

CENTRAL SUB REGIONAL RESILIENCE FORUM
Minutes, 24th November 2016, LFB HQ, 169 Union Street.

Sector/Organisation Represented	Name
Category 1 Responders	
Chief Executive of LB Southwark	Eleanor Kelly (Chair)
London Fire Brigade	Steve Chesson
Environment Agency	Hayley Deakin
NHS England (London)	Graham Leedham
Public Health England (PHE)	Peter Davison
Borough Resilience Forums	
City of London	Gary Locker
RB Kensington and Chelsea	David Kerry
LB Lambeth	Jo Couzens
LB Southwark	Andy Snazell
LB Tower Hamlets	Andrea Stone
City of Westminster	Mike Wilkins
Other Organisations	
Salvation Army	Karl Gray
British Red Cross	Cristina Dalton
HQ London District	Sarah Streete
Canary Wharf Group	Alex Friend
Secretariat	
SRRF Secretariat (London Resilience)	Alex Townsend-Drake Kelly Dallen Maria Farrugia (Minutes)
Apologies	
London Ambulance Service (LAS)	Mark Sommerville
Met Office	Bryony May Mark Rogers

Actions and Decisions

No	Actions	Action by
01	Discuss the alignment of regions for updates and warnings.	Environment Agency/ London Resilience
02	Discuss DFS sites located on red routes with TfL.	London Resilience
03	Consider the approach to JESIP integration.	Secretariat

No	Decision
01	The Forum agreed to the proposed BRF Reporting Dashboard.

1. Welcome & Introductions

1.1. The Chair welcomed attendees. Introductions were made and the apologies noted.

2. Minutes of Previous Meeting (Paper 02)

- 2.1. The minutes of the 28th June 2016 meeting were checked for accuracy.
- 2.2. Updates on the actions were as follows.

No	Actions	Update
01	The Forum to provide comments on the BRF Guidance by 15 th July	Complete.
02	Secretariat to send a RD link to the Partnership Directory onto BRC.	Complete.
03	LAS to report back on the figures underlying the statement in the LAS update that the busiest CCG Boroughs were Croydon and Hillingdon.	Carry over.
04	All to provide comments on the questions set out in Paper 10 (SRRF Development) by 28 th July.	Complete.
05	Anyone interested in attending the City of London's 'mercaptan' on 5 th October should contact Claire Whatley.	Complete.

3. Recommendations from previous workshop - CBRNE (Paper 03)

3.1. **Alex Townsend-Drake (Secretariat)** asked for comments against Paper 03 and feedback from that morning's flooding workshop

3.2. **Mike Wilkins (City of Westminster)** said it had been a very good workshop, however felt they would have benefited more if it had focused on one area. Going forward they would be looking at care homes and vulnerable persons in relation to their flood plan. **Hayley Deakin (Environment Agency)** said they had left the scenario generic due to the number of boroughs in the room.

3.3. **The Chair** said it was timely to run a flooding workshop. **Andy Snazell (LB Southwark)** said explaining the terminology and commonality of language had been useful. **Hayley** responded that they had felt it was useful to rationalise how 80 – 100ml of rainfall would impact boroughs.

3.4. **The Chair** considered how to contextualise updates and warning received from the Environment Agency and Met Office. **Hayley** said she would be share a document with a breakdown of information. **The Chair** actioned Andy Snazell to put the document into layman's terms so that all could understand it.

3.5. **Jo Couzens (LB Lambeth)** spoke of how vast London was and the alignment of regions by the Met Office and Environment Agency. Due to these regions London boroughs received a multitude of warnings and there was a chance something important could be missed. **Hayley** agreed there was a risk of something getting missed and suggested this could be something the Environment Agency worked on with London Resilience.

Action 1: The Environment Agency and London Resilience to discuss alignment of regions for updates and warnings.

3.6. **David Kerry (RB Kensington and Chelsea)** said that when he worked for LB Hounslow they had built up reference points throughout the borough so that they could match up weather warnings with a geographical map of the area. He recommended walking areas when the weather was bad so they could gain an understanding of what the warnings translate to.

3.7. The Chair said that it was important to know how to interpret the information received from the Environment Agency and Met Office. There needed to be someone responsible for reading the messages to ensure nothing important was missed.

3.8. Graham Leedham (NHS England (London)) said they had done work on their estates so they were aware of tipping points, i.e. where drains were likely to block.

4. Regional Planning Cycle (Paper 04)

4.1. Alex Townsend-Drake said there were four points to highlight. The first was the Fuel Disruption Protocol was available on ResilienceDirect, the document had been slimmed down. It was important to note the responsibility of DFS sites had moved to local authorities. **Jo Couzens** said that previously it had been frowned upon to have DFS sites on red routes and asked if it was this still the case? **Alex** said this had not been resolved and a conversation needed to take place with TfL. **Alex** said the second thing to note was that there was a national push for all organisations to develop their own business continuity arrangements for 10 days disruption. **The Chair** actioned London Resilience to arrange discussions with TfL regarding DFS sites being located on red routes.

Action 2: London Resilience to discuss DFS sites located on red routes with TfL.

4.2. Alex said the Partnership Strategy had been approved and would soon be released. The Recovery Management Protocol was now available on ResilienceDirect and the Adverse Weather Framework was due for review with Public Health England (PHE) being the lead agency.

5. SRRF Terms of Reference 2017 - 2020 (Paper 05)

5.1. Alex Townsend-Drake said that at the last round they had canvassed opinions on how to develop the SRRFs moving forwards. The feedback received had been summarised in paper 5a which was the evidence to support the proposed format.

5.2. Alex said there were three key points to highlight. The first was that SRRFs served an oversight function for BRF business planning and were the link between BRF and LRF governance. The second was a reduction in business meetings to two rounds per year. The first round of meetings would follow the first LRF to receive its strategic direction. The second round would feed into last LRF where assurance would be provided. The third element was for workshops to be hosted separately to the meetings, there would be one round per quarter aligned to the regional planning cycle. There would be an annual report to the LRF.

5.3. Alex said this was the final stage for consultation and asked for any comments.

5.4. The Chair asked if the outputs from the workshops would be circulated? **Alex** responded that after each round a PXR would be circulated and any workshop materials would be made available.

5.5. Gary Locker (City of London) asked if the non attendance of blue light organisations could be raised at the LRF? **David Kerry** said they had been told that as LAS were unable to attend the BRF they would ensure attendance at the SRRF but they had sent apologies. **The Chair** said it was crucial they attended and felt it would be helpful if the meetings were streamlined. If the suitable person was unable to attend they should send a deputy so that feedback could be provided.

5.6. Graham Leedham suggested there was a need to be able to convene an extraordinary meeting if required. **The Chair** said it should be in the Terms of Reference.

5.7. Jo Couzens felt that members attending the SRRF should be at practitioner level. **The Chair** responded that there should be a healthy mix of practitioners and senior representatives to ensure that if things need to change, change can be progressed.

6. BRF Reporting Dashboard (Paper 6)

6.1. Alex Townsend-Drake said the BRF reporting dashboard was the proposed mechanism to capture collective BRF business plan objectives to apprise the LRF moving forward. Member updates would no longer be on the agenda. **Alex** provided an overview of the dashboard and explained it would replace the Capability Maturity Analysis and would inform an LRF assurance report that could analyse trends. The Forum were asked for comments.

6.2. The Chair clarified they were after more than only local authorities providing feedback. **Alex** agreed they were after feedback from the BRF as a whole. **The Chair** asked how they expected the dashboard to be populated? **Alex** said it should be discussed at the BRF and shared with multi agency partners to agree, then it would be put to the SRRF for the Chair's opinion.

6.3. David Kerry said the BRF had a statutory duty to meet twice a year and recommended that core items of the BRF be synced to the LRF business plan. **The Chair** asked if all BRFs represented at the meeting had business plans?

6.4. Gary Locker said they had created a Strategic Forum chaired by John Barradell which had a framework to drive work forward. **Andy Snazell** and **Andrea Stone** both said they would be updating their business plans.

6.5. Jo Couzens said they had a lack of engagement at borough level which was the reason they did not have a business plan. They followed a terms of reference which covered everything they needed to do. They did not produce work at their BRF however were involved in sub-groups which worked on multi-agency plans. **The Chair** asked Jo if she would find the dashboard difficult to complete? **Jo** felt she would find it difficult to complete and said that if all other BRFs had a business plan Lambeth would need to create one. **The Chair** said she would discuss the issue with Sean Harris at the next CELC meeting.

6.6. The Forum agreed they were happy with the proposed format moving forward.

Decision 01: The Forum agreed to the proposed BRF Reporting Dashboard.

7. BRF Guidance version 2.0 (Paper 07)

7.1. Alex Townsend-Drake said they had sought consultation at the last round of SRRFs and the comments received had been collated and incorporated into the revised version. The guidance had been slimmed down and focussed on governance and accountability. Page 8 detailed recommended standing agenda items for BRF meetings. They had included what should be covered at BRF level so as not to duplicate at the SRRF.

7.2. Alex referred to page 11, there had been confusion over what regional plans should be further developed locally and this clarified that there was no need to adapt or supplement regional plans unless necessary.

7.3. Alex said this was the last stage for consultation before the Guidance went to LRPB and then to the LRF and asked for any final comments to be submitted.

8. SRRF Members Updates (Paper 08)

8.1. The Chair asked for updates by exception.

8.2. Graham Leedham said the debrief process had started for the Croydon Tramline incident.

8.3. Peter Davison (Public Health England) said the World Health Organisation had decided Zika virus no longer represented a Public Health Emergency of International Concern. Surveillance had been put in following the Olympics but no increase had been documented.

8.4. Andy Snazell said that project Griffin training had taken place in the borough.

8.5. Gary Locker said they were engaged with a cyber resilience project with teams from Gloucester, Manchester and DCLG.

8.6. Jo Couzens said that a helipad exercise had taken place to test the helipad at Kings hospital.

8.7. Alex Friend (Canary Wharf Group) said they had run an exercise involving 50 tenants, a cyber scenario had been used and communications had been tested. They were happy to share the planning and learnings from the exercise.

8.8. Andrea Stone said they were having an overhaul of the BRF and that LFB would chair next year, then MPS the following year. They had created a ResilienceDirect page which included minutes from the last 5 years. The next meeting would be held on the 18th January. Their Chief Executive had agreed that every member of staff was to attend Project Griffin training and so far 900 members of staff had been trained. They would be holding silver training in January as they had lost a number of staff.

8.9. Mike Wilkins said the next BRF would be held on the 7th December and their risk register was up to date. The Central boroughs had met the previous day to undertake the MSL peer review. **Mike** said they were in a similar position to Tower Hamlets and had lost a lot of middle management level staff. **The Chair** said they had new enthusiastic members of silver staff. **Mike** said they had officers in place but they needed training. They were currently going through reorganisation and moving offices which had taken priority.

8.10. Hayley Deakin said they had completed training for their winter readiness scheme. They had taken learning from last winter and were aware of the pressure to upskill. They had tested their new training with storm Angus. **Hayley** thanked all who joined in the flood action campaign, from initial feedback London had been most active in checking the risk on the Environment Agency website.

9. Update of Regional Resilience Planning (Paper 09)

9.1. Alex Townsend-Drake said that LFB EP and the LRT had now formed as an integrated unit known as London Resilience. They were in the final stages of their restructure which should be complete next January/February.

9.2. Alex said that Hamish Cameron would be heading up Governance, Strategy, and Performance which the SRRF function would come under.

10. London Risk Advisory Group Update (Paper 10)

- 10.1. Jo Couzens** said the next meeting was on the 5th December and a couple of local authority led risks would be reviewed as well as an air quality risk.
- 10.2. Peter Davison** said the risk register would be split into two versions; a public facing version and a more detailed Partner risk register hosted by ResilienceDirect. **Jo** said the public facing version would be user friendly and more visual.
- 10.3. Sarah Streete (HQ London District)** added that risks would be linked together so you could see how other areas would be affected if for example there was a power disruption.

11. Incident and Exercise Debrief Report

- 11.1. Alex Townsend-Drake** said there was useful information, however there were no recommendations to accept or reject with anticipated regional implications.

Regional Lessons Log (Paper 10a)

- 11.2. Alex Townsend-Drake** said there was one outstanding for the BRF which was URN 1312 – the integration of JESIP principles at BRF level. **Alex** said that in other areas there was a clear consensus to carry over and asked if it was the same for Central?
- 11.3. Jo Couzens** said that it had only been the last few months where local authorities had been invited to attend. All LALOs had come back to say it had been a positive experience, **Jo** said she had also attended and was surprised at how little the training referred to local authorities and would recommend a local authority representative on all sessions.
- 11.4. David Kerry** said the JESIP protocol published on CBRNE does not mention local authorities at all and they had not been consulted with.
- 11.5. The Chair** questioned if they were asking the wrong thing and if JESIP didn't include local authorities how could they integrate into something that didn't recognise them. **The Chair** felt the Lord Harris review may help and suggested they feedback to ask; how does JESIP need to be updated in light of the Lord Harris review and to recognise all category one responders.

Action 03: Secretariat to consider the approach to JESIP integration.

12. Lord Harris Review (Paper 12)

- 12.1. Alex Townsend-Drake** said the review was shared for information only and contained useful content with 127 recommendations. An extraordinary LRPB had been held on the 16th November where they had amended and accepted recommendations to be put to the LRF. A structure would be put in place to progress the recommendations.
- 12.2. The Chair** spoke of the chairmanship of the SCG and commented on the broad range of skills in agencies other than the police and fire service. **The Chair** felt there was a training issue to highlight on how to make the training relevant. In conclusion to the review Lord Harris had been asked if London was ready, he responded yes, but some areas more so than others.

12.3. Alex said there was a lot of useful information which overlapped into the EP 2010 review. **The Chair** agreed it was a good piece of work and recommended reading at least the executive summary.

13. Any Other Business / date of next meeting

13.1. The date of the next meeting would be the 23rd February 2017 at LFB HQ.

London Fire Brigade Emergency Planning, November 2016.