

Paper 02

MINUTES

Local Authorities Panel – Implementation Group (LAP-IG)

20th May 2015 14.00

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

Sector Represented	Name	Organisation
Local Authority	Andrew Pritchard	LFB EP (Chair)
Central SRRF LAs & 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
South West SRRF LAs	Sarah Chittock	LB Merton
North Central SRRF LAs	Peter Ng	LB Hackney
London Resilience Team (item 3 only)	Hamish Cameron	LRT
Deputy Head of Emergency Planning (item 12 only)	Ben White	LFB EP
Secretariat	John Hetherington	LFB EP
Secretariat	Mark Sawyer	LFB EP
Secretariat	Alex Townsend Drake	LFB EP
Secretariat	Maria Farrugia	LFB EP

Decisions		
1	LAP IG chose option 2 for the Fuel Disruption Protocol to be put forward to LAP and requested for continued lobbying for central guidance.	
2	LAP IG agreed that the Emergency Planning monitoring report not to be sent to LAP until clearer trends are identified	
3	LAP IG recommended to LAP that subject to any identified amendments being made the plans are acceptable to local authorities and are signed off at the LRF in June.	
4	LAP IG agreed the 7 MSL functional areas for 2015 to be audited subject to further detailed assessment criteria being developed. And that a rolling program to be developed to incorporate all MSL over a 4 year period.	
5	LAP IG agreed to the proposals in Paper 08.	
6	LAP IG endorsed the formation of a Survivor Reception Centre Working Group.	
Actions		
1	LAP IG members to arrange a session for all London Emergency Planners to provide feedback to the Norwell review.	LAP IG reps
2	Any comments on the Emergency Planning Monitoring Report to be e-mailed to Mark Sawyer.	All

3	LRT to send out a request for membership to the EPG for Exercise Unified Response	LRT
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1. Welcome, introductions and apologies

1.1. The Chair opened the meeting and welcomed attendees.

2. Minutes of last meeting

2.1. The Group agreed that the minutes of 19th January 2015 meeting were accurate. The Group noted the actions and decisions.

3. LRT Update (oral update)

3.1. Hamish Cameron updated the Group. On current incidents Hamish reported that there would be industrial action from Network Rail 25th/26th May and that the Mayoral advisory group had met. Information on affected routes would be made available to the public and an SCG would take place the following day.

3.2. On routine workstreams the LRF would be held the 8th June where the Flood Response plan and Mass Fatalities plan would be put forward for approval. Papers on 'Situational Awareness' and 'Environment Agency, London Fire Brigade and Local Authorities working together to improve Waste Sites' would also be discussed.

3.3. Delayed workstreams included CBRN, Telecommunications for Responders, Mass Casualties, STAC and Drought.

3.4. Hamish also spoke of the aligned working arrangements with LFB EP with the latter more frequently working within LFB Hq with LRT.

3.5. Hamish also informed the group of the new LFR Chair Gareth Bacon who would also Chair Communicating with the Public.

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

Norwell Review

4.1. The Chair asked if all members had seen the interim Norwell Review report? The Group confirmed they had all seen the report.

4.2. David Kerry asked what LAP IG's involvement would be going forward and said there was a need for transparent communications with all boroughs. David also raised concerns on how feedback from the report would be received. The Chair suggested a morning or afternoon session was arranged for all local authority emergency planners to provide feedback on the report. It was decided that LAP IG would arrange the date and LFB EP would assist.

Action 01: LAP IG to arrange a session for all London Emergency Planners to provide feedback to the Norwell review.

Local Authority Led Partnership Workstreams (Paper 04a)

4.3. John Hetherington introduced the paper and outlined the route to progress the workstreams.

4.4. David Kerry recommended that the membership of the Structural Collapse and Site Clearance Framework should include the dangerous structures consortium, London District Surveyors Association and environmental health practitioners to engage their views. John confirmed that the first two groups had already been contacted to support and that he would establish contact with ALEHMS to seek their views and input.

4.5. For the Fuel Disruption Protocol, the Group recommended that option 2 be put forward to LAP with the request for continued lobbying for central guidance.

Decision 01: Option 2 for the Fuel Disruption Protocol to be forward to LAP and the request for continued lobbying for central guidance.

LAP Business Plan 2015-17

4.6. The Group noted the LAP Business Plan 2015 -17.

5. Emergency Planning Monitoring Report (paper 05) and

5.1. The Chair discussed the monitoring report and recommended that it wasn't put forward to LAP. The Group agreed.

5.2. Mark Sawyer said that they now had all 33 boroughs responses and would update the report accordingly. The Group were asked to e-mail any comments to Mark.

Decision 02: LAP IG agreed not to send the Emergency Planning Monitoring Report to LAP until clearer trends are identified over time.

Action 03: Any comments on the Emergency Planning Monitoring Report to be e-mailed to Mark Sawyer.

6. Partnership Plans for Approval (paper 06)

6.1. John Hetherington outlined the frameworks to be put forward to the LRF in June for sign off. The plans were on Resilience Direct for consultation and the Group were asked to provide any further comments whilst the frameworks were in their final development stages. The CBRN plan and the Drought Framework had been delayed and therefore would not go the LRF. The Mass Fatalities Framework and the Strategic Flood Framework which has previously undergone consultation will be presented to the LRF in June.

Decision 03: The Group recommended to LAP, that subject to any identified amendments being made, the plans are acceptable to local authorities and are signed off at the LRF in June.

7. MSL Assessment Process Review (paper 07)

7.1. John Hetherington explained the report looked to further enhance current MSL assessment methods. It was recommended that spot checks be performed on at least 7 functional areas to ensure all areas were audited within a 4 year period. The paper identified the 7 areas for 2015. It was discussed that sample audits was a preferable term and that further work was required for each of the capabilities to determine the further evidence that a sample audit would require. It is still expected that during a self assessment that the further sample audits would be conducted as a self assessment, during a peer review the evidence the evidence would be required to be shown to a peer reviewer.

7.2. The group discussed the audits that Barking and Dagenham and Waltham Forest undertake through their internal audit and suggested the Norwell Review looking at a funding stream to identify a common auditor to review the MSLs going forward.

Decision 04: LAP IG agreed the 7 MSL functional areas for 2015 to be audited subject to further detailed assessment criteria being developed. And that a rolling program to be developed to incorporate all MSL over a 4 year period.

8. Business Continuity Promotion Working Group (paper 08)

8.1. Alex Townsend-Drake presented the proposal for a Business Continuity Promotion Working Group. Alex explained that the initiative had been derived from the MSL review that highlighted the challenges faced by Local Authorities in providing Business Continuity advice. The core objectives of the group would be to harness existing resources and examples of good practice both regionally and nationally in order to create an interactive central resource for London; provide a mechanism for collaboration and the sharing of information; and to produce guidance as appropriate.

8.2. Alex noted that the group had the support of Don Randall who had agreed to Chair. LAP IG agreed to the proposals in Paper 08.

Decision 03: LAP IG agreed to the proposals in Paper 08.

9. Mass Fatalities Funding Guidance (paper 09 and guidance note)

9.1. John Hetherington spoke to paper 09. The guidance note simplified and put forward options for Mass Fatalities funding which was currently very complicated. Following on from discussions that morning, amendments would be made and a final guidance note sent out.

10. Survivor Reception Centre Working Group (paper 10)

10.1. John Hetherington spoke to paper 10. The proposal to form a Survivor Reception Centre Working Group (SRCWG) had stemmed from a SRC exercise delivered by the London Borough of Ealing. They identified a need for clearer understanding of multi-agency roles and responsibilities.

10.2. The Group endorsed the formation of a working group to develop SRC practices and would nominate Local Authority representatives.

Decision 04: LAP IG endorsed the formation of a Survivor Reception Centre Working Group.

11. Training and Exercising Update (paper 11)

11.1. The Group noted the progress and updates regarding training and exercising and were all content.

12. Exercise Unified Response (presentation)

12.1. Ben White presented on Exercise Unified response.

12.2. Following the presentation **Mark Sawyer** discussed local authorities involvement in the exercise. LAP IG were asked to confirm if they were content with the current EPG or if a second group should be established to focus on Exercise Unified Response. Following a discussion the Group decided to create a second EPG with representatives at a senior level.

12.3. Mark Sawyer said that LRT would send out a request for membership to the EPG, **Mike Price** volunteered to be a local authority representative.

Action 04: LRT to send out a request for membership to the EPG.

13. Partnership Situational Awareness Project (presentation)

13.1. John Hetherington presented on the Partnership Situational Awareness project. The project would be in place by March 2016 and all work was on track. The location would be determined at the LRF on 6th June. A briefing paper on the project was agreed to be sent with the minutes.

14. Any Other Business

14.1. Alex Townsend-Drake spoke of an action from the Central SRRF and explained that the secretariat was asked to explore whether there was room for Local Authorities to collaborate with Police in supporting CT exercises such as Project Argus as part of the Business Continuity agenda. LAP IG felt that there was a lot of room for collaboration and an increasingly combined approach towards planning, marketing and delivery. This was, however, subject to the capacity and relationships within individual borough teams across London.

14.2. John Hetherington referred to the recent Local Authorities representatives noting there was a vacancy for a representative on the Communicating with the Public working group. There had been two nominations for the group and it was agreed that both would join the group to enable better chances that local authority emergency planning is represented at each meeting. Then new representatives are Jeremy Reynolds (LB Redbridge) and Kieran Munnely (LB Ealing)

14.3. The Chair raised concerns over the number of working groups that had been created. **John Hetherington** said the groups were smaller and more focused than perhaps they had been in the past making better use of resources. **David Kerry** added that the groups he had recently sat on met only three times to achieve the revision of a framework. The Chair noted this but stressed that we should monitor the commitments that we make to ensure we have the capacity to complete the work we commit to.

14.4. The Chair invited the Group and all boroughs to attend the 10 Year Anniversary of the LLACC taking place on the 20th August 2015.

15. Future meeting dates

15.1. 22nd September 2015, London Fire Brigade Headquarters.

London Fire Brigade Emergency Planning May 2015