

Paper 02

MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
 28th January 2015, 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 Telecon)
Simon Barry	LB Redbridge (Director of Environment & Community Services)
Dr Jonathan Hildebrand	RB Kingston Upon Thames
John O'Brien	London Councils
Mari Rogerson	DCLG RED
David Kerry	Practitioner Advisor to the Chair (EPO RB Kensington & Chelsea)
Hamish Cameron	London Resilience Team
Andrew Pritchard	LFB EP LAP Secretariat
John Hetherington	LFB EP LAP Secretariat
Maria Farrugia	LFB EP LAP Secretariat (Minutes)
Apologies	
Roger Hampson	NE SRRF (CE LB Redbridge)
Gillian Norton	SW SRRF (CE LB Richmond)
Doug Patterson	SE SRRF (CE LB Bromley)

No.	Actions	Lead
1	Mari Rogerson and John Hetherington to discuss the possibilities of LFB EP analysing Local Authorities NCS results to compare against the MSLs.	Mari Rogerson & John Hetherington
2	LAP IG to discuss the Fuel Planning Capability.	LAP IG
3	DCLG, LRT and LFB EP to discuss the scope and likely timescales of the National revision of the Emergency Plan for Fuel.	DCLG, LRT & LFB EP
4	LAP IG to put together ideas for a London wide business continuity campaign.	LAP IG
5	LB Redbridge to lead on a report into mortuary capacity.	LB Redbridge
6	LFB EPs Mortuary Capacity report to be shared with Surrey via DCLG.	DCLG

No.	Decisions
1	The Panel agreed to the proposed Business Plan topics.
2	The Panel agreed that plan reviews were to sit with LAP IG.
3	The Panel agreed that major incident debriefs should go through CELC to ensure Chief Executives are aware of learning needs.

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 October 2014 meeting were accurate.
- 2.2. An update on the actions were as follows:

No.	Actions	Lead
1	DCLG to send the Secretariat the draft local authority preparedness work.	Complete
2	LFB EP Funding to remain on LAP's agenda as an oral update	To remain on the agenda
3	London Councils to add resilience to their boroughs' cross checks' work.	John O'Brien confirmed that the MSLs and LLAG duty had been included as topics on the Borough Chief Executive peer support system.
4	Secretariat to draft a letter to all Chief Executives for the Chair to send on a possible flooding exhibition hosted by LFB in Early 2015.	This had been superseded by LFB who have sent out a request to all Chief Executives.

3. DCLG Resilience and Emergencies Division (oral update)

- 3.1. **Mari Rogerson** said that Ministers were interested on the impact industrial action was having. Ebola was considered a domestic high risk, with the first case confirmed in the UK handled well. **Mari** thanked partners for their flexibility around the postponement of Ex Cygnus to deal with the Ebola outbreak and that lessons would be picked up.
- 3.2. The London Preparedness Guidance had received positive feedback and Local Authority Preparedness of Civil Resilience was to be discussed at SOLACE due to high public perception.
- 3.3. **Mari** reported that the National Capabilities Survey (NCS) and Bellwin consultation were now closed. Central Government would analysing the results of the NCS and a report on the Bellwin consultation would be published in the next three months.
- 3.4. **Hamish Cameron** said that it had been difficult to get anything solid from LRT's analysis of London's NCS results and would raise this at the June LRF. **John Hetherington** asked if LFB EP could analyse London Local Authorities results to compare with the MSLs. **Mari** would discuss the suggestion with John the following week.
- 3.5. **The Chair** said the survey had been a good piece of work. There was a debate to be had surrounding community resilience and business continuity, which LAP IG had begun work on.
- 3.6. **David Kerry** said LAP IG had discussed the MSLs and they had recommended having audits for the business continuity MSL.

Action 1: Mari Rogerson and John Hetherington to discuss the possibilities of LFB EP analysing Local Authorities NCS results to compare against the MSLs.

4. Update from the LHRP (oral update)

- 4.1. **Dr Jonathan Hildebrand (Director of Public Health, RB Kingston)** said there had been a Local Health Resilience Partnership meeting on the 4th December which

looked at the assurance process of all trusts in London. There had been a slight improvement in the results from last year. Actions that had been raised from the report would be discussed in full at the next meeting. Other items discussed included Ebola, seasonal flu immunisation and industrial action.

5. Update from London Resilience Team (oral update)

5.1. **Hamish Cameron (LRT)** updated the group. On partnership activity **Hamish** said that PHE would be classifying Ebola as routine work. The following had been put forward to the LRF for approval; Community Risk Register, Identification of the Vulnerable, and the London Power Supply Disruption Plan.

5.2. **Hamish** reported that MPS were planning a counter terrorism exercise, 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.

5.3. **Hamish** noted that the following workstreams would be under review:

- Drought
- Mass Fatalities
- STAC
- Structural collapse
- Overall LRF Strategy
- Communicating with the public
- Strategic Coordination

5.4. **Hamish** raised the issue of Fuel Planning and that the capability was out of date and they were awaiting guidance from Central Government. The Panel discussed what should be done. **The Chair** actioned LAP IG to scope how to take forward fuel planning and for DCLG, LRT and LFB EP to also discuss the capability.

5.5. **Dr Jonathan Hildebrand** said that he shared concerns on STAC development and would add the issue to the next LHRP agenda.

Action 2: LAP IG to discuss the Fuel Planning Capability.

Action 3: DCLG, LRT and LFB EP to discuss scope and likely timescales of the National revision of the Emergency Plan for Fuel.

6. Update from LAP IG

MSL Peer Review Report (paper 06a)

6.1. **Andrew Pritchard** introduce paper 6a spoke about the four recommendations. **Andrew** recommended that they be added to the LAP Business Plan 2015 - 2017

6.2. **Andrew** discussed London's 'Mind your Business' campaign that had been underwritten by the City of London. If a repeat of the campaign was to take place funding would need to be sourced. **Andrew** suggested that LAP IG be tasked to put ideas together, the Panel agreed. **Hamish Cameron** said historically there was no funding or willingness for a joint multi agency campaign and no political will to take one forward. **Hamish** volunteered LRT to help and suggested an option to adapt a section of the London Prepared Site.

6.3. **The Chair** actioned LAP IG to create a template on community resilience and business continuity to be taken to the SRRF's to reach a wider audience.

6.4. **John O'Brien** spoke of the Chief Executive challenge, which asked Chief Executives to consider risks under the MSLs. **The Chair** added that he had undertaken a challenge on fuel.

Closedown of the 2013 – 15 Business Plan (paper 06b)

6.5. **Andrew** said there were three items that had not been completed on the current business plan; Fuel, Reservoir Planning and Community Resilience. These topics would be carried over to the next year.

Issues from LAP IG

6.6. **David Kerry** said that the Utilities Sector Engagement Group were happy with progress. LAP IG had concerns over the length of time between the last Exercise Safer City and next planned. They had discussed their concerns with LFB EP, who would refocus Exercise Connects to fulfil the requirements of Safer City.

LAP IG Chair

6.7. **The Chair** confirmed that the new LAP IG Chair is to be Charlie Parker, Westminster's Chief Executive.

Action 4: LAP IG to put together ideas for a London wide business continuity campaign.

7. SRRF Development Update (paper 07)

7.1. **Andrew Pritchard** spoke to paper 7 and outlined the recommendations. **The Chair** said that it had been a useful paper and the panel noted the content.

8. Norwell Review (oral update)

8.1. **The Chair** said that Mathew Norwell would report back to Chief Executives in April. His report would be circulated to colleagues in draft and would be discussed with LAP IG.

8.2. **David Kerry** said that LAP IG had met three times to discuss the review and to create a vision of where London EP could be by 2020. The MSLs were the core driver behind Pan London activity and a recommendation was for the MSLs to be reviewed to be clearer on task expectations, redefine local and regional planning responsibilities provide a more robust assurance process. **The Chair** was pleased to see that the commissioned review had encouraged practitioners to look at positive ways to move forward.

9. Partnership Situational Awareness (paper 09)

9.1. **John Hetherington** provided an update from the first Steering Group meeting that had met that morning. The three priorities agreed by the Group were:

- To identify and implement the most effective technological information sharing solutions
- Find accommodation for right people to work from, that could be a home for resilience and forge relationships across organisations.

- To define the processes to ensure the most efficient ways of processing and analysing information.

9.2. **John** said the office would facility steady state workings with the ability to scale up to 24/7 working when needed. The Group were looking to identify needs for locations and partnership process.

10. EU Exercise Unified Responder (oral update)

10.1. **Andrew Pritchard** said there were two exercises that would require London Local Authority Gold input. Exercise Strong Tower would be a local based incident which would escalate. Exercise Unified Responder would be a major live exercise running over three days. Three other European countries would be responding to the incident and another 8 countries would send resources. The observer programme would be attended by 250 people. To ensure sufficient support is provided to the exercise LFB EPs work programme would be front loaded into the first two quarters of 2015/16.

10.2. **The Chair** requested early notification of any LLAG involvement needed.

11. Local Authority led Partnership projects 2015 – 2017 (oral update)

11.1. **Andrew Pritchard** recommended the following projects be included in the Business Plan.

- Rewrite of Structural Collapse Plan (Hounslow to lead)
- Fuel Plan
- Recovery Management Plan
- Humanitarian Assistance Plan
- Norwell Review
- Partnership Situational Awareness
- Exercise Strong Tower and Unified Responder

11.2. **The Panel** agreed to the recommendations.

11.3. **Andrew** recommended that plan reviews sit with LAP IG. The Panel agreed

11.4. **Lesley Seary** said that currently major debriefings from exercises and incidents are fed back through local routes and suggested in future they should go through CELC, to ensure learning needs reach Chief Executives. **The Chair** felt this was a good idea and said the first piece to go through CELC should be the Norwell review.

Decision 1: The Panel agreed to Business Plan topics.

Decision 2: The Panel agreed that plan reviews were to sit with LAP IG.

Decision 3: The Panel agreed that major incident and exercise debriefs should go through CELC to ensure Chief Executives are aware of learning needs.

12. Mortuary Capacity discussion

12.1. **Andrew Pritchard** said that LFB EP in conjunction with the Mass Fatalities Group, had been monitoring the Designated Disaster Mortuaries capacity over the past two years. Recently the LLACC Manager had received a call for assistance as a mortuary had

exceeded capacity. The LLACC provided assistance by sourcing capacity figures from all London local authority mortuaries and finding one with availability.

12.2. **Mary Harpley** said that she was on Gold for this issue and was reassured that mortuaries and hospitals were able to deal with the allocation of space between themselves.

12.3. **The Chair** said that there was a short piece of work for colleagues to do and commented that the report did not include funeral director's capacity.

12.4. **Mari Rogerson** said that Government had first picked up this issue in Surrey, followed by other parts of the country. They would continue to keep a watching brief and Clare would include the issue in her paper.

12.5. **Andrew** added that there was some evidence to show that this happens every year around Christmas. One coroner provided helpful information and explained that undertakers had begun to leave bodies in the mortuary as it was cheaper than running their own facility.

12.6. **David Kerry** said that work was needed to be done to better understand the causes of the increased pressures experienced since Christmas and how borough services coped. **Simon Barry** volunteered LB Redbridge to lead as they had a mortuary within their borough.

12.7. **Mari** said that Surrey had started a piece of work and asked if DCLG could share the report created by LFB EP. The Panel agreed.

Action 5: LB Redbridge to lead on report into mortuary capacity.

Action 6: DCLG to share Mortuary Capacity report with Surrey

13. Any Other Business

13.1. The Panel noted that Ged Curran had retired from LAP and handed over to Gillian Norton. The Panel recorded a vote of thanks to Ged for all his work over the years.

14. Future Meeting dates

- 1st June, 14:30 – 16:00
- 2nd October, 9:00 – 10:30

London Fire Brigade Emergency Planning, January 2015