

**MINUTES OF THE LOCAL AUTHORITIES' PANEL (LAP)
 5th June 2017, Committee Room 4, 14:30 Guildhall**

Name	Organisation
John Barradell	Chair (Town Clerk City of London Corporation)
Charlie Adan	SW SRRF (CE RB Kingston)
Mary Harpley	West SRRF (CE LB Hounslow)
Charlie Parker	LAP IG (CE City of Westminster)
Doug Patterson	SE SRRF (CE LB Bromley)
Lesley Seary	NC SRRF (CE LB Islington) - via telecon
Kim Bromley-Derry	NE SRRF (CE LB Newham)
Barry Quirk	CE LB Lewisham
John O'Brien	CE London Councils
Dr Fiona Wilcox	Westminster's Coroner
Tim Shields	CE LB Hackney - via telecon
David Kerry	Practitioner Advisor to the Chair (EPO RB Kensington & Chelsea)
Supt Graham Price	MPS - Elections Bronze
Mark Sawyer	London Local Authority Chief Executive Liaison (Resilience)
Marsha Osivwemu	DCLG RED
John Hetherington	London Resilience Secretariat
Graham Burbage	London Resilience Secretariat (Minutes)
Chanelle Cook	London Resilience Secretariat
Apologies	
Eleanor Kelly	Central SRRF (CE Southwark)

No.	Actions	Lead
1	Barry Quirk to issue advice to (Acting) Returning Officers on the MPS policing arrangements for Polling Stations during the General Election.	Barry Quirk
2	SRRF Chairs to identify one Adult Social Care Director from within their cluster of Boroughs to become high level Humanitarian Assistance leads.	SRRF Chairs
3	Consideration should be given to EPOs assisting Prevent leads in collating relevant information during out of office hours including weekends.	Secretariat
4	Update on review of death management process to be held over to the next LAP meeting.	Secretariat
5	The SLA for 2018-19 should include any lessons learned from Westminster Bridge and London Bridge including support to Chief Executives.	Secretariat
6	The Panel agreed that an earlier review of MSLs, particularly those rated Red or Amber, starting in September and signed off at Director level was required.	Secretariat
7	DCLG to escalate issue internally of lack of shared information on Chief Executives' Security Clearance arrangements.	DCLG

No.	Decision
1	The Panel was content with the Business Plan – paper 05 and 05a.
2	The Panel agreed to the recommendation in paper 08b – Community Resilience Proposal.
3	The Panel agreed to the recommendation in paper 09b – MSL Peer Review Results 2016.

4	The Panel agreed to the recommendations in paper 09c – Westminster Bridge Incident.
5	The Panel agreed to the recommendations in paper 10 – Seasonal Preparedness Assessment.

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 the 2nd February 2017 meeting were accurate..

2.2. An update on the actions was as follows:

No.	Actions	Update
1	Andrew Meek to take the matter of pre-identifying venues to the Humanitarian Assistance Working Group.	This was being progressed.
2	The Croydon Tram Incident Debrief Team to be advised to seek the views of the Coroner if not already arranged.	The Coroner was not at the debrief but did feed in views after the meeting.
3	Secretariat to undertake a mapping exercise to identify mortuary and coronial area specific trends.	This has been completed with weekly reporting by coronial area in place.
4	LAP-IG to reconsider the proposed change of timing for the MSL assessments.	LAP-IG had agreed the change of timing.
5	All to send any comments on the Move to Critical draft document to the Secretariat.	The final version of the document had been circulated.
6	Suggestions on venues or events for the outer boroughs in relation to London Bridge Planning to be sent to Mari Rogerson or via the Secretariat.	This was continuing.
7	John O'Brien to consider the need to produce a briefing note for Members on London Bridge.	Completed.
8	Andrew Meek to ensure potential costs associated to Paper 04c are established prior to holding discussions with the British Red Cross.	This was being progressed.

2.3. The Chair said that the Move to Critical document had been useful. **Marsha Osivwemu** said the national guidance was still being drafted but the London version had been very useful.

2.4. **Charlie Parker** said that in relation to Humanitarian Assistance work and finding Adult Social Care Directors it would be helpful if SRRF Chairs could identify one Director from within their cluster of boroughs to become high level Humanitarian Assistance leads.

Action - SRRF Chairs to identify one Adult Social Care Director from within their cluster of Boroughs to become high level Humanitarian Assistance leads.

3. General Election Preparedness

3.1. **MPS Supt Graham Price**, Elections Bronze, provided an update. The general threat Level remained at Severe but there were no specific elections threats known.

3.2. Each Borough MPS has appointed a Single Point of Contact for elections for use by the Central MPS team and the local authority. MPS would be telling their SPOCs to contact Returning Officers, and also suggest that Boroughs also make contact with their Borough SPOCs.

3.3. Each elections SPOC has conducted a Constituency risk assessment using the RAG status system. **Graham** stressed that the risk assessment was not for individual polling stations and that it was for the local authority to do any individual risk assessments if considered necessary. The risk assessment might also be about the potential for electoral or voter fraud or intimidation in those areas of London where this could be a risk.

3.4. **Graham** also explained that Pan-London policing on Election Day Thursday which would include 40 Inspectors, 140 sergeants, and 700 PCs. They would not staff individual polling stations but would be mobile in boroughs, undertaking other tasking during the day in high crime areas, and be on a 15 minute readiness to respond to any election issues. In addition, Armed Response Vehicles would be deployed across London as usual, but with an additional 3 ARVs on Election Day.

3.5. The pan-London police team would deal with all election issues, including electoral and voter fraud, intimidation, etc, from first response through to prosecution. Borough SPOCs would be receiving a corporate briefing in relation to this.

3.6. In relation to security for Returning Officers and Presiding Officers the letter from Lucy D'Orsi dated 3rd May 2017 to Returning Officers was relevant. MPS would not advise on individual polling station security assessments, unless there was a specific known threat. Polling stations would receive regular visits from Police Officers throughout the day, but there would be no permanent presence.

3.7. Questions from local authorities would have to go to the borough SPOC or Borough Commander and not the central team. This would include any security concerns for individual polling stations or the count centre.

3.8. **Barry Quirk** said it was important to be consistent but allow flexibility. Security during Counts was also important and general security of council staff. **Lesley Seary** agreed and noted that there would be additional security in Islington as the Leader of the Opposition was a candidate. The Count Centre will have strict security for entry of both staff and agents/tellers, with ID checks, pad-down frisking, bag searches, issuing of wrist bands. This would be done by Council security staff. Islington would also be suggesting to Party Agents that they provide their polling station tellers with the government's Run, Hide, Tell and general security advice. It was noted that Council polling station staff were usually inside the station, whereas the tellers were in the entrance or outside. It was suggested that Boroughs had some role for all people in Council property.

3.9. **Charlie Parker** said Westminster would also have bag searches and entry security, because of proximity of the Count Centre (Central Hall) to Parliament and Westminster Bridge.

3.10. **The Chair** asked **Barry Quirk**, as Chair of London Elections Management Board, to issue advice to (Acting) Returning Officers on the MPS policing arrangements for Polling Stations during the General Election.

Action - Barry Quirk to issue advice to (Acting) Returning Officers on the MPS policing arrangements for Polling Stations during the General Election.

4. Incident Response

Westminster Bridge Incident – Initial Considerations (Paper 09c)

4.1. **Charlie Parker** introduced the paper. There had been a lot of positives and for the Westminster Bridge incident there had a lot of endeavours to do well although that had caused some confusion on roles and possible duplication of those roles. There had been some frustrations at SOR in relation to difficulties with phones. There had been a good response to the Manchester incident.

4.2. **Mark Sawyer** said that the Westminster Bridge incident was the first time that the newly formed LRG had responded. **The Chair** said that obtaining community tension information was crucial and that there might be a role for EPOs in the sense that they had out of hours arrangements whereas Prevent leads or those local staff who had build up community links were unlikely to have similar arrangements.

Action - Consideration should be given to EPOs assisting Prevent leads in collating relevant information during out of office hours including weekends.

4.3. **Barry Quirk** mentioned further activity following an incident such as raids where there had been little contact from the Police and instances where the Borough Commander has also not been informed in advance. **The Chair** said there was a credibility issue on sharing information.

4.4. **Tim Shields** said that the arrangements during the Manchester incident had worked quite well. There had been a slight struggle to get LA CEs engaged. The role of the Borough Commanders was essential.

4.5. **Dr Fiona Wilcox** said her role was very specific during the Westminster Bridge incident. The support provided by London Resilience had been excellent and the work on mass fatalities had been very efficient and effective.

4.6. **Marsha Osivwemu** said the Home Office Across Government support to Victims of Terrorism at home and abroad unit was in operation.

4.7. **Charlie Parker** said there was a planned session at the LGA Conference on 5th July on lessons learned from Westminster Bridge and Manchester and suggested that London Bridge be included. **The Chair** agreed. **Barry Quirk** observed the difficulty of responding at local level as there were a number of localities during an incident: the location of the actual incident, the location of the perpetrators, and the location of victims who were often tourists. A London wide approach was needed.

Decision - The Panel agreed to the recommendations in paper 09c – Westminster Bridge Incident.

5. LAP Business Plan

5.1. **John Hetherington** explained that the Business Plan was more extensive than earlier versions and that the dashboard gave an overview of progress. Work has not been reprioritised for 2017-18. All work streams were on course. The Panel was content with progress.

Decision - The Panel was content with the Business Plan – paper 05 and 05a.

6. London Coronial Services

6.1. **The Chair** suggested that given Eleanor Kelly's absence this be postponed until the next meeting. **Dr Fiona Wilcox** agreed and mentioned the intention was to have a coherent, coordinated and consistent approach with the work agreed by the London Coroners' Group. The next meeting was imminent.

7. Community Resilience in London

7.1. **The Chair** said that his letter to City Hall was to prompt clarity in relation to Lord Harris report and the 100 Resilient Cities initiative. **The Chair** noted that good work had been done in Northern Ireland in different communities.

7.2. **The Chair** said that paper 08a - Community Resilience Project - proposed a multi agency strategic group be established on long term community resilience strategy. The Panel agreed.

Decision - The Panel agreed to the recommendation in paper 08b – Community Resilience Proposal.

8. Local Authority Emergency Planning in London

8.1. **John Hetherington** explained the changes to the Service Level Agreement were highlighted and mainly referred to the London Local Authority Chief Executive Liaison (Resilience) post hosted by the City of London Corporation. LAP-IG were content. **David Kerry** thanked Adam Viccari for preparing the draft. **The Chair** said that the SLA for 2018-19 should include any lessons learned from Westminster Bridge and London Bridge including support to Chief Executives.

Action - The SLA for 2018-19 should include any lessons learned from Westminster Bridge and London Bridge including support to Chief Executives.

8.2. **Mark Sawyer** mentioned the Sub-Regional Collaboration Agreement which was ready for signing. The Panel did not raise any concerns.

MSL 2016 Final results (paper 09b)

8.3. **John Hetherington** said that results were available from all 33 boroughs although 5 had not provided evidence to verify their ratings. The results provide a focus for boroughs of their own capabilities and areas for future work or improvement and provides a regional overview of capabilities. **The Chair** said the position in NE on mass fatalities looked worrying. **Kim Bromley-Derry** said there appeared to be too many ambers and reds which needed to be considered. **John Hetherington** said the period of the assessment was being moved to September annually in order to inform the subsequent year's business planning. **Kim Bromley-Derry** said that was a positive move. **John** also said that the assessment would be signed off at Director level in advance of the Regional Directors' Meeting in October so there should be a better degree of assurance on the results.

8.4. **The Chair** said that SRRFs should support each other. **Charlie Adan** said that choices on local resources would impact on the MSLs. **Doug Patterson** said that while Reds were unacceptable Ambers could be justified in some circumstances. The Panel agreed the change in timing and the involvement of Directors were useful developments.

Action - The Panel agreed that an earlier review of MSLs, particularly those rated Red or Amber, starting in September and signed off at Director level was required.

Decision - The Panel agreed to the recommendation in paper 09b – MSL Peer Review Results 2016.

SCG Chairs Proposal and LLAG Training

8.5. **Mark Sawyer** reported good progress on identifying SCG Chairs and the LLAG training.

Security Clearance Update

8.6. **Marsha Osivwemu** said she would escalate the issue of CEs' Security Clearance status not being shared.

9. Current Threats, Hazards and Seasonal Preparedness

9.1. **John Hetherington** gave a brief overview of Seasonal Preparedness – Paper 10 - and noted the country was six months into a two year drought period and that mortuary capacity was in a good position.

Decision - The Panel agreed to the recommendations in paper 10 – Seasonal Preparedness Assessment.

10. DCLG Resilience and Emergencies Division

10.1. No further update.

11. Update from LAP-IG (Oral report)

11.1. **Charlie Parker** said the Standardisation project was progressing, the new Emergency Services Network business case was being worked on and would be likely to be considered in the Autumn.

12. Update from London Resilience Forum

12.1. **The Chair** said the LRF had been postponed until after the Election and would be held on 19 June.

London Resilience Group – June 2017