

Lakanal Board Meeting 8th November 2010

1. Board Membership

Commissioner – Ron Dobson, Deputy Commissioner – Rita Dexter, Interim Head of Legal Services – Linda Armstrong, Head of Health and Safety – Brenda Weir, Director of Operational Policy and Training – Gary Dobson, AC Service Delivery – Dave Brown, AC Jim Knighton, AC Steve Turek

2. Attendees

Ron Dobson (RD) – Commissioner/Chair
Gary Dobson (GD) – Director of Operational Policy and Training
Linda Armstrong (LA) – Interim Head of Legal Services
Brenda Weir (BW) – Head of Health and Safety
Mike Curran (MC) – GM Investigation team
Peter Mansi (PM) – GM Fire Investigation
Joanne Stibbards (JS) – SOM Control
Jim Knighton (JK) – AC Operational Policy and Training
Scott Hayward (SH) – POM Control
Leah Clements (LC) – Investigation team/notes
John Bradbury (JB) – DAC Fire Safety

3. Apologies

Dave Brown, Steve Turek, Rita Dexter

4. Minutes of last meeting

- 4.1 Actions from previous Board meetings have been turned into an action plan which is included at the back of the minutes of the last meeting. This will continue to be updated in future minutes. TC questioned if this was an acceptable format. This was agreed by the Board.
- 4.2 Action point 6 – Review High rise policy – JK confirmed the draft had been finalised and a paper is being formulated for CMB. Liaison with CLG is being undertaken and the GRA has been covered.
- 4.3 Action point 7 – SH stated Control are reviewing their involvement in the PRC process and are looking to formalise a process of debriefing. An information sheet can then be completed and sent to the operational PRC when it takes place. JK requested for this to be sent to the ORT officer. JS/SH agreed.
- 4.4 Action point 9 – the draft of the amended RIF has been completed. A meeting is being held with Ops Policy this week to look at this.
- 4.5 Action point 10 – The revised Policy 539 is now on hotwire. It includes AFA and shut in lift policy. This will be reviewed in January.
- 4.6 Action point 12 – refresher training – the bulk of this is complete. Training is being completed for any staff on sick, etc when the original training was carried out. A Computer Based Training (CBT) package for 2011 is now being formulated. Every other year the full package will be used, with a refresher CBT course in between. All training records have been transferred onto STEP.

- 4.7 Action point 13 – Control have reviewed the letter to CLG and ensured it aligns with current control report
- 4.8 Action point 14 – Policy for communications with the fire ground - a meeting is being held with Ops Policy on Thursday.
- 4.9 Action point 16 – general review of training - as per point 12.
- 4.10 Action 17 – training for supervisors – A timetable has been agreed and a 2 week package has been put together.
- 4.11 Action point 18 – draft control sequence of events – this is complete, referenced against Waveform Audio (WAV) files and in the Control report as an appendix.
- 4.12 Action point 19 – the draft Control report will be ready by end of this week in preparation for the independent review by the group established by LA. LA confirmed the review group is meeting next week and will need this report.

Action: SH to forward report to the group when complete

- 4.13 Action point 20 – review of high rise fires where fires spread beyond the compartment - JB stated this is ongoing.
- 4.14 Action point 21 – pre planning –JB confirmed this is ongoing and will be picked up with Dave Brown. GD highlighted that Gary Reason is putting together an information gathering note for Mobile Data Transfers (MDT) and this work must tie in.
- 4.15 Action point 22 – policy on recording of information at the bridgehead – JK confirmed this is being incorporated within the high rise policy. Will be tasking Research and Development (R&D) to see if this can be improved.
- 4.16 Action point 23 – Policy for operational staff dealing with FSG calls at an incident – JK stated this will be discussed at the meeting on Thursday with Control.
- 4.17 Action point 24 – guidance for the controlled movement of a bridgehead is now included in the draft high rise policy.
- 4.18 Action point 25 - Search operations – a rough draft of this policy has been completed. JK requested a decision from the Board regarding whether a generic note is required or one specifically for BA. RD agreed that it should be a generic note.
- 4.19 Action point 26 - Fallen cables – Ops Policy is looking into including wire cutters in the equipment at bridgehead. Tasking R&D to look at this as well.
- 4.20 Action point 27 – consideration of changing national requirements for fixings of cables. RD confirmed this was not the only instance of problems with cabling, it has occurred in other high rise incidents. Confirmed JB would progress this.
- 4.21 Action point 28 – FSR housing policy – the review is complete and various Local Authorities are signed up.
- 4.22 Action point 29 – Review engagement with Local Authorities – LFB is currently engaged with all Local Authorities.
- 4.23 Action point 30 – raise standards on installation and testing of fire lifts as national issue .
- 4.24 Action point 31 – targeting of social housing – this is being achieved and a firm team target has been established.
- 4.25 Action point 33 - Training for inspecting officers – the module has been changed.

- 4.26 Action point 34 – consider any external and national RFS issues - JB confirmed this has been considered.
- 4.27 PM questioned action points 6 and 24 in regard to the high rise policy – will this need adjusting after CLG have carried out their work with BRE? JK confirmed that if changes were required the policy can be amended.

5. Workstreams

a. Control

- 5.1 SH confirmed the draft report has been completed and will be made available to the team established to review this document.
- 5.2 A member of staff who has retired since the incident has still to make a statement. An interview date has not yet been set by the Police for the member of staff who was on long term sick during the interviews.

b. Operational Review

- 5.3 MC confirmed the recommendations provided at the last Board meeting have been included in the action plan.
- 5.4 The supplementary matters are being transferred from an Excel spreadsheet into a more user friendly document. RD agreed with this way forward.

Action: Operational review team to finalise Supplementary Matters document.

c. Fire Investigation

- 5.5 Work on the report is ongoing and involves the scrutiny and cross checking of all the evidence used to establish the sequence of events.
- 5.6 LA advised for an introductory paragraph explaining this to be included in the report. **Action: PM to include explanatory paragraph to introduce the sequence of events**
- 5.7 It is hoped BRE will provide their report to PM by the end of the week. PM will be using the test results to interweave into the sequence of events.
- 5.8 PM highlighted that the sequence of events can come across as being particularly emotive, but the information included is factual and necessary in order to provide the Coroner with the information they need.
- 5.9 TC stated that the pre inquest hearing is being held on the 8th December. The Police require a copy of the Fire Investigation report as soon as it is ready.
- 5.10 The Police are proposing that once the fire safety/prosecution information gathering process has been completed they will provide a report to CPS regarding any potential legal actions. Secondly, they are compiling their own sequence of events which has been informed by the LFB sequence of events, but will require the Fire Investigation report in order to inform it further.
- 5.11 LA confirmed the pre Inquest hearing would be high level and would most likely establish the scope of the inquest and interested parties. The Coroner will want an update from PM and an indication of the timescales involved as this will be crucial to the process.

APPENDIX 1 ACTION PLAN

Ref	Action/Issue	Key Tasks	Lead Officer	Update	Complete
1	Analysis of High Rise Policy		AC/OP	7/1/10 completed 22/2/10 meeting held with CLG to discuss review of GRA	YES
2	Undertake BRE modelling		AC/FSR	7/1/10 work has commenced, it is expected to be complete in June 22/2/10 some initial modelling is completed and the reconstruction test is scheduled for the 22/3/10 7/4/10 reconstruction tests were successful 19/7/10 First draft of report has been received and sent back with comments. The test will also be run to consider the impact of the missing staircase.	
3	Complete Operational Sequential Time Event Plot		DAC Cutbill	5/5/10 decision not to proceed and now superseded by the Sequence of Events document	YES
4	Complete Sequence of Events		DAC Cutbill	?/8/10 draft provided to Police. Completion subject to further investigations	
5	Undertake Gap Analysis of Control National and London FSG Policies		AC/SD	07/4/10 completed	YES
6	Review High Rise Policy		AC/OP	15/9/10 Policy has been revised in draft and is with Assistant Commissioners for comment 8/11/10 draft finalised, paper being formulated for CMB.	
7	Review Control involvement in PRC and ORT meetings		AC/SD	8/11/10 formalising Control's PRC process with separate PRC for Control, information sheet to be forwarded to operational PRC and RT officer.	
8	FSG – Training to include input from Fire Safety Officers		AC/SD	15/9/10 – Training includes input from Fire Safety Officers	YES
9	FSG – Revise RIF file		AC/SD	15/9/10 – Ongoing 8/11/10 – draft complete, meeting with Ops policy scheduled this week.	

10	Revision of Policy 539		AC/SD	15/9/10 – Ongoing 8/11/10 – Policy now on hotwire and includes AFA/shut in lifts. To be reviewed 01/11.	
11	FSG -Initial Training		AC/SD	15/9/10 Initial Training on FSG is now provided later in induction training	YES
12	FSG – Refresher Training		AC/SD	15/9/10 – Refresher training provided to all control staff, consideration being given to how this is completed in future years. It may include Computer Based training and STEP records 8/11/10 – CBT package being formulated for alternate years. All training records now transferred to STEP.	YES
13	Draft Letter to CLG re FSG		AC/SD	15/9/10 – awaiting completion of investigation 8/11/10 – letter reviewed and aligns with current report.	
14	FSG – Policy for communications with the fire-ground		AC/SD	15/9/10 – consideration is being given to standard formatted messages and two way communications. All responding senior officers should be informed of FSG calls. 8/11/10 – meeting arranged with Ops Policy to progress 11 th November.	
15	FBU Briefing		AC/OP	15/9/10 - Briefing conducted on 12/8/10	YES
16	Control – General Review of Training		AC/SD	22/6/10 – Audit of Control ongoing. 15/9/10 – Audit feedback now received. Enhanced role play was one recommendation and a more proactive training plan including use of STEP 8/11/10 – see point 12	
17	Enhanced Training for Control Supervisors		AC/SD	15/9/10 – Suggested two week course include attendance at Minerva training, will be piloted in new year 8/11/10 – timetable agreed and 2 week package being formulated.	
18	Draft Control Sequence		AC/SD	8/11/10 – complete, included in	YES

	of Events			report as appendix	
19	Independent Review of draft Control analysis		H of LS	8/11/10 – draft report prepared by 12 th November for independent review.	
20	Review of high rise fires where fires spread beyond the compartment		AC/FSR	8/11/10 – ongoing	
21	Fire crews to increase the level of pre-planning at residential high rise fires to include single line diagrams showing number and location of individual flats.		AC/SD	8/11/10 – ongoing, to be picked up by AC Brown and tied in with work AC Reason is carrying out regarding MDTs.	
22	Policy/procedure on recording command information at the bridgehead.		AC/OP	8/11/10 – incorporated into draft high rise policy	
23	Policy/ procedure for operational staff dealing with fire survival calls at an incident		AC/OP	8/11/10 – meeting arranged with Ops Policy to progress 11 th November.	
24	Policy/procedure for controlled movement of a bridgehead at a high rise incident.		AC/OP	8/11/10 – included in draft high rise policy	
25	Policy/procedure for conducting search operations – to include guidance for those conducting search operations and those having to manage those operations		AC/OP	8/11/10 – draft complete. Board agreed for generic note rather than specific BA note to be progressed.	
26	Policy/procedure for the means of mitigating the hazard to crews from fallen cables		AC/OP	8/11/10 – considering inclusion of wire cutters in bridgehead equipment. RMD tasked with examining this.	
27	Consideration of changing national requirements for the fixings of cables		AC/FSR	8/11/10 – ongoing	
28	The FSR Housing policy – review policy and LACORs agreement		AC/FSR	8/11/10 – review complete, various Local Authorities signed up.	YES
29	Review engagement with Local Authorities		AC/FSR	8/11/10 – LFB is currently engaged with all Local Authorities.	YES

30	Raise standards on installation and testing of fire lifts as a national issue.		AC/FSR	8/11/10 – advice requested, relates to prosecution. Ongoing.	
31	FSR Team planning to continue targeting of social housing using a risk based approach.		AC/FSR	8/11/10 – team target established.	YES
32	Conduct post investigation/prosecution review, in particular in relation to liaison with MPS/CPS/HSE		AC/FSR		
33	Review learning and training for inspecting officers in terms of social housing.		AC/FSR	8/11/10 – module has been revised.	YES
34	Consider any external and national RFS issues		AC/FSR	8/11/10 – ongoing, meeting scheduled for 17 th November with contracts expert.	