

MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
6th June 2018, 15:00, Conference Room 1, The Guildhall

Name	Organisation
John Barradell	Chair (Town Clerk City of London Corporation)
Eleanor Kelly	Deputy Chair / Central SRRF (CE Southwark)
Mary Harpley	West SRRF (CE LB Hounslow)
Kim Bromley-Derry	NE SRRF (LB Newham)
Jo Negrini	LAP-IG Chair
Doug Patterson	SE SRRF (CE LB Bromley)
Charlie Adan	SW SRRF (CE RB Kingston)
John O'Brien	CE London Councils
Dr Fiona Wilcox	Westminster's Coroner
Prof Kevin Fenton	PH Director
Dr Fiona Twycross	Deputy Mayor for Fire and Resilience
Jyoti Bhojani	Greater London Assembly
Emma Spragg	British Red Cross
Farehk Jahangir	British Red Cross
Gill McManus	MHCLG RED
Alex Woodman	City of London Corporation
Andrew Meek	Practitioner Advisor to the Chair (EPO LB Haringey)
Doug Flight	London Councils
Mark Sawyer	Local Authority Chief Executive Liaison officer (Resilience)
John Hetherington	London Resilience Secretariat
Graham Burbage	London Resilience Secretariat (Minutes)
Apologies	
Lesley Seary	NC SRRF (CE LB Islington)

No.	Actions	Lead
1	The London Council Role at LAP for the ToR be circulated with the minutes	London Councils
2	A briefing note to be sent providing details on why the additional £15,000 contribution from Boroughs was required and how it would be used in order to secure CEs' support.	Mark Sawyer
3	The LA Concept of Operations paper (4a) should be discussed at the Sub Regional Borough meetings and then brought back to LAP.	Mark Sawyer

No.	Decisions
1	The Panel agreed to postpone agreement on paper 3f (funding allocation) until all CEs' views had been sought and agreed through the Sub Regional meeting structure. In the interim the agreement with British Red Cross and the First Aid Nursing Yeomanry were agreed.
2	The Panel noted the contents of paper 3c and decided not to change the Sub Regional boundaries.

3	<p>On paper 3d, the Panel agreed:</p> <ul style="list-style-type: none"> ○ Recommendation 1. ○ Recommendation 2 would await the outcome of the consultations with CEs on the additional £15,000 funding. ○ Recommendation 3.
4	<p>On paper 3e, the Panel agreed the approval of the SLA would await the outcome of the consultations with CEs.</p>

1. Welcome, introductions & apologies for absence

1.1. The Chair opened the meeting, introductions were made and apologies noted.

2. Minutes of the last meeting (paper 02)

2.1. The Panel agreed that the minutes of 7th February 2018 meeting were accurate. John Hetherington gave an update in the actions as follows:

No.	Actions	Update
1	Mark Sawyer to meet Jo Negrini to discuss the mapping exercise in more detail.	Completed.
2	When available, the work strands for Grenfell Tower Fire – LA Lessons Capture Programme – be circulated via LAP-IG and copied to the Coroner.	These have been briefed in the LAP IG.
3	The responsibilities of chief executives on the SCG Chairs' Rota role be circulated.	Completed.
4	The strategic response training for the remaining Chief Executives and Directors be brought forward.	Two dates had been confirmed. Directors had also been invited.
5	Chair to write to all chief executives currently not SC Cleared or where their borough had not paid the 15k.	Completed.
6	LAP-IG to consider the existing work on staff welfare that had been sent to the Home Office by the Coroner.	Complete the guidance produced by the Home Office has been shared with SE EPO leading on staff welfare.
7	Further feedback to be provided at the next meeting on the effectiveness of LAP-IG working.	On the agenda.
8	Update on engagement with the Mortuary Managers Group to be shared at the next meeting.	The next meeting was arranged for 17 th July.
9	Mark Sawyer to discuss DASS representation at LHRP with Paul Nasjarek.	Completed.
10	Drought be added to the next LAP agenda.	The drought level had reduced from 2 to 1.
11	The next strategic summit dates for 2018 to be circulated.	Completed.
12	Update on community resilience initiative to be presented at next meeting.	On the agenda.

3. Local authority Emergency Planning in London

- Refreshed EP 2020 Implementation (paper 3a)

3.1. **Mark Sawyer** spoke to paper 3a outlining the progress made which was generally positive with most recommendations on track. **The Chair** noted that consultants would need to be appointed. The Panel noted progress.

- LAP Terms of Reference

3.2. **The Chair** noted that LAP's structure now included a Deputy Chair post which had not yet been filled. **John O'Brien** said the previous version of the ToR included the London Council Role and suggested that was circulated with the minutes. This was agreed.

Action - the London Council Role at LAP for the ToR be circulated with the minutes.

- Chief Executive Engagement

3.3. **Eleanor Kelly** said there were two main areas. Firstly, whether the SCG Chair role with its separate rota was working effectively, particularly, in relation to the separate LLAG Rota. Secondly, a series of meetings were being arranged with recently appointed CEs in order to discuss resilience in Boroughs and take a view of their confidence levels, support structures and networks. This was akin to a skills audit. **Kim Bromley-Derry** agreed that skill sets and confidence levels would vary. **Jo Negrini** said LAP-IG had expressed concerns on Governance in Boroughs and there not being a level playing field on standardisation from senior management. **The Chair** said there was clear role for the Leaders and Executive Group at London Councils to push for the level of CE involvement.

3.4. **Mary Harpley** agreed that the separate rota for the SCG Chairs could, in business as usual times, be perceived as an easier option than the LLAG Rota with fewer calls being made on their time. It would be worth continuing with the separate rotas but review the time commitment. **Charlie Adan** said in the SW area local testing of preparedness results were positive and CEs had confidence in borough arrangements. The new regional meetings would assist in CE colleagues seeking assistance.

3.5. **The Chair** said this would be on going work but there had been a positive start.

- LA Sub-Regional Borough Boundaries (paper 3c)

3.6. **The Chair** said there were various options outlined in paper 3c but there was no obvious conclusion or obvious solution. The paper was for noting and it was determined best not to change boundaries at this point.

Decision – the Panel noted the contents of paper 3c and decided not to change the Sub Regional boundaries.

- Status of Sub Regional Borough Meetings

3.7. **Mark Sawyer** said the next step was to set the meeting dates and was working with the respective offices to do this.

- Funding Allocation (paper 3f)

- Local Authority Regional Support Team
- BRC MoU Agreement
- FANY MoU Agreement

3.8. **The Chair** asked for views on the two MoUs. **Andrew Meek** said that Boroughs viewed BRC as a key Partner, having one agreement across London was a useful step and that £2,000 per borough was a reasonable amount. **Jo Negrini** said LAP-IG approved. **Mark Sawyer** said that FANY volunteers had provided very helpful support during Grenfell.

3.9. On the Local Authority Regional Support Team, **the Chair** said that while the principle had been agreed it was important for all CE views to be sought on the additional £15,000 contribution at the meetings to be held with Eleanor Kelly and at the Sub Regional Borough Meetings. CEs' support was needed. **Charlie Adan** asked for a briefing note on what exactly was required from Sub Regional Borough colleagues. A final decision would be taken at the next LAP meeting or earlier, via e-mail, if agreement was reached.

Action – a briefing note to be sent providing details on why the additional £15,000 contribution from Boroughs was required and how it would be used in order to secure CEs' support.

Decision – the Panel agreed to postpone full agreement on paper 3f until all CEs' views had been sought and agreed. In the interim the agreement with British Red Cross and Female Auxiliary Nursing Yeomanry were agreed.

- **Assurance Approach – Stage 2 Development (paper 3d)**

3.10. **Mark Sawyer** spoke to paper 3d and explained the interim and longer term approaches to the project including an independent peer review procedure. Kim Bromley-Derry said all boroughs should be as robust as possible. **The Chair** agreed. **Doug Patterson** said any independent assessors discovering weaknesses would also need to be available to provide solutions. **Eleanor Kelly** agreed that any degree of self assessment needed to be robust to avoid shared services potentially recording different scores. **Charlie Adan** said there was a risk of CEs paying lip service to the arrangements. **The Chair** said CELC would need to own the arrangements.

Decision : on paper 3d, the Panel agreed:

- **Recommendation 1.** *LAP endorse the interim and long-term approaches detailed in this Paper.*
- **Recommendation 2 would await the outcome of the consultations with CEs on the funding allocation.** *LAP agrees to the injection of pace into this work through consultancies funded from the central resilience fund.*
- **Recommendation 3.** *LAP offers direction on the interim process to ensure it offers all chief executives assurance on the progress of Refreshed EP2020 implementation and individual and collective preparedness in advance of the formal process being available in 2019.*

- **Service Level Agreement - LAP/LFC/CoL (paper 3e)**

3.11. **John Hetherington** said the paper was a first draft reflecting the change in roles and the new arrangements. **Andrew Meek** said it had been tidied up, contained extra clarification and EPOs were content. **The Chair** said the Sub Regional Meetings would need to approve the SLA and not CELC. It would not be adopted until the next LAP meeting. In the meantime the existing SLA was still in place.

Decision – on paper 3e, the Panel agreed the approval of the SLA would await the outcome of the consultations with CEs to determine funding allocations.

- **Grenfell Tower Fire – LA Lessons Capture Programme/Multi Agency Debrief**

3.12. **Alex Woodman** explained that phase 1 of the LA Lessons Capture Programme was complete. For the second phase specialists would need to be identified and would include LA communications, community engagement and finance. **John Hetherington** said the Multi Agency Debrief might be led by the PHE National Debrief Team pending an executive decision in PHE. Provisional dates had been set for mid July. **The Chair** noted this was challenging as those with the necessary debrief skills were probably already involved.

- **Security Clearance Update**

3.13. **The Chair** said of the 33 Boroughs, 19 CEs had SC, 2 applications were active, 3 had not started and there was no information on the remaining 9. **The Chair** noted that the list of CEs was

not static with temporary and interim CEs in place. **John O'Brien** suggested making SC status a requirement of the London Leadership Programme.

4. Update from LAP-IG

- **Standardisation Implementation**

4.1. **Jo Negrini** said that LAP-IG had spent a long time discussing Standardisation and the timetable for implementation. **Mike Price's** work had been approved. While LAP-IG had endorsed Standardisation they recognised there was not a level playing field among Boroughs on resources.

- **LA Concept of Operations (Paper 04)**

4.2. **Mark Sawyer** introduced this paper on how local authorities manage a response including the expectation that each LA maintain sufficient resources to maintain a response for 48 hours without mutual aid. **The Chair** said the paper was a good piece of work and said paragraph 32 on the 48 point was clear as a working expectation. **Charlie Adan** agreed it was a good piece of work but noted some boroughs' EP units were less well funded. **The Chair** said paragraph 36 on keeping pools of volunteers was relevant and that the paper should be discussed at the Regional Borough meetings. **Kim Bromley-Derry** considered 48 hours too long for BECCs and 24 hours was more realistic. **Andrew Meek** said boroughs would not be banned from asking for MA under the 48 hours suggestion.

4.3. **Jo Negrini** said there should be a general presumption in favour of asking for MA.

4.4. In summary, **the Chair** said the paper should be submitted to the Sub Regional Borough meetings and then brought back to LAP.

Action – the LA Concept of Operations paper (4a) should be discussed at the Sub Regional Borough meetings and then brought back to LAP.

- **LAP Business Plan**

4.5. **John Hetherington** said the Business Plan needed to be updated to include the Refreshed EP 2020 work streams and a Gantt Chart to track progress.

5. London Coronial Services

5.1. **Eleanor Kelly** reported that a meeting had been arranged for 28th June to establish the resources required to conduct the review of the Coronial Services. Three members of the Coronial Service would be acting as a Steering Group for the review. The Terms of Reference had been drafted. A further update would be provided at the October LAP meeting.

6. [REDACTED]

6.1. **Alex Woodman** gave an update on the City Coordination Borough Group and discussions with the GLA and the four main impacted boroughs: Southwark, Lambeth, the City and Westminster (the Quad Boroughs). Daily SCGs would be held for a major event not a major incident and to provide assurance to local authorities. **John Hetherington** said C3 and reporting arrangements were being organised. [REDACTED]

7. London Health Resilience Partnership Feedback

7.1. **Professor Kevin Fenton** provided an update from the last LHRP meeting which included quality assurance across London, including EPRR preparedness, and inviting Emergency Officers to LHRP. The next meeting was due to be held on 17th July which would be focussing and evaluating the previous year's key lessons and planning for the year ahead. **Professor Fenton**

would be representing London at the LHRP and would be seeking a Deputy. **Eleanor Kelly** noted there were five Sustainability and Transformation Partnerships in London with joint responsibilities.

8. MHCLG Resilience and Emergencies Division

8.1. **Gill McManus** explained there was a consultation until July 4th on draft Resilience Standards including interoperability, training, business continuity and communicating risks to the public. The documents were on Resilience Direct. MHCLG were also running a Resilience Support Initiative recruiting volunteers across the country to provide efficiently targeted support. MHCLG also wished to develop their connections with local authorities and hoped to attend the Sub Regional Borough Meetings. Other LRF areas had the same issues identified in the standardisation work. **The Chair** said MHCLG were welcome to attend the Sub Regional Borough Meetings.

9. Update from London Resilience Forum

- **Fire, Resilience and Emergency Planning Committee**

9.1. **Dr Fiona Twycross** said the LAP meeting had been very interesting and encouraging. **Dr Twycross** had been in post as Deputy Mayor for two months and planned a number of familiarisation visits. The Fire, Resilience and Emergency Planning Committee at the London Assembly would be holding hearings on resilience matters in the Autumn.

- **Community Resilience**

- **Community Resilience Steering Group and Pilot**

9.2. **Kim Bromley-Derry** said there had been a recent community resilience event which had been very encouraging. Key individuals had been appointed to the steering group which was due to meet on 18th July. A number of pilots were planned followed by a workshop. **Dr Twycross** said one pilot would be at South Norwood.

- **British Red Cross Community Mapping Initiative**

9.3. **Emma Spragg** explained the purpose and work of the Community Mapping Initiative. The objective was to coordinate the voluntary sector using a digital platform and logging skills and assets at a local level. The project timetable was for one year with a developed model by the Autumn. **The Chair** said the work chimed with current thinking on a local and community level.

- **Strategic Summit and Recent Exercises**

9.4. **John Hetherington** said the next strategic summit would be on CBRN in November focussing on recovery. The following summit would cover cyber resilience in March 2019. Exercise Safer City had been well received with the boroughs who gained the most having played across their structure.

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