

1. **Board Membership**

Commissioner - Ron Dobson, Deputy Commissioner - Rita Dexter, Head of Legal and Democratic Services - Keith Minear, Team Leader Employment and Litigation - Linda Armstrong, Head of Health and Safety - Brenda Weir, Director of Operational Policy and Training - Gary Dobson, AC Dave Brown, AC - Jon Webb

2. **Attendees**

Rita Dexter (RD) - Deputy Commissioner/Chair
Steve Turek (ST) - AC Fire Safety
Tim Cutbill (TC) - DAC Strategy and Performance
Peter Mansi (PM) - Fire Investigation
Keith Minear (KM) - Head of Legal and Democratic Service
Linda Armstrong (LA) - Head of Employment and Litigation
Andy O'Loughlin (AO) - SM Investigation team
Mike Curran (MC) - SM Investigation team
Leah Clements (LC) - Investigation team
Peter Zymanczyk (PZ) - GM Investigation team
Scott Hayward (SH) - Principal Operations Manager
Joanne Stibbards (JS) - Senior Operations Manager
Thomas Davies (TD) - Legal / Note taker

3. **Apologies**

Comm. Ron Dobson, Head of Health and Safety Brenda Weir, AC Jon Webb, DAC Kevin Hughes, AC Gary Dobson, AC Dave Brown

4. **Minutes of last meeting**

4.1 Minutes of last meeting on 8 January 2010 approved as correct.

5. **Work Streams**

a. **Fire Investigation**

- 5.1 PM has arranged a meeting with the owner of flat [REDACTED] (Andrew Aveling) to confirm that the reconstruction and computer model of flat [REDACTED] is accurate.
- 5.2 PM showed the computer model of Lakanal House and flat [REDACTED] produced by BRE and explained how the information from the reconstructed burn of flat [REDACTED] will be inputted into the computer model.
- 5.3 The burn of the reconstructed flat is scheduled to occur on 22 March 2010 and BRE should have produced their report and computer model in July.
- 5.4 PM noted that although BRE would report back in July his report would not be finished immediately after as BRE's report may raise additional issues and require additional work to be done before he can finalise his report. PM noted that the Coroner had clearly indicated that he wanted the information to be correct and was willing to adjust timescales to ensure that all reports could be properly finalised.
- 5.5 TC noted that the total cost of the computer model and burn of the reconstructed flat was being split with the Police equally (c.£56k each).

Action: All to gather together the costs of the Lakanal Fire investigation so the resource implications of the Lakanal House investigations on existing business plans can be considered.

b. Fire Safety

- 5.6 ST noted that the majority of Fire Safety's work was around the Regulatory Reform Order and outlined the process.

c. General Investigation

Sequence of Events

- 5.7 The Sequential Time Event Plot (STEP) is currently being worked on by the Investigation Team and details the incidents at Lakanal House in detail minute by minute. The STEP is an analysis of some 260 statements, photographs, videos, radio messages and phone logs and as such is the Investigation Team's interpretation of the evidence and is not evidence itself, as such it is an evolving tool gathering together all the evidence available to the team.
- 5.8 The STEP is being used to produce a Sequence of Events which provides a narrative of the key events and will be used to build the final report, it contains key operational actions, command decisions and information from the fireground – especially information related to flats 79 and 81 but does not include things such as arrival and setting up times and ancillary actions, such as removing fencing to allow appliance access to the site etc. The Sequence of Events runs from 16:16, just before the first call, to just after 21:00, which is just after the last casualty was found.
- 5.9 Format wise the Sequence of Events shows times in the left column, Events in the middle column and a list of supporting evidence in the right column. Times are hard times, i.e. referable to a known fixed time point or soft times i.e. where they have been estimated by the Investigation Team from surrounding information, soft times are italicised. The Sequence of Events is also colour coded for ease of reference. Comments are invited.

Action: Investigation Team to continue in the same format but to consider options for replacing colour coding with an alternative notation system that will be resilient when copied in non-colour format.

Work streams

- 5.10 Incident Operations Review handed round by AO sets out the various work streams that are being inputted into the Management Report.
- 5.11 A GANT chart was used to demonstrate current workloads and interlocking timescales.
- 5.12 TC noted that early drafts of the various reports could be provided for the next Board meeting in 6 weeks time for their review and direction going forward. Acknowledged that for this to be a proper direction meeting all Board members would need to be present.
- 5.13 RD noted that the Board as constituted may be too small for that purpose and should include representation from Training and Development and Service Delivery. Need to ensure that the whole Organisation is brought into the report writing phase to ensure that it is carried along.

Action: TC to look expanding the Board and into re-arranging next Board meeting date to ensure all Board members are able to attend as well as providing draft reports in advance.

High Rise

- 5.14 Jon Webb is actioning the recommendations from the High Rise gap analysis. TC provided an update, however a fuller brief would be provided at the next board meeting.
- 5.15 The Gap Analysis of the High Rise policy raised a few issues and a meeting has been held with CLG which has resulted in them reviewing national policy in light of Lakanal and other incidents.
- 5.16 RD wants to ensure that Service Delivery are kept up to speed with this and will speak to AC Brown to ensure that happens.

Control

- 5.17 SH went through the Control Gap Analysis and identified the relevant gaps. Noted that National Guidance FSC 10/1993 was introduced following a fatal fire in the Midlands. FSC 10/93 has been compared against Brigade Policy 539 and Brigade Training documents.
- 5.18 The Gap Analysis has identified that areas of both National and LFB guidance need to be updated. We would be looking to write to CLG to advise them on areas that need reconsideration in National Guidance.
- 5.19 RD all correspondence with CLG need to be written to tie in with relevant prior correspondence.
- 5.20 Key areas for the LFB to consider are set out at the end of the document.

Actions: SH to review Policy 539 and bring outcome of review to CMB.

SH to draft a letter to CLG and provide to RD and Commissioner for comments.

SH to speak to ORT and PRC re Audit arrangements for Control and look into adopting current Brigade procedures.

Next meeting: TBC (see 4.17)