

CENTRAL SUB REGIONAL RESILIENCE FORUM
Minutes, 10th March 2015, LFB HQ

Sector/Organisation Represented	Name
Category 1 Responders	
London Fire Brigade Emergency Planning	Andrew Prichard (Chair)
PHE	Peter Davidson
MPS	Steve Feely
London Coastguard (MCA)	David White
NHS England (London)	Wayne Williams
Environment Agency	Hayley Deakin
LRT	Susan Price
Borough Resilience Forums	
City of London	Gary Locker
City of Westminster	Peter Reeves Tony Andrews
Kensington and Chelsea	Keith Robins
Lambeth	Jo Couzens
Southwark	Andy Snazell
Tower Hamlets	Andrea White
Other Organisations	
Canary Wharf Group	Simon Greenly Alex Friend
London District – Military	Sarah Streete
British Red Cross	Cristina Dalton
St John Ambulance	Katherine Eaton
Secretariat	
SRRF Secretariat (LFB EP)	Alex Townsend-Drake Graham Burbage (minutes)
Apologies	
Victim Support	Clare Williamson
Met Office	Bryony May
City of London Police	Ray Sykes
LFB	Daryll Stroud

Actions and Decisions

No	Actions	Action by
01	Carry forward - A sub group be formed comprising Lambeth, Southwark and Westminster to take forward how shelter and evacuation in the Central SRRF would be implemented, to support each other and to share good practice and report at the July 2015 SRRF meeting.	LB Lambeth
02	Carry forward: City of Westminster to give an update on their project for accessing data on vulnerable persons at the next SRRF.	City of Westminster

03	Members of the Forum to provide feedback on Hazard Manager 2 to the Met Office via the Secretariat.	All
04	BRC's winter preparedness leaflets be added to the agenda for the 3rd November meeting.	Secretariat
05	LB Lambeth to e-mail the Secretariat with their BRD feedback on the key lessons from live CT exercise in Lambeth.	LB Lambeth
06	Any Forum member wishing to observe RB K&C's MFTA exercise to get in touch with Keith Robins.	All
07	Any Forum member wishing to attend Westminster's MFTA table top exercise to get in touch with Peter Reeves.	All
08	Action - Secretariat to consider the best way to take forward the general issue of local authorities supporting Police led CT exercises such as Project Argus.	Secretariat
09	Forum members to contact Alex Friend (alex.friend@canarywharf.com) to receive their post exercise report on the MFTA exercise	All
10	Water disruption, particularly identifying water distribution points in advance, to be kept on the agenda.	Secretariat
11	Forum members to submit comments on the SRRF Business Plan by 24 th March to the Secretariat.	All
12	Canary Wharf Group to contact the Secretariat to consider the best way to contribute to the lessons database and, more generally, to consider what they would like to gain from attending the SRRF meetings.	Canary Wharf Group
13	The Humanitarian Assistance Board to remain a standing item on the agenda.	Secretariat
14	Any comments on the usefulness of or suggestions on the BRF Guidance be included in the e-mail covering the Business Plan plus feedback on 2014-15 capabilities.	All
15	Boroughs wishing to attend the City of London's Crisis Support Team course on 13 th April to get in touch with Gary Locker.	All

No	Decision
01	The Forum agreed to paper 04 - Regional Planning Cycle.
02	The Forum accepted the lessons and recommendations in Paper 08.

1. Welcome & Introductions

1.1. **The Chair** welcomed attendees introductions were made and apologies noted.

2. Minutes of Previous Meeting (Paper 02)

2.1. The Forum agreed the minutes of 6th November 2014 meeting were a true and accurate record. Updates on the actions were as follows:

No	Actions	Update
01	A sub group be formed comprising Lambeth, Southwark and Westminster to take forward how shelter and evacuation in the Central SRRF would be implemented, to support each other and to share good practice and report at the February 2015 SRRF meeting.	<p>Jo Couzens reported that there had been little further progress. The funding process was continuing but there was no set time frame for completion. There remained an appetite to continue with the project. The Chair proposed the item remain on the agenda.</p> <p>Action - A sub group be formed comprising Lambeth, Southwark and Westminster to take forward how shelter and evacuation in the Central SRRF would be implemented, to support each other and to share good practice and report at the July 2015 SRRF meeting.</p>
02	City of Westminster to give an update on their project for accessing GPs' data on vulnerable at the next SRRF.	<p>Tony Andrews said the system in place for the three Boroughs had not been successful as the CCG did not have access to GPs' databases. Negotiating individual agreements with GPs would be complex. Tony said there was a separate project involving local care employed staff who could potentially interrogate the databases. While the project was not running smoothly it was potentially important.</p> <p>The Chair said the item should be kept on the agenda.</p> <p>Action – carry forward: City of Westminster to give an update on their project for accessing data on vulnerable people at the next SRRF.</p>
03	BRF guidance to be included on the agenda for the February 2015 SRRF meeting.	To be covered under Item 11 of the Agenda.
04	Members of the Forum to provide feedback on Hazard Manager 2 to the Met Office	<p>The Chair asked Forum members to send any comments via the Secretariat to forward to the Met Office.</p> <p>Action - carry forward Members of the Forum to provide feedback on Hazard Manager 2 to the Met Office via the</p>

		Secretariat.
05	Local Authorities to contact Meg Freese for copies of winter preparedness leaflets.	<p>The Chair proposed that winter preparedness leaflets be added to the agenda for the Autumn SRRF meeting.</p> <p>Action – BRC’s winter preparedness leaflets be added to the agenda for the 3rd November meeting.</p>
06	Provide feedback on key lessons from live CT exercise in Lambeth.	<p>Jo Couzens said the feedback would be presented to the BRF in the week beginning 16 March. Jo would e-mail the outcome to the Secretariat.</p> <p>Action - LB Lambeth to e-mail the Secretariat with their BRD feedback on the key lessons from live CT exercise in Lambeth.</p>
07	Provide feedback on combined RBKC BRF and local businesses strategic table top.	<p>Keith Robins said they had a new Exercise Sub Group which would be meeting in the next 2 weeks. They were planning a small scale MTFA exercise in Exhibition Road in late May/early June. A limited number of observer places would be available if anyone wished to attend. Steve Feeley (MPS) said there was a MTFA exercise planned in Barnet and other MPS led, with local authority involvement exercises, were being arranged. Peter Reeves (Westminster) said they were holding regular 3 hour table top MTFA exercises with a business continuity emphasis. Peter said a limited number of observer places would be available if anyone wished to attend. Gary Locker (City of London) said with the potential shortfall of CTSA officers to support Project Argus there might be scope for local authority staff to be trained to deliver the Argus Project. Gary said that the National Counter Terrorism Security Office had made this offer to businesses. Local resilience teams, particularly in the City support the delivery of the programme. Given the increase in the demand for Argus Project events, they could be delivered by some local authority officers. It was a possible issue for the LRF.</p>

		<p>The Chair said this was a general point for the Secretariat to take forward.</p> <p>Action – any Forum member wishing to observe RB K&C’s MFTA exercise to get in touch with Keith Robins.</p> <p>Action – any Forum member wishing to attend Westminster’s MFTA table top exercise to get in touch with Peter Reeves.</p> <p>Action - Secretariat to consider the best way to take forward the general issue of local authorities supporting Police led CT exercises such as Project Argus.</p>
08	Feedback from the Humanitarian Assistance Board by Westminster to become a standing agenda item.	Completed.
09	Feedback on live exercise with MCA and Greenwich to be added to the agenda.	Covered by Agenda item 9.

3. Morning Workshop – Water Disruption

3.1. Andrea White (Tower Hamlets) said the workshop had been very good and it had been useful to have the water company present. **Gary Locker** said it was valuable to see how the private company was set up to deal with an outage. **Peter Reeves** said it was useful but there challenges around the ownership of such an incident. He would take away the issue of identifying distribution points in advance. **Jo Couzens** agreed and identified the mechanics of security for distribution points and potentially sourcing barriers. A buddy system for the vulnerable in those situations, eg residents in Tower Blocks, had been discussed along with community groups looking out for neighbours as had happened during the Croydon flooding. **Andy Snazell (Southwark)** said it was important to establish strong links with the utility companies. **Keith Robins** said it had been a good workshop which had identified some issues on roles and responsibilities and the issue of identifying vulnerable people was still difficult. The local authority could not distribute water. **Keith** also mentioned promoting self reliance and to manage expectations of what the local authority could provide.

3.2. Steve Feely (MPS) said that with predetermined roles and fewer personnel an MPS presence could not be taken for granted. Much would depend on what else was happening on the day.

3.3. The Chair summarised the two main issues of identifying in advance water distribution points and how they would be staffed. **The Chair** asked that the topic be kept on the agenda.

Action – water disruption, particularly identifying water distribution points in advance, to be kept on the agenda.

4. Regional Planning Cycle (Paper 04)

4.1. Alex Townsend-Drake (Secretariat) explained the paper provided members with visibility of previous, existing and future regional capability planning covering a three year period in order to align and plan regional and local planning cycles. There was no current intention to have a formal assurance programme but for boroughs and their BRFs to assure themselves about the level of local capability. Visibility of current capabilities enabled consultations to take place whilst issues could be raised against future capabilities.

Decision - The Forum agreed to paper 04.

5. SRRF Members Update (Paper 05)

5.1. The Chair asked if there were any additions to the updates in paper 05.

5.2. Peter Davison (PHE) said there had been an Avian influenza exercise held that morning concerning poultry in London. **Peter** said he would share the outcomes.

5.3. Christina Dalton (BRC) said they were undergoing a slight restructure following the departure of Meg Freese. Christina would be supported by two other officers: **Chris Rock** – crock@redcross.org.uk, **Rich Pearson** – rpearson@redcross.org.uk

5.4. Katherine Eaton (SJA) mentioned the SJA's successful Chokeables campaign to teach people how to stop a baby from choking with 20 reported successes. The video had been viewed over 6 million times.

5.5. Peter Reeves (Westminster) said the Spring Tides had caused some sewage leakage and there were discussions with the Environment Agency on responsibility.

5.6. Hayley Deakin (EA) said that DEFRA had considered further changes to the Reservoirs Act, including whether to extend regulation to cover smaller reservoirs ie those that were 10,000 cubic metres or more capacity rather than currently 25,000 cubic metres or more capacity. Hayley said that Ministers have decided that the available evidence would not support a decision to extend regulation. In addition, the EA had launched the consultation for the London Strategic Flood Response Framework.

5.7. Jo Couzens (Lambeth) mentioned they had a new Chief Executive starting at the end of March.

5.8. Gary Locker (City of London) mentioned the service of commemoration at St Paul's Cathedral on 13 March, followed by a parade and reception at the Guildhall to mark the end of combat operations in Afghanistan.

5.9. Andrea White (Tower Hamlets) said the 2nd draft of their BRF Pandemic Flu Plan should be ready for comments by the next BRF. Steve Crawley from Tower Hamlets has met with Hayley Deakin (EA) regarding the completion of their MAFP.

5.10. Andy Snazell (Southwark) reported his team was losing a member of staff leaving two remaining. **Andy** mentioned a squatting issue in the borough with a number of court orders progressing.

5.11. Alex Friend (Canary Wharf Group) reported they had run an MTFA exercise in early December involving 34 tenants. They had received useful feedback. **Alex** offered to share the post exercise report.

Action – Forum members to contact Alex Friend (alex.friend@canarywharf.com) to receive their post exercise report on the MTFA exercise

5.12. Simon Greenly (Canary Wharf Group) said they were considering the pandemic flu plan in relation to local businesses including communications with them.

5.13. Wayne Williams (NHS England) said that Professor Chloe Sellwood would be happy to look at any remaining flu plans.

5.14. Steve Feeley (MPS) said there had been a change in their top cover and two new officers would be joining who would be attending BRFs and the SRRFs.

5.15. David White (MCA) said they were going through a transition to their new structure at the end of December which would involve a change to the command structure.

6. Update on Regional Resilience Planning (paper 06)

6.1. Susan Price (LRT) mentioned a number of staff changes including Matt Dear would be returning to the GLA and that Alison Ingelby would not be returning to the team. **Susan** also mentioned LRT's move to LFB and that their contacts directory would be updated.

7. London Risk Advisory Group Update (Paper 07)

7.1. Alex Townsend-Drake explained that paper 07 summarised the 2nd December 2014 meeting. **Jo Couzens** said there had been a further meeting on 3rd March at which one risk had been reduced although the minutes were not yet available.

8. Incident and Exercise Debriefs (Lessons Protocol) (Paper 08)

8.1. Alex Townsend-Drake explained that the three new lessons and recommendations were summarised on page 2 of the paper. These included the work commissioned by LAP on mortuaries on which LB Redbridge would be taking the lead. **The Chair** said mortuary capacity had become an issue over Christmas in spite of no pandemic and no extreme weather conditions, hence LAP's interest. The Forum accepted the lessons and recommendations in paper 08.

Decision – the Forum accepted the lessons and recommendations in Paper 08.

8.2. Alex Townsend-Drake introduced the Regional lessons log and gave updates against the recommendations approved at the last round of SRRF. **Alex Friend (Canary Wharf Group)** said that while the paper was useful it was mostly aimed at borough level but he would be happy to contribute to the database. **The Chair** also asked Canary Wharf to consider what they wished to gain from the meeting in general. **Alex** would get in touch with the Secretariat.

Action - Canary Wharf Group to contact the Secretariat to consider the best way to contribute to the lessons database and, more generally, to consider what they would like to gain from attending the SRRF meetings.

9. Exercise Blue Ditch (Paper 09)

9.1. **David White (MCA)** spoke to paper 09 and explained this had been an all day table top exercise. The scenario was an aircraft crash near the Thames Barrier which also impacted on the Woolwich Ferry combined with a rising tide. The objective was how the Coastguard would work in such a situation and having to rely on other organisations' resources. MCA had the power to call on local vessels, which had to respond, to assist. Identifying landing points and counting casualties took time. The MCA had close ties with the Port of London Authority and were co-located.

9.2. **David** said it had been a useful day and had provided a lot of valuable feedback. It had been particularly beneficial to see how LFB would respond. A number of issues had arisen in relation to the JESCC and the command structure with the need for other agencies to be represented at the Silver meetings. **David** mentioned that in future it might be achieved remotely. Another issue had been MCA's own resilience in terms of how long they could maintain staffing levels. The next step would be to assess all the feedback and to move to a live exercise in late 2016 or early 2017.

9.3. **Gary Locker** said they had a team attached to the exercise which had provided very positive feedback.

10. SRRF Business Plan 2015-17 (Paper 10)

10.1. **The Chair** explained that the two year work plan would influence the work of the Forum and also impact on the work of the BRFs. **The Chair** asked the Boroughs to re-read the Business Plan and to submit comments to the Secretariat by 24th March. **The Chair** also asked other partners present to submit any comments.

Action – Forum members to submit comments on the SRRF Business Plan by 24th March.

11. Ongoing or specific issues relevant to the SRRF

11.1. **Alex Townsend-Drake** mentioned the Humanitarian Assistance Board. **Tony Andrews (Westminster)** said that due to changes in personnel the first meeting had not taken place. The Board would comprise Directors from the 3 Boroughs and would include Children's Services, Adult Services, Social Services, Housing and the CCG. Once the Board did meet they would be prioritising topics for discussion. **The Chair** asked for the issue to remain on the agenda so once the Board was working it could be rolled out across other boroughs.

Action – the Humanitarian Assistance Board to remain on the agenda.

11.2. **Alex Townsend-Drake** also mentioned the BRF guidance. **The Chair** suggested that any comments be included in the e-mail covering the Business Plan.

Action – any comments on the usefulness of or suggestions on the BRF Guidance be included in the e-mail covering the Business Plan plus feedback on 2014-15 capabilities.

12. Actions for Borough Resilience Fora (BRF)

12.1. **Alex Townsend-Drake** mentioned any issues arising from the morning's workshop could be raised at the BRFs.

13. Any Other Business

13.1. Steve Feely mentioned exercise Strong Tower which was a national event and due at the end of June and early July. More details would be available soon and would be sent to LRT first for onward distribution. **Peter Reeves** said that currently there was no local authority element.

13.2. Gary Locker said there was a live exercise in the City in two weeks. The communications for local businesses and residents via leaflets had proved challenging. **Gary** also observed that EP teams were generally picking up other work such as squatting which was adding to their work load. Finally, **Gary** said they were holding a Crisis Support Team course on 13th April and there was space for one observer from each borough.

Action – Boroughs wishing to attend the City of London’s Crisis Support Team course on 13th April to get in touch with Gary Locker.

13.3. The next meeting was arranged for 7th July.

London Fire Brigade Emergency Planning, March 2015