



LONDON FIRE BRIGADE

Deputy Commissioner's Directorate
Directorate of Operational Resilience and Training

Interim Meeting of the Operational Directorates Co-ordination Board

Date: Thursday 4 July 2013

Time: 1000hrs

Place: Room US 3-01

AGENDA

Item No	Subject	Lead
1	Apologies for absence	
2.	Note of meeting held on 3 June 2013 (quarterly meeting) and matters arising, including Action Sheet	
	STANDING ITEMS	
3.	MDT Update (<i>oral report</i>)	H/IMP
4.	IMPD Exception Report (<i>if required</i>)	AC/OA
	NEW ITEMS	
5.	Station Aide-Memoires (attached)	Third Officer
6.	Rule 43 letters (Lakanal House & Shirley Towers): action plan (to follow)	AC/OA
7.	Protective Security Policy (attached)	AC/OR
8.	Marauding Terrorist Firearms Attack (MTFA) Policy (attached)	AC/OR
9.	Updated ToR for ODCB (attached)	H/ODSG
10.	ANY OTHER BUSINESS	
	DATE OF NEXT MEETING: 3 September 2013 (six monthly meeting)	

PROTECT - POLICY

**OPERATIONAL DIRECTORATES CO-ORDINATION BOARD (interim meeting)
NOTE OF MEETING HELD ON 4 JULY 2013**

Present:

Gary Reason	Director of Operational Resilience and Training (Chair)
Dave Brown	Third Officer
Steve Turek	AC/Fire Safety Regulation
James Dalglish	Head of Human Resources and Development
Peter Cowup	DAC/Operational Procedures
Tim Cutbill	DAC/Operational Resilience
Dany Cotton	AC/Operational Assurance
DAC G Ellis	DAC/Operational Assurance
Dominic Ellis	AC/Technical and Service Support
Richard Chandler	AC/Mobilising and RMC
Neil Marsden	H/ODSG (Note)
Dave Marney	DC's Staff Officer

Item No.	Subject	Action by
1	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Rita Dexter, Deputy Commissioner, Steve Hamm, AC/Operational Resilience and David Wyatt, Head/Information Management and Performance.	
2	NOTE OF PREVIOUS MEETING (3 JUNE 2013, QUARTERLY MEETING) AND MATTERS ARISING	
	The note of the previous meeting held on 3 June 2013 was agreed. Matters arising were covered in the Action Sheet and it was agreed that the following items could now be closed and removed from the Action Sheet:	
	(a) Item 10.1 (5 September 2011) : GTS redistribution;	
	(b) Item 5.3 (4 December 2012): SAI 283 – TCAP proves;	
	(c) Item 5.4(b) (4 December 2012): SAI 279 – Vehicle & equipment contract governance arrangements;	
	(d) Item 5.1(b) (4 March 2013): Monitoring of implementation of supplementary actions for DIOT reports;	
	(e) Item 9.1 (4 March 2013): Revised TCAP;	
	(f) Item 2.6 (23 April 2013): Search & rescue Ops News Special - will be included in next six monthly report;	
	(g) Item 3 (23 April 2013): Appliances off the run due to MDT fault – current policy stands;	
	(h) Item 3(c) (3 June 2013): SAI 279 (shutters & trays) handbooks – Extant handbooks discharge SAI requirements; and	
	(i) Item 4 (3 June 2013): Fire Survival Guidance – this will be picked up in Rule 43 action plan and update provided in next Operational Assurance Quarterly update.	

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STANDING ITEMS

3 MDT UPDATE

Due to the absence of H/IMP, there was no report at this meeting.

4 IMPD EXCEPTION REPORT

DAC/OA advised that work is being undertaken as regards “exploding pavements” which have featured in the media recently. The aim is to provide advice to fire crews and it was agreed that it would be suggested as a possible item for Operational News in the next six monthly report. The Third Officer undertook to circulate relevant details from a brief provided to Alderman Walsh in 2011.

**DAC/OA
Third
Officer**

DAC/OA also reported on work taking place in connection with the Brigade’s ROV capability and on-going issues with messages. As regards messages, DAC/OP undertook to speak to DoORT outside of the meeting about some preliminary work being undertaken they may provide a practical way to improve the quality and consistency of messages from incidents.

DAC/OP

NEW ITEMS

5 STATION AIDE MEMOIRES (CIRCULATED)

The Third Officer introduced the circulated paper which recommends that a further 24 policies be added to the MDT (taking the total to 59) and that a review of key point summaries (KPS) be undertaken and that summaries are provided where currently missing. These summaries would serve as aide memoires for station based staff and Third Officer confirmed that they would not be kept in hard copy format and only printed off if required on a specific occasion (and then disposed of).

DAC/OP recommended that it would be useful to have a wider discussion about the purpose and utility of key point summaries, perhaps canvassing views from station staff and considering the use of flowcharts as an alternative way of presenting information to crews. It was pointed out that KPS were originally intended to be a summary of the entire policy/procedure, but they might be improved if they were revised to focus on considerations and actions for ICs 1 and 2. AC/Mobs queried whether there would be merit in having these on the mobile devices being provided as part of the new mobilising system.

DAC/OP

DAC/OP drew attention to the difficulties in using current search facilities to find policy documents on specific topics and was asked to speak to H/IMP about any proposed changes.

**Third
Officer**

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It was agreed that a separate meeting would be held involving the Third Officer, DAC/OPS, DAC/OA and AC/Mobs to agree a way forward and to bring a paper back to the next meeting. The purpose of the meeting will be to agree a way forward for key point summaries (including their purpose and format) whilst drawing a line under the current situation.

6 CORONER'S RULE 43 LETTERS ACTION PLAN (CIRCULATED)

AC/OA commented that the Lakanal items had been based on the Commissioner's response to the Coroner's Rule 43 letter and that those involved had been asked to review the actions and proposed dates.

DoORT advised that the HSE would be interested in outcomes and that the Commissioner had met with Val Shawcross to discuss the Members Group agreed at the last Authority meeting to consider the Lakanal fire and lessons to be learnt. Terms of Reference for this group are being discussed and it is likely that Cllr Maurice Heaster and Cllr Peter Truesdale will be members of the group. It is anticipated that regular progress reports will be submitted to the Strategy Committee.

It was agreed that the draft action plans require more work as follows:

- (a) Need to make actions outcome based and more specific, including supplying missing dates;
- (b) Completed items should be shaded out;
- (c) Items common to both letters (Shirley Towers and Lakanal) should be cross referenced;
- (d) Boxes should be split where more than one officer is responsible for an action (e.g. items 18 & 19);
- (e) Lakanal and Shirley Towers should be two separate documents but presented together;
- (f) Column headings should be repeated on each page;
- (g) Action sheets should include a historical commentary (as is the case with the SAI monitoring report);
- (h) There should be quarterly reports as is the case with the SAI report;
- (i) DCLG actions where there is no LFB input should be removed and covered in the covering report to Strategy Committee.

AC/OA

It was agreed that AC/OA should circulate an amended version of the action plans, taking the above comments into account.

AC/FSR

In response to a query from AC/FSR about the impact of this work on the High Rise Forum, DoORT advised that work on the forum should not be delayed.

AC/TSS demonstrated proposed modifications to the BA cylinder cover developed by PEG which will be the subject of a report to CMB. AC/OA advised that the training she had witnessed at the College focuses on the escape from entanglement.

Item No.	Subject	Action by
7	<p>PROTECTIVE SECURITY POLICY (CIRCULATED)</p> <p>DAC/OR introduced the draft overarching policy which is based on a CMB report.</p> <p>AC/TSS pointed out that, in paragraph 4.1, the post of Head of Property should be deleted from the list.</p> <p>The draft policy was agreed for formal internal consultation.</p>	<p>DAC/OR</p>
8	<p>MARAUDING TERRORIST FIREARMS ATTACK (MTFA) (CIRCULATED)</p> <p>DAC/OR advised that this draft new policy is based on national guidance and, as an overarching policy, does not go into detail.</p> <p>Third Officer and AC/Mobs confirmed that, as regards section 7 of the policy (Actions at Brigade Control), Control staff briefings have been completed and now form part of regular training.</p> <p>The draft policy was agreed for formal internal consultation.</p> <p>DoORT and H/HRD reported on the national situation and discussions with the FBU who want a one-off payment for training. DoORT undertook to discuss these matters with the Commissioner.</p>	<p>DoORT</p>
9	<p>DRAFT TERMS OF REFERENCE FOR ODCB (CIRCULATED)</p> <p>H/ODSG advised that the Terms of Reference (ToR) for ODCB have been updated to reflect the involvement in Babcock and changes in meeting format. DoORT stated that he would send comments to H/ODSG and advised that IMPD, FI reports and fatal fire reviews should be referenced in the ToR. Third Officer suggested that the sources of intelligence listed in section 2 of the ToR should be divided into those which are regular reports and those which are ad hoc and this was agreed.</p>	<p>DoORT H/ODSG</p>
10	<p>ANY OTHER BUSINESS</p> <p>(a) DAC/OP reported on a recent fire at a recycling facility in West Midlands and provided information about a similar (but larger) facility located in Canning Town, near the A13 flyover. DAC/OP undertook to provide briefing packs for DoORT and AC/FSR outside of the meeting. AC/FSR reported on the work of his department which includes seeking to agree a Memorandum of Understanding with the Environment Agency. A briefing note has been sent to Members and an item has been included in Operational News.</p>	<p>DAC/OA</p>

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- (b) DAC/OA reminded Board Members of the need to be aware of the **role of Operational Commander** at incidents, accepting that it was not always appropriate, He undertook to brief the DACs about this matter.

DATE OF NEXT MEETING: 3 SEPTEMBER 2013 (SIX MONTHLY)

Forward Programme		
Meeting	Paper	Lead
3 September (6 monthly)	<u>Standing items:</u> IMPD 6 monthly report Agreement of Operational News Themes DIOT Update DIOT Operational Policy Update SAI Action Plan Monitoring MDT Update <u>New Items</u> Key Point Summaries Report on FI activity	AC/OA Babcock AC/OP AC/OA H/IMP Third Officer AC/FSR
15 October (interim)	Testing and Exercising <u>Standing items:</u> IMPD Exception Report MDT Update	AC/OR AC/OA H/IMP
Currently unprogrammed	Rekindling FRU Cutters	AC/OA DAC/OP

ACTION SHEET

Updated 4 July 2013

ITEM NO	ACTION	LEAD	UPDATE
3 September 2012			
14.4(b)	Once the revised DRA Policy has been drafted arrange for the note to be presented to ODCB & CMB	AC/OA	<p><u>Update as at 17/10/12:</u> AC/OA advised that the policy has been out for peer review and will now go to HoS. AC/OA to bring final policy back to ODCB and then CMB before publication.</p> <p><u>Update as at 25 January 2013:</u> AC/OA advised that this was with RBs for observations and that their initial response had been positive.</p> <p><u>Update as at 4/3/2013:</u> This item is still awaiting clearance from RBs.</p> <p><u>Update as at 23/04/13:</u> AC/OA is still awaiting an update on this action from the Representative Bodies DC advised consideration be given to setting a deadline for RB response.</p> <p><u>Update as at 3/6/13:</u> AC/OA advised that it was sent to RBs on 19 April.</p> <p>Update as at 4/7/13: Still with RBs</p>
25 January 2013			
3.6	DAC/TSS to consider issues relating to refresh of MDT equipment as part of the Pumping Appliance review.	DAC/TSS	<p><u>Update as at 4/3/2013:</u> H/IMP advised that MDTs were leased from Airwave and that the contract was not due to finish for a few more years therefore no replacement was possible at present. However, possible solutions are still being considered.</p> <p><u>Update as at 23/04/13:</u> Third Officer, John Anthony, DAC/TSS and H/IMP to discuss MDT replacement outside of meeting.</p> <p>Update as at 4/7/13: First meeting with H/ICT held</p>
6.3	Third Officer to further explore Aide Memoires before progressing the issue further.	Third Officer	<p><u>Update as at 4/3/2013:</u> Still ongoing.</p> <p><u>Update as at 23/04/13:</u> For next meeting.</p> <p><u>Update as at 3/6/13:</u> For July meeting.</p> <p>Update as at 4/7/13: It was agreed that a separate meeting to discuss key point summaries would be held involving the Third Officer, DAC/OPS, DAC/OA and AC/Mobs to agree a way forward and to</p>

ITEM NO	ACTION	LEAD	UPDATE
			bring a paper back to the next meeting.
4 March 2013			
2.16 (c)	AC/FSR to provide a regular 6 monthly update on FI activity which will be reported to the DCs DMB or ODCB	AC/FSR	<p>Update as at 23/4/13: Format of report being finalised</p> <p>Update as at 3/6/13: Check whether revisions to PDA for FIUs have achieved expected outcomes.</p> <p>Update as at 4/7/13: For next meeting. Draft report with DC</p>
23 April 2013			
2.10	Tunnels & Sub-surface construction sites: Consider when any major infrastructure projects are agreed	AC/OA	
2d/7.4	SAI 279: Third Officer and DAC/TSS to consider comms message about ceasing appliance checks before turnout	Third Officer	Update as at 4/7/13: Third Officer discussing with RBs
8	Testing & Exercise Reporting tool: Make report forward looking, report on regular basis to ODCB and consider adopting database model used for FOIA/DPA requests	AC/OR	Update as at 3/6/13: Report in October and then on 6 monthly basis
3 June 2013			
4	LAS attendance: Raise issue of delays in attendance with LAS at next regular meeting	DoRT	Update as at 4/7/13: Meeting with LAS Director of Operations being arranged
4	FRU Cutters: Research IMPD to distinguish between FRU cutters and those on pumping appliances and consider issues arising from different types of cutter	DAC/OP	Update as at 4/7/13: DAC/OP to discuss proposed solution with DoORT outside of meeting and bring back to Board
7	Coroners' Rule 43 Letters: (a) Produce action plan for Lakeland letter and combine with that for Shirley Towers into a SAI action plan monitoring style report. (b) Establish position on FSG of Hampshire FRS	(a)AC/OA (b) AC/Mobs	Update as at 4/7/13: Make amendments as discussed at meeting and circulate revised versions
4 July 2013			
4	Exploding electrical junctions boxes and ducting located in pavements" : Suggest possible item for Operational News in the next six monthly report.	DAC/OA	
4	Improvements to messages: Discuss with DoORT outside of meeting	DAC/OP	
5	MDT searches: Speak to H/TMP about work undertaken in Operational Procedures	DAC/OP	
8	Marauding Terrorist Firearms Attack (MTFA) policy: Discuss national situation and FBU payment claim with CFEP	DoORT	

ITEM NO	ACTION	LEAD	UPDATE
9	Terms of reference for ODCB: DoORT to send comments to H/ODSG	DoORT	
10(b)	Role of Operational Commander: Brief DACs as to role of Operational Commanders at incidents	DAC/OA	

DRAFT