

**MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)**  
**10<sup>th</sup> October 2018, 11:00, Conference Room 1, The Guildhall**

<b>Name</b>	<b>Organisation</b>
John Barradell	Chair (Town Clerk City of London Corporation)
Andrew Blake-Herbert	NE Sub-Region (LB Havering)
Jo Negrini	LAP-IG Chair
Doug Patterson	SE Sub-Region (CE LB Bromley)
Lesley Seary	NC Sub-Region (CE LB Islington)
Eleanor Kelly	Deputy Chair (CE LB Southwark)
Ged Curran	SW Sub-Region (CE Merton)
John O'Brien	CE London Councils
Prof Kevin Fenton	Director of Public Health ( LB Southwark)
Andrew Meek	Practitioner Advisor to the Chair (EPO LB Haringey)
Doug Flight	London Councils
Mark Sawyer	London Local Authorities
Emily Pignon	MHCLG RED
John Hetherington	London Resilience Secretariat
Jeremy Reynolds	London Resilience Secretariat
Graham Burbage	London Resilience Secretariat (Minutes)
Sean Ruth	Consultant (Long Term Assurance Project)
<b>Apologies</b>	
Stuart Love	Central Sub-Region (City of Westminster)
Dr Fiona Wilcox	Westminster's Coroner
Fran Beasley	West Sub-Region (CE LB Hillingdon)
Gill McManus	MHCLG RED

<b>No.</b>	<b>Actions</b>	<b>Lead</b>
1	The Secretariat to consider alterations to the SLA to reflect feedback from CEs on the need to enhance sub regional exercising opportunities.	LRG
2	Mark Sawyer to contact all interim CEs in relation to encourage them to obtain SC clearance	Mark Sawyer
3	Mark Sawyer to send a progress report on the use of the Central Fund to all CEs.	Mark Sawyer
4	Professor Kevin Fenton to share the LHRP annual report once agreed.	Professor Kevin Fenton
5	Mark Sawyer to send the 2011 public disorder debrief reports to CEs.	Mark Sawyer
6	Bridges Planning to be an agenda item at the next meeting	
7	LAP-IG to take forward enhancing the sharing of learning and development via the sub regional meetings.	LAP-IG
8	To ensure appropriate LA representation at the London Resilience Strategic Coordination Summit on CBRN(E) – Mark Sawyer to approach Directors and John O'Brien to consider an approach to the Executive Leadership Programme participants	Mark Sawyer / John O'Brien

No.	Decisions
1	Eleanor Kelly to attend next round of CE sub-regional group meetings to build on her 1–2–1s with CEs and support the groups to become established.
2	The SCG Chairs' Rota be merged back into one LLAG rota from January 2019.
3	Interim Chief Executives should not be excluded from the LLAG rota if they are designated Head of Paid Service and the right support is in place.
4	The Panel agreed to the wording of the Service Level Agreement with the proviso on expanding the wording on sub-regional exercising (see Action 1).
5	David McClory to contact all Sub-Regional Group Chairs to arrange meetings following 15th October
6	The Panel agreed the Mass Shelter Framework be submitted to the LRF.
7	The Panel agreed paper 3d (Guidance Note for Chief Executives - Initiating Pan-London Support during Emergencies) should be circulated to CEs.
8	The Panel agreed to the recommendations in Paper 03e – Central Resilience Fund Allocation
9	The Panel agreed to the recommendations in paper 03f (Interim Assurance process).
10	The Panel agreed the recommendations in paper 03g - Long Term Assurance Approach.

## 1. Welcome, introductions & apologies for absence

1.1. **The Chair** opened the meeting, introductions were made, new members welcomed, and apologies noted. **The Chair** noted that the meeting was likely to be Doug Patterson's last appearance at LAP. **The Chair** thanked Doug for his valued contribution to the work of LAP and for taking a leading role in the challenging follow up work arising from Grenfell. The Panel agreed.

## 2. Minutes of the last meeting (paper 02)

2.1. **The Panel** agreed that the minutes of 6<sup>th</sup> June 2018 meeting were accurate. An update on the actions was provided as follows:

No.	Actions	Update
1	The London Council Role at LAP for the ToR be circulated with the minutes	<b>John O'Brien</b> said a note had been provided explaining LC's role in supporting the London Local Authority Gold arrangements including wider political leadership and channels of communication. <b>To be shared with the minutes.</b>
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.	<b>Mark Sawyer</b> confirmed this had been completed – Funding Paper discussed at sub-regional meetings shared with SW Group CEs
3	The LA Concept of Operations paper (4a) should be discussed at the Sub Regional Borough meetings and then brought back to LAP.	<b>Mark Sawyer</b> complete – next iteration to be shared prior to roll out of Standardisation.



### 3. Local Authority Emergency Planning in London

3.1. **Eleanor Kelly** gave an update of the interviews held with CEs. Thirty-two interviews had been held. Common themes included the need for better communications, better learning, enhanced training and simplifying the language used. It was felt the new regional arrangements should help although each would need to be individually tailored to take into account any shared services. Eleanor suggested CEs involvement comes in 3 levels; oversight of local compliance with CCA duties, participation in the LLAG rota and then developing to perform London-wide roles. All the CEs were well versed in their statutory responsibilities in relation to response.

3.2. **Eleanor** said that almost all of the CEs were on the LLAG rota and it was recognised that it was a voluntary role, but expectation deemed it mandatory in reality. Issues around having the right training, introducing a mentoring system for 6 months and inviting interim CEs to join the Rota had been suggested. The separate SCG Chair rota had not helped relationships among peers where there had been a misconception of there being a supervisory role.

3.3. On the sub regional roles **Eleanor** noted the boundaries had not changed. For incidents with long-term wide-ranging impacts e.g. closure of a road tunnel with widespread traffic disruption or a train derailment, the sub regions might need to be made up differently. Understanding those 'big ticket' risks in sub-regions was important to know what impacts may be experienced in your borough. Eleanor then suggested that it might be sensible to have a "plan on a page" for such circumstances. Sub regional exercising was seen as important. To further support discussions at CE sub-regional meetings, Eleanor offered to attend the next round to build on her 1-2-1 meetings. There was a feeling that some requests for mutual aid could be seen as the means of supplementing resources to allow the recipient to continue delivering a full service to its community. LAP members agreed that Boroughs should enact full business continuity and galvanise their organisation prior to requesting mutual aid. That said, in extremis, requests for genuine mutual aid should not be delayed. A discussion at CELC might be helpful.

3.4. A further suggestion for the LLAG rota had been to have a paid team of 33 comprising CEs and Directors covering London i.e. not just CEs. **Lesley Seary** said that CEs' personal resilience would be raised at CELC.

3.5. **Jo Negrini** highlighted the need to understand sub-regional priorities and risk assessment. To address the risks, Jo considered it important to work collaboratively and ask what else are we doing and what else can we do? **Andrew Meek** suggested that understanding risk on a sub regional basis was important for identifying cross border concerns and relationships. Networking opportunities were important to aid future working together and what that would mean in practice. **Lesley Seary** said the NC had just held a sub-regional meeting where they had reflected on how they could best collaborate together. One agreed action was to share their local weekly Gold contact details.

3.6. **The Chair** asked that the SLA be looked at in relation to enhancing sub regional exercising.

**Action - The Secretariat to consider alterations to the SLA to reflect feedback from CEs on the need to enhance sub regional exercising opportunities.**

**Decision - Eleanor Kelly to attend next round of CE sub-regional group meetings to build on her 1-2-1s with CEs and support the groups to become established.**

- **On-call Rotas**

3.7. **Eleanor Kelly** proposed the cessation of the SCG Chairs' Rota and recommended a merge back into one LLAG rota. The Panel agreed that all CEs (should continue to be on the rota even if they were an interim appointment. **The Chair** mentioned that to be on the LLAG rota the appointee had to be a Paid Head of Service. The Panel agreed that interim chief executives should not be excluded from the rota if they met the established criteria.

**Decision - The SCG Chairs' Rota be merged back into one LLAG rota from January 2019.**

**Decision - Interim Chief Executives should not be excluded from the LLAG rota if they are designated Head of Paid Service and the right support is in place.**

- **Security Clearance**

3.8. **Eleanor Kelly** updated the Panel. Five substantive CEs had not completed the SC level vetting process, two were going through the process and discussions with two were taking place. One CE had not been spoken to yet. **The Chair** said all interim CEs needed security clearance.

**Action – Mark Sawyer to contact all interim CEs in relation to encourage them to obtain SC clearance.**

- **LA Sub-Regional Resilience Groups**

3.9. **Mark Sawyer** reported that the meetings were evolving. Each Chair had been asked how they could best to engage with CEs within their sub region. The South West group had not yet met. **Andrew Meek** said the meeting should not be too bureaucratic and be purposeful with a measure of central direction balanced with local ownership. **Mark** mentioned that David McClory would be joining his Team on 15<sup>th</sup> October as Sub Regional Coordinator, and would be leading on the work and would be in contact with the relevant Chairs.

**Action - David McClory to contact all Sub-Regional Group Chairs to arrange meetings following 15th October**

- **Service Level Agreement**

3.10. **John Hetherington** explained the SLA had been through extensive consultation and reflected the work of LRG and the new central resource. **The Chair** asked that wording on sub regional exercising be expanded if necessary. The Panel were content.

**Decision - The Panel agreed to the wording of the Service Level Agreement with the proviso on expanding the wording on sub-regional exercising (see Action 1).**

- **LAP Business Plan**

3.11. **John Hetherington** provided an update on the dashboard explaining the first page listed existing activities on the Business Plan, additional tasks taken on within existing resources and other additional tasks not currently resourced. **John** mentioned in particular the Standardisation Programme and Mass Shelter which was to be presented to the LRF on 18<sup>th</sup> October. With regards to Standardisation, John highlighted the reported pressure this is placing on EP Teams and it was recognised the importance of Panel members championing this within their groupings.

3.12. **Jo Negrini** said the last meeting of LAP-IG had discussed the EP Monitoring Report containing work streams and capacity. They had discussed the role of EP Teams which undertake a wide range of tasks which is reported to be ever increasing. **The Chair** noted that the work of EP Teams, their importance and the potential risk to Boroughs, was a recurring theme to Leaders. **Leslie Seary** said there was a question on how to disseminate the conversations held at LAP other than by discussions at CELC. **Eleanor Kelly** said sending all the papers would not help as there were too many and CEs found a lot of the jargon confusing e.g. what was a BECC.

3.13. On Mass Shelter **the Chair** asked if the Framework could be submitted to the LRF. The Panel agreed.

**Decision - The Panel agreed the Mass Shelter Framework be submitted to the LRF.**

- **Enhanced Programme Management Approach**

3.14. **Mark Sawyer** explained in future the dashboard would change with more effective status reporting and identification of risks.

- **Guidance Note for Chief Executives – Initial Pan-London Support during Emergencies (paper 3d)**

3.15. The Panel agreed paper 3d could be circulated to CEs.

**Decision - The Panel agreed paper 3d (Guidance Note for Chief Executives - Initiating Pan-London Support during Emergencies) should be circulated to CEs.**



- **Central Resilience Fund (paper 03e)**

3.16. **Mark Sawyer** said that two new appointments had been made to his Team and spoke to paper 03e explaining proposed future spending on community resilience supporting Kim Dero, sharing good practice from Grenfell including a trip to New York, a training programme for Leaders and Members and a further item on the local authority element of LSAT. **The Chair** said any new proposals would need a proper bid and a developed business case. **The Chair** asked for a progress report on the Fund be sent to CEs. The Panel agreed to the recommendations in Paper 03e.

**Action – Mark Sawyer to send a progress report on the use of the Central Fund to all CEs.**

**Decision - The Panel agreed to the recommendations in Paper 03e – Central Resilience Fund Allocation**

- **Assurance**

**Interim Assurance process (paper 03f)**

3.17. **Mark Sawyer** spoke to paper 03f and explained the purpose of the interim assurance process, with the detail to be sent to CEs if agreed by the Panel. A key component of the approach is sub regional peer challenge. The Panel agreed that all CEs should approve and sign their Borough's submission. That responsibility should not be delegated. The Panel agreed to the recommendations in paper 03f.

**Decision - The Panel agreed to the recommendations in paper 03f (Interim Assurance process).**

**Long Term Assurance Approach – Sean Ruth Update – paper 03g**

3.18. **Sean Ruth** gave an update and spoke to paper 03g. **Sean** explained the development of the new resilience standards, peer reviews and a reporting mechanism. Two stakeholder groups had been established – one from external bodies acting as a critical friend and the other from within London's local government network. **John O'Brien** said the approach was very helpful. **Eleanor** said the peer reviews should concentrate on those boroughs which considered themselves unflawed to enable others to learn. The Panel agreed the recommendations in paper 03g.

**Decision – the Panel agreed the recommendations in paper 03g - Long Term Assurance Approach.**

#### **4. London Health Resilience Partnership Feedback**

4.1. **Professor Kevin Fenton** said the last LHRP meeting had been in June and the next one would be held on 16<sup>th</sup> October. It would cover the annual report which would include recommendations for the year ahead. **Kevin** said he would share the report with the Panel. The meeting would also discuss contingency funding e.g. paying for vaccines covering outbreaks across boroughs eg the recent hepatitis B outbreak, NHS Trusts engaging with Emergency Planning and work on mass casualties.

**Action - Professor Kevin Fenton to share the LHRP annual report once agreed.**

#### **5. Current Threats, hazards and Seasonal Preparedness**

- **Brexit Resilience**

5.1. **John Hetherington** said there had been a useful conference held on 17th September where it was clear attendees felt there was a dearth of useful information on Brexit. Planning assumptions had been received on 8th October which had very restricted access. The general view was they did not contain any new information. The Brexit Contingency Planning Board run by LRG was due to have its first meeting on 23 October and would be attended by the Deputy Mayor.

5.2. **John O'Brien** said London Councils had their own on-going work on Brexit and would be liaising with and building upon the LRG work. Issues from Boroughs included funding, workforce, and community cohesion plus issues from Port of London, the aviation sector and the wider public service.

5.3. **Eleanor Kelly** noted community cohesion and there was potential value in reminding ourselves of the lessons from the public disorder in 2011. **The Chair** asked Mark Sawyer to re-send the 2011 public disorder debrief reports to CEs.

**Action - Mark Sawyer to send the 2011 public disorder debrief reports to CEs.**

- **Seasonal Preparedness (paper 04b)**

5.4. **John Hetherington** said the paper did not identify any immediate concerns on water levels. On salt stock levels LoTAG and TfL had instigated a review on whether there was a need for a stockpile and if so how that would be financed. New guidance would be issued in time for the winter months. **John** noted that the Christmas holidays fell on the same days as in 2013-14 when there had been an excess of demand in the mortuaries.

- **"Bridges" Planning**

5.5. **John Hetherington** gave an update. A table top exercise had been held to refine how the daily reporting would operate. DCMS would be holding their own event on reporting to government. How long Quad borough silver meetings would be held had also been discussed. A C3 group had been established on how the reporting would fit together with a CE Chairing and reporting up to COBR. More details would be provided at the next LAP.

**Action – Bridges Planning to be an agenda item at the next meeting**

## **6. Update from LAP-IG**

6.1. **Jo Negrini** mentioned that work needed to be undertaken on enhancing the sharing of learning and development and suggested this be taken forward via the sub regional meetings. The Panel agreed.

**Action – LAP-IG to take forward enhancing the sharing of learning and development via the sub regional meetings.**

## **7. London Coronial Services**

7.1. **Eleanor Kelly** said slow progress had been made but the terms of the review and the methodology had been agreed.

## **8. MHCLG Resilience and Emergencies Division**

8.1. **Emily Pignon** said community resilience standards were due on 8<sup>th</sup> November, the SOLACE guidance was due in the next two weeks and thanked the Panel for the case studies. On Brexit the planning assumptions had been sent to CEs in LRF areas.

## **9. Update from London Resilience Forum**

9.1. **John Hetherington** said the 18<sup>th</sup> October LRF meeting would include the Grenfell Debriefs, Brexit contingency planning and progress against London Resilience programme. The Fire, Resilience and Emergency Planning Committee meeting was due on 22<sup>nd</sup> November. It was possible LAP would be invited. A CBRN strategic summit was due to be held on 20<sup>th</sup> November and suggested Directors be invited to attend. The Panel agreed.

**Action – To ensure appropriate LA representation at the London Resilience Strategic Coordination Summit on CBRN(E) – Mark Sawyer to approach Directors and John O'Brien to consider an approach to the Executive Leadership Programme participants.**

## **10. AOB**

10.1. **Doug Patterson** said work at the Grenfell site was progressing. The Government was likely to take over ownership of the site at the end of 2018.

**London Resilience Group – October 2018**