

CENTRAL SUB REGIONAL RESILIENCE FORUM
Minutes, 28th June 2016, LFB HQ, 169 Union Street.

Sector/Organisation Represented	Name
Category 1 Responders	
Chief Executive of Southwark	Eleanor Kelly (Chair)
London Resilience Team (LRT)	Susan Price
London Ambulance Service (LAS)	Mark Sommerville
City of London Police	Ray Sykes
NHS England (London)	Wayne Williams
Public Health England (PHE)	Peter Davison
Borough Resilience Forums	
City of London	Benjamin Morris
RB Kensington and Chelsea	David Kerry
LB Lambeth	Rachael Akanbi
LB Southwark	Andy Snazell
LB Tower Hamlets	Andrea Stone
City of Westminster	Peter Reeves Tony Andrews
Other Organisations	
Salvation Army	Karl Gray
British Red Cross	Cristina Dalton
HM Coastguard	Terry Leach
St John's Ambulance	Katherine Eaton
Canary Wharf Group	Simon Greenley
Port of London Authority	Darren Knight
Victim Support	Molly Blackburn
Secretariat	
SRRF Secretariat (LFB EP)	John Hetherington Alex Townsend-Drake Graham Burbage (Minutes)
Apologies	
City of London	Gary Locker
HQ London District	Sarah Streete
Port of London Authority	Darren Knight
Environment Agency	Hayley Deakin
Met Office	Bryony May Mark Rogers

Actions and Decisions

No	Actions	Action by
01	The Forum to provide comments on the BRF Guidance by 15 th July	All
02	Secretariat to send a RD link to the Partnership Directory onto BRC.	Secretariat
03	LAS to report back on the figures underlying the statement in the LAS update that the busiest CCG Boroughs were Croydon and Hillingdon.	LAS
04	All to provide comments on the questions set out in Paper 10 (SRRF Development) by 28 th July.	ALL

05	Anyone interested in attending the City of London's mercaptan' on 5th October should contact Claire Whatley.	All
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No	Decision
01	The recommendation on page 2 of Paper 09 (Incident and Exercise Debrief Report) was agreed.
02	The recommendation that the action concerning JESIP implementation should remain on the database was agreed (Paper 09a).

1. Welcome & Introductions

1.1. **The Chair** welcomed attendees and the apologies were noted.

2. Minutes of Previous Meeting (Paper 02)

2.1. The Forum agreed the minutes of the 8th March 2016 meeting were accurate. **Alex Townsend-Drake** introduced the actions as follows.

No	Actions	Update
01	Comments on the Reservoir Inundation Guidance and Template for MAFFPs – V1 to be sent to Hayley Deakin by 01/04/16	This had been completed.
02	To request a copy of Tower Hamlets MTA exercise contact Steve Crawley.	Completed.

3. Previous Workshop – CBRN(E) Attack

3.1. **Alex Townsend-Drake** invited comments or feedback on the morning's workshop.

3.2. **Peter Reeves (Westminster)** said that Gareth Morgan, who had attended the workshop, had felt it was very good and useful.

3.3. **David Kerry (Kensington and Chelsea)** said there had been a good mixture of attendees and that the room was full. It was terrorism related so there was an impact on the local community combined with a Police investigation. **David** had concluded that K&C's own CBRN plan needed to be rewritten. **Andy Snazell (Southwark)** said they had 6 attendees from their BRF and it had been useful to discuss the dependencies.

3.4. **The Chair** said there was an opportunity for boroughs to share their plans if they thought they were up to date and to learn from partner agencies who could act as a critical friend.

3.5. **Alex Townsend-Drake** said the outcome of all the SRRF workshops would be available on Resilience Direct in due course.

4. Regional Planning Cycle (Paper 04)

4.1. **The Chair** requested any views on the plans in aligning the planning cycles. **Alex Townsend-Drake** highlighted the Fuel Disruption protocol which was scheduled for completion in September 2016 and the Recovery Management protocol due for completion by the Autumn 2016. **John Hetherington** mentioned work had started on the Strategic Coordination Protocol.

4.2. Cristina Dalton (BRC) said there had been a meeting to discuss the Voluntary Sector Capabilities Document the previous day. It was likely there would be formatting changes only.

4.3. The Chair emphasised the need for the lead agencies to ensure that the Plans did not contain jargon that would make no sense to those without inside knowledge. **The Chair** noted that there were only four plans for 2016-17 but ten for 2017-18. **John Hetherington** explained that was partly due to the three year cycle and that a lot of work had been done post Olympics. A number of the plans might need to only reflect structural changes.

5. BRF Guidance Discussion (Paper 05)

5.1. The Chair said the paper provided members with an opportunity to provide feedback and suggestions for the next version of the guidance.

5.2. Peter Davison (PHE) said he would be interested to know how BRFs had used the existing guidance for planning. **Peter** would provide considered comments by the end of the current SRRF round.

5.3. David Kerry said the original guidance had been circulated to the local BRFs and had been recirculated following the work undertaken by the West Boroughs. **David** considered it guidance in the true sense as it was not proscriptive. **The Chair** agreed that guidance should not be slavishly followed. It was important that information flowed from the BRF up to the LRF and from the LRF to the BRFs.

5.4. John Hetherington asked for comments by 15th July.

Action – the Forum to provide comments on the BRF Guidance by 15th July.

6. SRRF Members' Updates (Paper 06)

6.1. The Chair invited any further updates in addition to the information provided in Paper 06.

6.2. Wayne Williams (NHS England) said they were working on the 2016-17 assurance process and business continuity including working without any fuel.

6.3. Peter Davison (PHE) mentioned Exercise Cygnus which was to be held on 18-20th October. A planning meeting had been held the previous day.

6.4. Ray Sykes (City of London Police) said they were working on their business continuity plans which underpinned all of their services.

6.5. Cristina Dalton (BRC) said they did not appear to have on call numbers for Partner Agencies. They were currently undergoing a reorganisation of their operational delivery services so future attendees from BRC could change. **Cristina** would share the changes once finalised. **John Hetherington** said the Partnership Directory was on Resilience Direct and the Secretariat would send the link to **Cristina**.

Action – Secretariat to send a RD link to the Partnership Directory onto BRC.

6.6. Karl Gray (The Salvation Army) said he was new to the post and would send contact details to the Secretariat.

6.7. Terry Leach (HM Coastguard) said their staff were now JESIP trained and had run a number of table top exercises. **Ray Sykes** said the JESIP web site was very good.

6.8. Katherine Eaton (SJA) said they were also undergoing an organisational review.

6.9. Andrea Stone (Tower Hamlets) said Tower Hamlets wanted all staff to undergo Project Griffin training. They were looking to hire a local cinema and train 100s of staff per session. **Peter Reeves (Westminster)** said they had hired the Odeon in Leicester Square and trained 500 staff. The potential drawback was given the number of attendees there was a lack of feedback at the time as people were reluctant to speak up. **Ray Sykes** said they ran a course very month training 80-100 attendees which was mainly aimed at businesses.

6.10. The Chair said there was a balance between training high numbers of staff and the effectiveness and impact of that training.

6.11. John Hetherington mentioned the LAS return that had identified Croydon and Hillingdon as the busiest boroughs and questioned whether that was due to the number of calls reflecting the size of the population. **Mark Sommerville (LAS)** said he would raise the question and report back to the Secretariat.

Action – LAS to report back on the figures underlying the statement in the LAS update that the busiest CCG Boroughs were Croydon and Hillingdon.

7. Update on Regional Resilience Planning (paper 07)

7.1. Susan Price (LRT) said the only addition was to reflect the high rainfall and subsequent flooding on 23rd June when a number of Partnership teleconferences were held to share information.

8. London Risk Advisory Group Update (Paper 08)

8.1. John Hetherington said the purpose of the paper was to update the Forum of the work of Lrag and the agreed updates to the risks. Any comments on the risks scheduled in the forward look should be sent to Jo Couzens (Lambeth).

9. Incident and Exercise Debrief Report (Paper 09)

9.1. Alex Townsend-Drake introduced paper 09. The paper made two recommendations on page 2, the first on Power Outage notification arrangements and the second around Building Control/Dangerous Structures Officer on-call system. The recommendation was that both should be discharged locally. **David Kerry** and **Andrea Stone** said they had an on call rota system in place. The recommendation was agreed.

Decision – the recommendation on page 2 of Paper 09 (Incident and Exercise Debrief Report) was agreed.

Regional Lessons Log Paper 9a

9.2. Alex Townsend-Drake said page 6 of Paper 09a outlined the outstanding actions. The action concerning JESIP implementation should remain on the database. The Forum agreed.

Decision – the recommendation that the action concerning JESIP implementation should remain on the database was agreed (Paper 09a).

10. SRRF Development Discussion (Paper 10)

10.1. The Chair said this was a good opportunity to look at the SRRF structure from first principals including the terms of reference and whether SRRFs served a useful role and purpose. **John Hetherington** said there should be no holds barred and consideration should be given to whether a different structure should be put in place, perhaps hold fewer meetings, reduce any duplication of work and how best to add value.

10.2. Katherine Eaton (SJA) said SJA did not have the resources to attend all the BRFs so the SRRFs were very helpful to keep up to date. **Terry Leach (HM Coastguard)** agreed.

10.3. David Kerry said he always circulated the SRRF papers to the BRFs which did provoke questions. **David** also considered it was helpful for the meetings to be Chaired by a Chief Executive to have a strategic overview and to be quizzed directly.

10.4. The Chair said it was an important point that with fewer resources there would be a tendency to pick the more useful informative meetings to attend. There was no point in attending meetings for meetings' sake. **The Chair** said the feedback would be very interesting and useful.

Action – All to provide comments on the questions set out in Paper 10 (SRRF Development) by 28th July.

11. Any Other Business

11.1. Andrea Stone mentioned an incident on 18th May involving a fire at a lock up yard. Initially a 6 pump fire it escalated to a 15 pump fire due to highly flammable items being left in the storage area. A council administration building was used as a rest centre being staffed by their Facilities Management. This had highlighted the need for FM staff to be trained as rest centre staff. It had also highlighted the need for good communications with the social landlords on what they could provide as alternative accommodation.

11.2. The Borough had used a wrist band system to initially process residents quickly and then register fully later on. **Andy Snazell** said they used a wrist band system. **John Hetherington** said Croydon and Lewisham had trialed a wrist band system during EUR.

11.3. Benjamin Morris (City of London) mentioned their exercise 'mercaptan' to be held on 5th October. Attendees were welcome from other Boroughs. Anyone interested should contact Claire Whatley.

11.4. Action – anyone interested in attending the City of London's mercaptan' on 5th October should contact Claire Whatley.

12. Date of next meeting

12.1. The next meeting would arranged for 24th November 2016.

London Fire Brigade Emergency Planning, July 2016.