

CENTRAL SUB REGIONAL RESILIENCE FORUM
Minutes, 3rd November 2015, LFB HQ

| Sector/Organisation Represented | Name |
|-----------------------------------|--|
| Category 1 Responders | |
| Chief Executive of Southwark | Eleanor Kelly (Chair) |
| London Resilience Team | Matthew Hogan |
| Metropolitan Police Service (MPS) | Patrick Allen |
| NHS England (London) | Wayne Williams |
| Public Health England (PHE) | Peter Davison |
| Borough Resilience Forums | |
| City of London | Néstor Alfonzo Santamaría |
| RB Kensington and Chelsea | David Kerry |
| LB Lambeth | Jo Couzens |
| LB Tower Hamlets | Andrea Stone |
| City of Westminster | Mike Wilkins |
| Other Organisations | |
| Salvation Army | Maureen Hepburn |
| British Red Cross | Christina Dalton |
| HQ London District | Major Madeline Lewis |
| St Johns Ambulance | Matthew Codling |
| MCA | David White |
| Port of London Authority | Darren Knight |
| Met Office | Mark Rogers |
| Victim Support | Caroline Birkett |
| Secretariat | |
| SRRF Secretariat (LFB EP) | John Hetherington Alex Townsend-Drake Graham Burbage (Minutes) |
| Apologies | |
| LB Southwark | Andy Snazell |
| London Fire Brigade (LFB) | Daryll Stroud |
| Canary Wharf Group | Alex Friend |
| Environment Agency | Hayley Deakin |

Actions and Decisions

| No | Actions | Action by |
|----|---|---------------------|
| 01 | City of Westminster to give an update on their project for accessing data on vulnerable persons. (Carried forward) | City of Westminster |
| 02 | David Kerry to advise the Secretariat if there will be an observer programme for their MTFA exercise. | David Kerry |
| 03 | Westminster's MTFA table top exercise debrief report to be circulated. (Carried forward) | City of Westminster |
| 04 | The Chair to seek to include the private sector influence in the proposed review of the death management process. | The Chair |
| 05 | A note be produced explaining the latest position on the National Emergency Plan for Fuel and the impact on local business continuity arrangements. | Secretariat |

| No | Decision |
|----|--|
| 01 | The Forum agreed the dates in paper 07 (Update on Regional Resilience Planning) could be included in the Partnership calendar. |
| 02 | The Forum accepted the recommendations on page 2 of Paper 09 on the Incident and Exercise Debrief Report |
| 03 | The Forum agreed to trial receiving the SRRF papers via e-mail notification to Resilience Direct. |

1. Welcome & Introductions

1.1. **The Chair** welcomed attendees and asked that acronyms be kept to a minimum if possible. Introductions were made and the apologies noted.

2. Minutes of Previous Meeting (Paper 02)

2.1. The Forum agreed the minutes of the 7th July 2015 meeting were accurate. **Alex Townsend-Drake** introduced the actions 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 November 2015 SRRF meeting. (Carried forward) | Jo Couzens explained that this had been an action for some time. It was being led by the Southbank Employers' Group. Lambeth's representative had left post and another was required. Jo hoped that the work would continue in due course. |
| 02 | City of Westminster to give an update on their project for accessing data on vulnerable persons. (Carried forward) | Mike Wilkins reported that the first meeting of their working group had taken place in September and the next was planned for December. A further update would be given at the next SRRF. Action – carried forward. |
| 03 | BRC's winter preparedness leaflets be added to the agenda for the 3 rd November meeting. (Carried forward) | Christina Dalton reported that their winter preparedness leaflets were available. The leaflets contained useful basic advice. |
| 04 | LB Lambeth to e-mail the Secretariat with their BRF feedback on the key lessons from live CT exercise in Lambeth. (Carried forward) | Patrick Allen (MPS) reported that no key lessons were available from the exercise. |
| 05 | RB Kensington and Chelsea MFTA exercise date to be shared with the Forum. | David Kerry reported that the South Kensington Business Continuity Forum which included Exhibition Road had been planning a major MFTA exercise. After a slight lull it was now back on track. There |

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| | | would be a walk through in December. David would keep the Secretariat informed if there was to be an observer programme. Action – David Kerry to advise the Secretariat if there will be an observer programme for their MTFA exercise. |
| 06 | Westminster's MTFA table top exercise debrief report to be circulated. (Carried forward) | Mike Wilkins asked for the action to be carried forward. |
| 07 | Circulate Canary Wharf's post exercise report on the MTFA exercise. | Alex said the report had been circulated. |
| 08 | Share modelling being conducted in the West SRRF as appropriate. | Alex said the work being undertaken in the West region on excess deaths was on going. |
| 09 | Revisit comments on Excess Deaths workshop during the next round of SRRF meetings. | Covered under agenda item 3. |
| 10 | Share learning points from burst water main incident. | Completed. |
| 11 | BRFs to provide assurance against regional capabilities prior to the next meeting. | Covered under agenda item 5. |
| 12 | Carry out a survey of existing fuel stocks and ascertain the likely issues to develop the scope of local fuel planning. | Alex said this had been completed and a local authority working group would be established. |
| 13 | Share relevant learning from MPS Strong Tower debrief | Included under agenda item 9. |
| 14 | Alex Friend to share learning points from a business perspective on incident management in built up business environments. | Included under agenda item 6. |
| 15 | LFB EP to provide a written update at the next SRRF round. | Completed. |

3. Morning Workshop – Marauding Terrorist Attack (MTA)

3.1. **The Chair** asked for any actions or comments from the morning's workshop.

3.2. **Jo Couzens (Lambeth)** said the workshop had generated useful discussions and there had been a number of learning points for the borough and the BRF. **The Chair** mentioned that Southwark had been redesigning their Teams following a successful recruitment drive and there would be a number of new officers led by Andy Snazell.

3.3. **Néstor A. Alfonso Santamaría (City Of London)** said one of the the most important learning points had been that the MPS would be in charge of an MTA incident that impacted in the City and not the City of London Police.

3.4. **Wayne Williams (NHS England (London))** said they had the benefit of private sector (BUPA) providers present at the workshop. They could provide a degree of further resilience and could be used for mutual assistance. **Wayne** also mentioned the importance of identifying vulnerable residents.

3.5. The Chair asked about progress with the recommendations from the previous workshop on excess deaths as set out in paper 3.

3.6. Jo Couzens noted that the Coronial areas did not overlap with the SRRF areas and that neither Lambeth nor Southwark had a public mortuary. **The Chair** mentioned the report produced for LAP in June which recommended a broad death management review including an out of hours service, the work of mortuaries and linking in better with public authority mortuaries. **Néstor A. Alfonzo Santamaría** mentioned involving the private sector more for excess deaths. **Wayne Williams** mentioned that funeral directors were involved in the regional framework. **The Chair** mentioned that the review's terms of reference had been agreed with the MPS, Coroners and local authorities but considered it could also usefully include private sector influence. **The Chair** would raise the issue with the working group.

Action - The Chair to raise the private sector influence in the review of the death management process.

4. Regional Planning Cycle (Paper 04)

4.1. Alex Townsend-Drake explained the paper gave an oversight of the regional planning cycle including current and future capabilities. **John Hetherington** mentioned that the National Emergency Plan for Fuel remained in place. Other LRFs had continued to base their arrangements on the National Emergency Plan for Fuel as an interim measure. It was proposed that London reflected this approach and utilised the Plan to inform the development of local arrangements. The planning focus would be on enhancing organisations' Business Continuity measures in preparation for the period between a fuel disruption occurring and any national arrangements being invoked. A working group would be formed to agree the best way forward and review the London Fuel Disruption Protocol accordingly. **David Kerry** said it was helpful to know that the Plan was still in place and noted a guaranteed 10 day bunkered fuel supply was not feasible for most local authorities. **David** asked for a note to be provided on how local authorities should respond to any uncertainty covering designated filling stations and signage. **Néstor A. Alfonzo Santamaría** mentioned that the national resilience planning assumptions had recently changed.

Action – a note be produced explaining the latest position on the National Emergency Plan for Fuel and the impact on local business continuity arrangements.

5. BRF Capability Maturity Analysis 2015 (Paper 05)

5.1. The Chair asked for any comments on the recently circulated survey.

5.2. Néstor A. Alfonzo Santamaría said assessing BRFs' capabilities would, in some areas, be artificial as some capabilities were for the local authority or even at a regional level rather than at BRF level. **Nestor** considered that it should not be the local authority completing the survey but rather the BRF. **David Kerry** said there was a slight conundrum as BRFs had business plans for the work they were doing but did not have any response capability as a BRF unlike, for example, local authorities. In addition all the BRFs were different particularly the outer London ones. **David** noted that the Coast Guard were members of their BRF but by correspondence only. **John Hetherington** said that around 65% of BRFs were chaired by local authorities with others chaired by the MPS or LAS. The results of the survey would not contain any BRF specific information, rather it

would offer a concise overview. However, secondary reports that specific to each SRRF area will have the BRF returns available as an appendix. The intention would be to identify trends.

5.3. The Chair said it was possible some BRFs might be too self effacing completing the survey while others would perhaps over state their progress.

5.4. Peter Davison (PHE) said that in some cases the regional response was part of the local response. PHE would collect evidence and then discuss the scorings. **Wayne Williams** said they had adopted the same approach using their three South Managers.

5.5. The Chair said for the maturity analysis boroughs should ensure other partners played their part in the survey. **John Hetherington** gave the example of a CBRN exercise which required a large footprint and posed the question of whether the BRF members would appreciate the LFB/MPF roles and how they would fit in. **John** mentioned that the deadline for returns had been extended to 15th January 2016 but encouraged all BRF to submit their return as soon as possible.

6. SRRF members Updates (Paper 06)

6.1. The Chair invited any further points in addition to the returns already submitted.

6.2. Peter Davison (PHE) highlighted the changes to their emergency contact details for their National Chemical hotline and National Poisons Information Service.

6.3. David White (MCA) said the London Coastguard would be going through the transition into the Future Coastguard Model over an 11 day period towards the end of November. The new model should provide greater resilience in future. e-mails or letters would be issued to partners detailing the changes.

6.4. Patrick Allen (MPS) mentioned a new Chief Inspector, Joe Stokoe, had been appointed. The Bethnal Green "iron bomb" debrief had been held.

6.5. Wayne Williams (NHS England) mentioned Exercise Kanikul to be held next April and May to test comms and coordination in response to a heatwave scenario.

6.6. Maureen Hepburn (Salvation Army) said they were undergoing a restructuring. The results would be available in December.

6.7. Christina Dalton (BRC) highlighted the Voluntary Sector Capabilities' Day to be held on Wednesday 25th November 2015 which would showcase the voluntary sector.

6.8. Andrea Stone (Tower Hamlets) said they had a live exercise planned for 27th January 2016 which would involve an MTA scenario. It would include local enforcement officers and a mock up of a market place.

6.9. Néstor A. Alfonzo Santamaría (City of London Corporation) said the BRF had started work on refining cyber risks and air quality risks.

6.10. Jo Couzens (Lambeth) mentioned their next BRF meeting was due to be held on 10th December. An exercise on pandemic flu was planned for 11 February 2016.

6.11. Mike Wilkins (Westminster) said they were planning an overnight rest centre exercise. This had been put back to January 2016 as there had been insufficient number of volunteers – forty were needed.

6.12. Matthew Codling (SJA) said they had been very busy and were gearing up for the fireworks season.

6.13. Mark Rogers (Met Office) mentioned the Met Office website would be hosting the 'Get ready for winter' campaign. So far the winter had been warmer than average.

6.14. Darren Knight (Port of London Authority) said the top cover for emergency planning in the PLA was no longer being covered by Julian Parkes as he has taken a secondment and in the meantime will be covered by the District Harbourmasters, with Darren Knight remaining the first-point of contact.

7. Update on Regional Resilience Planning (paper 07)

7.1. Matt Hogan (LRT) spoke to paper 7. **Matt** echoed **Christina's** recommendation to attend the Voluntary Sector Capabilities Day on Wednesday 25th November 2015. **Matt** also mentioned EUR to be held in February/March 2016 and that Steve Hamm had been started work as LRF Head of Programme. **Matt** also said that LRT would be preparing draft risk assessment guidance for BRFs for consideration at the 1st December LTAG meeting. Finally, **Matt** asked whether the Forum was content for the dates in the members update paper to be included in the Partnership calendar. The Forum agreed.

Decision – the Forum agreed the dates in paper 06 (Member updates) could be included in the Partnership calendar.

8. Recent Incidents in relation to the Lessons Protocol (Paper 09)

8.1. Alex Townsend-Drake introduced paper 09 and said the recommendations were on page 2 of the paper and included the Kingsway Fire, review the criteria for requesting a LALO and their role. The Forum accepted the recommendations.

Decision – the Forum accepted the recommendations on page 2 of Paper 09 on the Incident and Exercise Debrief Report

9. Ongoing or Specific Issues relevant to the SRRF

9.1. Mike Wilkins (Westminster) said the Humanitarian Assistance Board/Vulnerable Persons work was progressing under Tony Andrews. The second meeting was to be held in December. Once a plan was in place it would be shared.

10. Any Other Business

10.1. Alex Townsend-Drake explained that the West SRRF had requested their papers be placed on Resilience Direct (RD) rather than sent by e-mail. After some discussion the Forum agreed to trial having the papers on RD via a link in an e-mail.

Decision – the Forum agreed to trial receiving the SRRF papers via e-mail notification to Resilience Direct.

11. Date of next meeting

11.1. The date was to be confirmed but would be after EUR and would form part of the debrief process.

London Fire Brigade Emergency Planning, November 2015.