

Action – Secretariat to send the draft presentation to the Group for them to garner views from their respective areas to keep their respective boroughs apprised.

Action – the Group would meet again before LAP on the 28th January to hold further discussions before presenting to Matthew Norwell and John Barradell.

5. Minimum standards for London Report (paper 05) and

6. Minimum standards Admin Review (paper 06 and revised MSL document)

6.1. John Hetherington introduced the paper and the recommendations to be made to LAP regarding the outcome of the MSL peer review. **David Kerry** explained that the Group considered the MSLs did not adequately reflect the importance of business continuity by only having one standard to assess BC against and agreed to the recommendation of encouraging internal or external auditing. He added that future iterations of the MSL should consider if we are assessing the business continuity of those critical services needed to support an emergency response or if there should be wider BC standards to assess organisational resilience for all critical services. **David McClory** said that business continuity was very time consuming and the weight of its reporting did not reflect the effort put in. **The Chair** said he understood the problem but considered that Chief Executives might consider such a proposal as a departure from the original intention of MSLs which was to be resilience focussed to prepare local authorities for response to major incidents. **The Chair** said he would consider the best way to present the issue to LAP and ultimately to CELC.

Action – the Chair to consider the way to present LAP-IG's views on an expanded MSL for audited business continuity to LAP.

6.2. David Kerry explained that the Group had also recommended linking the assessment and audit process with other partnership work plans to ensure the MSLs linked in. **David** noted the proposal in paper 06 to strengthen the MSL peer review process by introducing spot checks which should be looked at in conjunction with regional work priorities. **David** also reported that the Group had discussed satellite phones. **Mark Sawyer** said the agreed course of action was to refer the issue to the Telecoms Sub Group to investigate the requirement in detail and to assess whether they were critical.

6.3. John Hetherington said the recommendation to LAP would be that LAP-IG noted the recommendations in papers 05 and 06 and the trends identified in paper 05 to be monitored in subsequent business plans.

Decision – the Group agreed to the recommendations in papers 05 and 06.

7. Emergency Planning Monitoring Report (paper 07)

7.1. Mark Sawyer reported that there had been an initial report at the last meeting of LAP. The information would be updated three times a year with some changes to reduce the burden on boroughs. No significant trends had been identified.

7.2. Peter Ng said the figures did not provide much context and could be interpreted in different ways. **The Chair** said there had been a lot of discussion with EPOs and the intention of gathering the data was to potentially identify long term trends for LAP and to then dig down into the nuances for further analysis. **The Chair** suggested that as the data in paper 07 did not identify any trends it should not be presented to LAP at this time. The Group agreed.

Decision – the Group agreed that paper 07 (Emergency Planning Monitoring Report) not be presented to LAP at its next meeting.

8. Utility Sector Engagement Update (paper 08)

8.1. John Hetherington explained that the Utility Sector Panel had accepted the proposal in Simon Freeston's paper to set up a small working group. Nominees had been made – Steve Badge (City of London Corporation), Denise Prieto (H&F), Tim Arnold (Hounslow) and Simon Freeston (Ealing) with LFB-EP providing the Secretariat.

9. Local Authority Website Resilience Information – Discussion Paper (paper 09)

9.1. John Hetherington introduced the paper which proposed a discussion on whether it was possible to providing consistent resilient information to the public.

9.2. David Kerry said that while it was a laudable idea it would be difficult to deliver. Boroughs would have different policies for their web sites in place and therefore single messages may not be always possible to implement. The Group had considered that any consistent information would be better placed on the London Prepared web site. It was straightforward to include a link from their emergency planning page to London Prepared. **Hamish Cameron** said he would welcome any suggestions for improving London Prepared which, strictly speaking, was owned by the Mayor. **The Chair** agreed that London Prepared was a more suitable location and suggested the Comms Sub Group and Martin Gavin at London Councils be consulted.

Action – the Comms Sub Group and London Councils be consulted on the issue of consistent resilience information

Action – Boroughs to be encouraged to include links on their emergency planning web pagers to London Prepared.

10. Ex Cygnus (Excess Deaths) PXR (paper 10 and PDF report)

10.1. David Kerry said this had been discussed and the recommendation had been agreed.

Decision – the Group agreed to the recommendation on the Excess Deaths' Framework in paper 10.

11. Training and Exercising Update (paper 11)

11.1. Mark Sawyer said exercise Unified Responder would subsume exercise Safer City this year. While recognising there would be a gap between the previous Safer City in 2013 it was proposed that Exercise Connects in 2015 be expanded and built upon so that boroughs and the BECCs and LLACC could adequately test their arrangements. **The Chair** agreed and also suggested contacting the MPS in relation to Exercise Strong Tower with a view to including a local authority input eg LALOs.

Action – LFB-EP to contact MPS in relation to Exercise Strong Tower with a view to including a local authority input.

12. Closedown of 2013-15 Business Plan (paper 12)

12.1. John Hetherington said there were three objectives that were proving difficult or stalled due to a lack of guidance or regional agreements: community resilience, reservoir inundation planning and fuel protocol. The latter two were outside the Group's control.

Decision – the Group noted progress on the Business Plan in paper 12.

13. Any Other Business and Future meeting dates

13.1. Hamish Cameron mentioned LRT were now located in LFB HQ and would formally become part of LFB at the end of January.

London Fire Brigade Emergency Planning January 2015