

Paper 02

MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
2nd October 2015, Corporate Room 2, 14:30 Guildhall

| Name | Organisation |
|------------------------|---|
| John Barradell | Chair (Town Clerk City of London Corporation) |
| Lesley Seary | NC SRRF (CE LB Islington) |
| Mary Harpley | West SRRF (CE LB Hounslow) via telecom |
| Gillian Norton | SW SRRF (CE LB Richmond) via telecom |
| Simon Barry | LB Redbridge (Director of Environment & Community Services) |
| John O'Brien | CE London Councils |
| Clare Wormald | DCLG RED |
| Mari Rogerson | |
| 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 |
| Stuart Turner | LFB EP |
| Graham Burbage | LFB EP LAP Secretariat (Minutes) |
| Apologies | |
| Roger Hampson | NE SRRF (CE LB Redbridge) |
| Doug Patterson | SE SRRF (CE LB Bromley) |
| Dr Jonathan Hildebrand | RB Kingston Upon Thames |

| No. | Actions | Lead |
|------------|---|-----------------|
| 1 | David Kerry to send the brief on fuel planning after the meeting. | David Kerry |
| 2 | Norwell Review to be included on the agenda for the next LAP Meeting. | Secretariat |
| 3 | London Councils to contact LFB-EP on the identification of Director level responsibility for Emergency Planning in Boroughs. | London Councils |
| 4 | An update to be provided on the EUR indemnity issue at the next LAP meeting. | Secretariat |
| 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. | Secretariat |
| 6 | EUR staffing to be discussed at the next LAP meeting | Secretariat |
| 7 | LLAG to be informed if London's mortuary capacity levels approached Red level – ie around 80%. | Secretariat |
| 8 | The Chair to speak to Eleanor Kelly on the longer term mortuary issues. | The Chair |
| 9 | Paper 09 should reflect the fact that not all Boroughs had Prevent Coordinators. | Secretariat |
| 10 | | |

| No. | Decisions |
|-----|---|
| 1 | The Panel agreed to the recommendations in Paper 05 (EUR) |
| 2 | The Panel noted paper 07 and considered the right level of service to the local authorities from LFB-EP was important rather than any changes to the governance arrangements for LFEPA. |
| 3 | The EP Monitoring Report on staffing levels be presented to LAP on an annual basis while LAP-IG continued to analyse the figures twice a year. |

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 2015 meeting were accurate.

2.2. An update on the actions was as follows:

| No. | Actions | Update |
|-----|---|--|
| 1 | David Kerry to provide a one page brief on fuel planning for the Chair to use at CELC. | David Kerry reported that LAP-IG had decided to establish a working group to look at the issue in depth and to seek information from other LRFs around the country before reporting further to LAP. David would send the brief to the Panel after the meeting. Action- David Kerry to send the brief on fuel planning after the meeting. |
| 2 | The Panel endorsed the LAP-IG approach on the separate Exercise Planning Group for EUR and asked that the Group report to LAP on a regular basis. | On the agenda. |
| 3 | Doug Patterson to contact SE Chief Executives to gauge interest in local authority involvement in EUR. | The Chair said this would be discussed with the present CEs at the end of the meeting. |
| 4 | London Councils to ask boroughs to identify their Directors responsible for Emergency Planning matters. | On the agenda. |

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| 5 | <u>Norwell review</u> <ul style="list-style-type: none"> Matthew Norwell would take forward the review's recommendations including the SLA with LFB LAP-IG would be involved in identifying areas to be covered in the SLA LAP IG members to arrange a session for all London Emergency Planners to provide feedback on the review with the review's authors providing an update. Doug Patterson would be the lead Chief Executive for the work. | On the agenda. |
| 6 | Secretariat to assist DCLG to identify a speaker for their Whitehall and Industry Group meeting on 1 July. | Complete. James Cruddas attended the 1 July meeting. |
| 7 | The six checklist items in the DCLG Checklist for Civil Emergencies be added to the agenda for the next LAP meeting, plus the MSLs, with a summary of progress. | On the agenda. |
| 8 | London Councils to take forward the second checklist item on briefings for Members. | On the agenda. |
| 9 | The Panel agreed to the recommendations in the Public Mortuary Service Review but they would need rephrasing for CELC. | On the agenda. |
| 10 | Secretariat to speak to Eleanor Kelly about the Mortuary Capacity report's conclusions. | On the agenda. |
| 11 | SRRF Chief Executives to assume a Gold Mentoring role for any new CEs within their SRRF area and for Lesley Seary to also take on the Central SRRF until a new Chair was appointed. | Lesley Seary said she had spoken to Charlie Parker who was prepared to take on the Central SRRF Chair role. |
| 12 | Secretariat to inform SRRF Chairs when a new CE was appointed in their areas. | On going. |

3. Norwell Review (oral update)

3.1. **Andrew Pritchard** reported that Doug Patterson and Matthew Norwell were on course to have the SLA in place by 1 April 2016. **Andrew** said that while he had not seen a draft of the SLA a meeting had been arranged with Borough EPO Managers on 2 November to discuss it. **David Kerry** said he not seen the draft either but the 2nd

November meeting would be a good opportunity for Boroughs to hear first hand from Doug Patterson about the review and to ask questions. **Gillian Norton** said that some CELC colleagues might have concerns on funding. **The Chair** said that CELC's views could be discussed after the main LAP meeting and asked that the Review be discussed at the next LAP meeting.

Action – Norwell Review to be included on the agenda for the next LAP Meeting.

4. London Councils Directors' meeting (oral update)

4.1. **The Chair** explained that it was important to identify the most senior tier of management between EPOs and Chief Executives and to arrange a meeting with them. This was particularly so in the run up to April 2016 and for the potential release of staff for EUR. **John O'Brien** said he would speak to **Andrew Pritchard** and Doug Flight on the best way to progress the issue.

Action – London Councils to contact LFB-EP on the identification of Director level responsibility for Emergency Planning in Boroughs.

5. Exercise Unified Response (paper 05)

5.1. **Mike Price** updated the Panel on the work of the Exercise Planning Group for the local authority aspects of EUR which would provide a good opportunity to demonstrate local authorities' genuine and valid role to the emergency services. The EPG had met three times and had produced a substantial project plan and a dashboard providing an overview of the workstreams. **Mike** said that each SRRF area had been allocated a work stream but would help each other if necessary. **Mike** asked for LAP's agreement to the aim and objectives on page 4 of paper 05. The Panel agreed.

Decision- the Panel agreed to the recommendations in Paper 05 (EUR)

5.2. **Mike** mentioned the 2nd November EUR briefing for Boroughs. **Mike** was concerned that knowledge at Chief Officer level was patchy and that the release of sufficient numbers of Borough staff for EUR was important. **The Chair** said he had asked for EUR to be added to a forthcoming CELC meeting for a full discussion. **The Chair** said he would be writing to CELC asking for LLAG volunteers to cover EUR. **Mary Harpley** said she would be happy to take part as LLAG for part of the exercise.

5.3. **Mike** also mentioned that an indemnity for local authority staff for working at the site would be needed. This was being pursued. **The Chair** asked for an update at the next meeting.

Action – an update to be provided on the EUR indemnity issue at the next LAP meeting.

5.4. **Andrew Pritchard** mentioned that EU observers would be present and the intention was to also invite other UK based local authority Chief Executives to observe. **Andrew** also mentioned the possibility of seeking a 5 month local authority secondee as a project officer to assist with EUR. **Clare Wormald** suggested opening up the opportunity to central government too. **The Chair** asked for a note to CE colleagues.

Action – 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.

5.5. **Mike** said that any costs such as time and travel would fall to the relevant Borough. The Oyster zone had just been extended to Dartford. **David Kerry** said he was mindful that the K&C volunteers for rest centres all had day jobs and there was already difficulty releasing those members of staff for training and exercising. **Gillian Norton** said it was a very good opportunity but there was an internal dilemma with resources already stretched and it would be difficult to find staff for all 4 days. **The Chair** said it was possibly a once in a lifetime opportunity and that boroughs' interoperability was important. **The Chair** asked for an update at the next LAP meeting.

Action – EUR staffing to be discussed at the next LAP meeting.

6. Mortuary Capacity report follow up (paper 06)

6.1. **Eleanor Kelly** said she had received the report once it had been completed. The pressure on mortuaries was still bad. **Eleanor** noted that there was one mothballed mortuary in a hospital that had never opened. **Eleanor** agreed that the death management process needed to be looked from start to finish to get service improvements. The main recommendation was number 4 on the tripartite relationship between local authorities, Coroners' Offices and the Police. A strategic review was required with a focus on shared services.

6.2. **Andrew Pritchard** said that from discussions with EPOs there was a growing problem on capacity with the weekly data gathering from DDMs showing most operating around 50% but that could hiding a bigger picture. From 6th October data would be gathered from DDMs and public mortuaries to provide a wider perspective.

6.3. **Eleanor** highlighted two issues. Firstly the repatriation of bodies from incidents abroad, eg Tunisia, did not necessarily need to come to London. Secondly, there was pressure on public mortuaries to keep bodies longer rather than sending them to funeral service providers. **Clare Wormald** said that the Chief Coroner had asked the West London Coroner to take on the Tunisian repatriation. **The Chair** suggested it may have been because of the proximity of Heathrow but it ought to be possible to go back to the Chief Coroner if there was a capacity issue. **Clare** said that DCLG were currently developing and preparing advice on the issue using London's experiences as a case study. Draft advice would be sent to Solace to share country wide.

6.4. **Eleanor** said that local authorities were responsible for the visibility of the service and had statutory responsibility for the funding. If the MPS withdrew their financial support then it would be down to local authorities. The Strategic Group had not effectively met as there had been three MPS Commanders holding the responsibility for the function in the last three years. The current Commander expected to be in place for two years but was also responsible for homicide and terrorism and so had a lot of priorities to manage.

6.5. **The Chair** suggested that EUR could be used to demonstrate some possible mortuary capacity learning. **John Hetherington** said that DVI was included in EUR and a temporary mortuary was due to be set up.

6.6. **Eleanor** said she would speak to the seven lead Chief Executives in the Coronal areas with an encouraging message to keep relationships steady and not adversarial. Other Chief Executives probably received little if any information on the service. Coroners were members of the Judiciary and so had a high degree of autonomy. **Lesley Seary** mentioned that the costs for the Jean Charles de Menezes inquest of £250,000 had fallen on Lewisham. **Eleanor** said the tripartite work was important and noted that the Ministry of Justice's push for 24 hour cover was in spite of the existing problems.

6.7. **The Chair** said the longer term issues identified by the report would be taken up with CELC. **The Chair** asked for views on reporting on capacity to LAP. **John Hetherington** said the RAG status for Red would be 85% and above. **The Chair** suggested that LLAG be approached if capacity approached Red level ie around 80%. **The Chair** would speak further to **Eleanor Kelly** on the longer term issues.

Action – LLAG to be informed if London's mortuary capacity levels approached Red level – ie around 80%.

Action – the Chair to speak to Eleanor Kelly on the longer term issues.

7. Consultation – Enabling closer working between the Emergency Services (paper 07)

7.1. **Clare Wormald** introduced the consultation paper. It covered a series of measures to transform the delivery of local fire and police services, and drive greater collaboration between the police, fire and rescue and the ambulance services. It included proposing Police and Crime Commissioners to take on the duties and responsibilities of fire and rescue authorities. That would not be relevant for London so the consultation document proposed abolishing LFEPA and giving the Mayor of London direct responsibility for the fire and rescue service in London. **Clare** mentioned LRT moving to LFB and the role of LFB-EP supporting local authorities. The new arrangement would enable closer working ties.

7.2. **The Chair** said that page 19 of the document covered civil contingencies. **The Chair** considered that the form of governance was not important as long as the right level of service was maintained. **Gillian Norton** and **Mary Harpley** agreed. **Hamish Cameron** said the LRF would consider the consultation document and respond. **John O'Brien** said that Members would be considering the consultation document in the next 10 days or so.

Decision – the Panel noted paper 07 and considered the right level of service to the local authorities from LFB-EP was important rather than any changes to the governance arrangements for LFEPA.

8. Business Continuity Promotion (oral update)

8.1. **Mr Tabone** was unavailable for the meeting.

9. Prevent Operating Procedure (paper 09)

9.1. **Andrew Pritchard** introduced paper 09. The procedure describes the established arrangements to support LLAG during an incident in which there was a potential impact on community cohesion. There were some issues with MPS which would be looked at afresh.

9.2. **Gillian Norton** said that not all boroughs had Prevent Coordinators. There was only a small amount of money available, £10,000. RB Richmond had decided they did not need a Prevent Coordinator. The paper should reflect that point.

Action – Paper 09 should reflect the fact that not all Boroughs had Prevent Coordinators.

10. Borough Resilience Fora capabilities assessment (oral update)

10.1. **Andrew Pritchard** said that the statutory BRFs had been provided guidance eg business plans and were now being assessed on their capabilities. It was due to be discussed at the next round of SRRFs with the results due in January 2016. LAP-IG would consider the results before a paper was presented to LAP.

11. DCLG Resilience and Emergencies Division (oral update)

11.1. **Clare Wormald** said the LRF Chair's Conference was arranged for 9th December and thanked **the Chair** for agreeing to host it at the Guildhall.. Work on the National Security Strategy and Strategic Defence and Security Review was under way. The Spending Review would be complete in November. Work on Government Winter Readiness advice was progressing and would cover salt stocks and flood defences. There were three high Spring tides due outside London.

11.2. **Clare** said that DCLG was the lead Government Department for EUR and recognised the opportunities presented by the exercise. DCLG reported directly into the Project Board. Their Site Clearance guidance would be published before EUR. The Cabinet Office would be focussing on bringing in support from EU States during EUR.

11.3. **Clare** also touched on Exercise Cygnus that had been postponed during the Ebola outbreak and was now likely to take place in May 2016. There was an expectation that London would participate and **Clare** hoped that London partners would agree to do so.. **Clare** also mentioned the Cities and Local Government Devolution Bill which would have implications for local government

12. Update from the LLHRP (oral update)

12.1. In Dr Jonathan Hildebrand's absence **John Hetherington** reported on the written brief provided. The last meeting of the LLHRP was on 9th September. Updates were received on Middle Eastern Respiratory Syndrome (MERS CoV), Ebola and pandemic flu planning. The latter would be looked at in detail nationally as part of this year's EPRR assurance process.

12.2. Both the PHE (London) Avian influenza plan and the NHS England (London) avian influenza response plan had been signed off. There was considerable discussion at LLHRP on winter preparedness noting the reduction in funding for winter pressures compared with last year. The key challenge from the Secretary of State for Health for A&E performance was to be maintained and the importance of timely and reliable information and Public Health England's 'Stay Safe This Winter' campaign would encourage those who were vulnerable to have the flu vaccine.

13. Update from the London Resilience Team

13.1. **Hamish Cameron** said LRT's resilience and call out arrangements had improved while at LFB. The Director of Programmes, Steve Hamm, was due to start at the end of October.

13.2. The LRF was due to meet on 12th October and would be considering DCLG's consultation document and would be discussing Strong Tower and winter preparedness. There was a PR exercise due on promoting free flu vaccines. The papers for the meeting were due to be circulated on 2nd October.

14. Update from LAP-IG (Oral report)

14.1. **David Kerry** reported that LAP-IG had a full agenda and had considered the MSL review process which would be on a constant 4 year rolling programme. LAP_IG had agreed that the MSLs were still appropriate for the EP role.

14.2. **David** specifically mentioned the good work done by Steve Crawley (Tower Hamlets) and Twm Palmer (Hounslow) on the Structural Collapse Plan. **The Chair** said he would write to both.

14.3. **David** also mentioned two areas of work where LAP-IG considered more needed to be done. Firstly on the Utilities Plan where there were some inaccuracies and the Working Group had been asked to reconsider. Secondly, a generic leaflet had been produced explaining the purpose of SRCs. LAP-IG considered it needed a more professional touch and had asked for more work to be done. Lastly, **David** reported on the EP Monitoring Report on staffing levels. This had been compiled over the past 18 months with no discernible downward trend emerging. **David** proposed that the report be presented to LAP on an annual basis while LAP-IG continued to analyse the figures twice a year. The Panel agreed.

Decision – the EP Monitoring Report on staffing levels be presented to LAP on an annual basis while LAP-IG continued to analyse the figures twice a year.

14.4. The next meeting would be arranged for towards the end of January 2016.

15. Any Other Business

15.1. An update on the Situational Awareness Project would be attached to the minutes.

London Fire Brigade Emergency Planning, October 2015