



MINUTES

Those attending included the Minister for Local Government as Chair, the Minister for the Olympics and London as co-chair, and the Mayor of London as Deputy Chair, in addition to senior representatives from the following organisations:

BAA Ltd.
British Telecom
British Transport Police
Cabinet Office
Chair of the Faith Working Group
City of London
City of London Police
Environment Agency
Government Office East
Greater London Authority
Health Protection Agency
HM Coroner Group
Home Office
London Ambulance Service
London Councils
London District (Army)
London Fire Brigade
London Resilience Team
London Underground
Metropolitan Police
Network Rail
NHS London
Port of London Authority
Representative for the London Local Resilience Forums
Shell, London
St John Ambulance, Chair of the Voluntary Sub-Committee
TRANSEC, Department for Transport
Transport for London

Observers

Minister's Private Secretary, DCLG
Director of Civil Contingencies, Staffordshire
London Fire Brigade

1. CHAIR'S INTRODUCTION

1.1 The Chair welcomed everyone to the twenty-fourth meeting of the London Regional Resilience Forum.

- 1.2 The Chair introduced himself and explained that he was the new Minister for Local Government. He explained that additionally he was responsible for flood recovery.
- 1.3 The Chair informed the Forum that he would co-chair the LRRF meetings with The Minister for the Olympics and London. He explained that they both proposed to attend each meeting with the chairmanship at the meetings alternating between them. He also explained that they intended to divide some of the responsibilities of the LRRF between them.
- 1.4 The Chair reported that over the last few weeks he had been heavily involved in the flood recovery efforts throughout the country, and that this had really emphasised to him the importance of prior emergency planning. He explained that he had witnessed the excellent work that emergency services provide and the effectiveness of them liaising and working with partners such as local authorities and utilities companies.
- 1.5 The Chair thanked the Forum members for their continued support. He also thanked members of the Sub-Committees and Working Groups saying that he appreciated the work they were doing to support the LRRF.
- 1.6 The Minister for the Olympics and London agreed with the Chair's comments. She welcomed the opportunity to co-chair the forum with the Minister for Local Government and explained that she had already met a number of the Forum's members through her work regarding humanitarian assistance.
- 1.7 The Minister for the Olympics and London explained that she was responsible for delivering the Olympics and was working closely with the Mayor on this. She emphasised the importance of this workstream and explained that it would become of increasing importance in time. She also outlined her role as a regional minister responsible for London.
- 1.8 Apologies were received and noted.
- 1.9 The Chair reminded forum members that the LRRF was being observed over a CCTV link.
- 1.10 The Chair welcomed new Forum members
- 1.11 The Chair thanked The Commissioner of the London Fire Brigade, who would be leaving the LRRF, for all his hard work and commitment to the forums work and wished him well in his new role in CLG.

2. MINUTES AND ACTIONS OF THE LAST MEETING

- 2.1 The Minutes of the 24th London Regional Resilience Forum, held on 18 April 2007 were agreed and accepted as an accurate record.

2.2 There were no actions to take forward from the previous minutes.

3. THREAT & HORIZON SCAN

3.1 The Metropolitan Police Service (MPS) gave a detailed update on the current position and threat levels.

3.2 The Chair thanked the MPS and invited The Cabinet Office to provide an update on the recent flood situation in London and the Thames region.

3.3 The Cabinet Office updated the forum on the current flood situation. They explained that there was flooding in several areas of the Thames Valley - notably Oxford, Abingdon, Witney, Maidenhead, Woking and Sussex. However, the assessment from the Environment Agency was that the peak on the Thames had been reached today and would reach downstream tomorrow. They also explained that the forthcoming weather forecast was for continued rain.

3.4 The Environment Agency explained that their assessment was that the forthcoming weather would not adversely affect the Thames. They clarified that the Thames barrier was not required at the present situation, despite media reports.

3.5 The Chair thanked The Cabinet Office and The Environment Agency. There were no questions or comments.

4. LONDON RESILIENCE PRIORITIES (Paper LRRF (07) 26 & 27).

4.1 The Chair invited The London Resilience Team (LRT) to introduce paper LRRF (07) 26 and paper LRRF (07) 27.

4.2 The LRT explained that the London Resilience Programme Board had met and agreed the Regional Delivery Priorities Plan. The LRT explained that this set out what were considered to be the London Resilience Partnership's priorities over the forthcoming year.

4.3 The LRT outlined the proposals contained in the plan explaining that the key priorities identified were training and exercising and the continued development of plans – taking account of current risks. They also explained that the plan outlined exactly what the London Resilience Team can deliver for the partnership and how it was resourced to achieve this.

4.4 The LRT went on to explain that paper LRRF (07) 27 outlined the proposals for a revised sub-committee and working group structure. They explained that this was one of the recommendations of the LRT review and was necessary to ensure that these groups were delivering in line with the Regional Delivery Plan and to avoid duplication.

- 4.5 The LRT outlined the proposed new structure explaining that sub-committees would be replaced with sector panels, which would allow representatives from thematic sector organisations to meet and discuss issues pertinent to their sector. Network groups would be developed where the sector panel feels there is value in convening a group to promulgate information throughout its sector and working groups will become task and finish groups - which will be a small group, convened to carry out a specific piece of work.
- 4.6 The Chair thanked The LRT, and invited any questions or comments.
- 4.7 The MPS commented that the MPS fully supported the proposals contained within the plan and thanked the team for their hard work in developing it.
- 4.8 The Forum agreed with the proposals in the paper. There were no further questions or comments.

5. LONDON MASS EVACUATION PLAN (Paper LRRF (07) 27).

- 5.1 The Chair invited The MPS to introduce Paper LRRF (07) 27 and update the group on the London Mass Evacuation Plan.
- 5.2 The MPS updated the group on the progress made by the Evacuation Working Group in developing a revised London Mass Evacuation Plan. They explained that a first draft of this plan was now presented to the LRRF members for their comments.
- 5.3 The MPS outlined some of the key changes between the revised plan and the original plan. They explained that the working group had agreed that the plan would no longer be called "Operation Sassoon" and would simply be called The London Mass Evacuation Plan. In addition the new plan included a clear set of triggers outlining when it would be used; details of how London local authorities would use the London Local Authority Coordination Centre (LLACC) to help coordinate their response; and transport options – emphasising that there would no longer be a special train evacuation service and that existing services would be used whenever possible.
- 5.4 The Chair thanked The MPS and invited any questions or comments.
- 5.5 The Mayor of London asked if anyone had visited New York to learn lessons from them regarding their evacuation plans, and to share best practice. The MPS would raise the issue with The Chair of the Evacuation Working Group.
- 5.6 The Chair reminded Forum members to provide any comments on the draft evacuation plan by Friday 10 August. There were no further questions or comments.

6. COMMUNICATIONS UPDATE (Paper LRRF (07) 28)

- 6.1 The Chair invited The LRT to present paper LRRF (07) 28.
- 6.2 The LRT updated the forum on progress. They explained that work continues on implementing the Communications Strategy and the London Prepared Website Publicity Strategy. She thanked the GLA, GOL, TfL and London Councils who had contributed to the publicity fund and explained that they were in discussions about how best to utilise this resource.
- 6.3 The LRT explained that a number of warning and informing events had been scheduled to raise awareness among partners of their responsibilities to warn and inform and that a task and finish group would be set up to develop warning and informing plans. Additionally, a communications networking event for category 1 and 2 responders had been arranged.
- 6.4 The Chair thanked The LRT, he emphasised the importance of clear public information both in and before emergencies, and thanked all involved in these workstreams. There were no further questions or comments.

7. TRAINING AND EXERCISING UPDATE (Paper LRRF (07) 29).

- 7.1 The Chair invited The LRT to present paper LRRF (07) 29
- 7.2 The LRT explained that the paper provided an update of the partnership's training and exercising workstream. The LRT explained that the training and exercising of plans is a requirement of the Civil Contingencies Act.
- 7.3 The LRT explained that in order to address this, the Training and Exercise Group had developed a draft strategy to ensure that plans are exercised and this would be piloted using the recently endorsed London Flood Response Strategic Plan.
- 7.4 The LRT also updated the group on the development of an exercise to test regional Gold arrangements, which was endorsed by the Forum in January.
- 7.5 The Chair thanked The LRT, he said he was particularly pleased to see there was an intention to test the regional Gold arrangements and agreed that this was an important process to go through annually. There were no further questions or comments.

8. STRATEGIC CO-ORDINATION CENTRE (SCC) (Paper LRRF (07) 30).

- 8.1 The Chair invited The MPS to update the Forum on the Strategic Co-ordination Centre.

- 8.2 The MPS updated the group on the progress of developing a new SCC. They emphasised that it would be available for all partners' use.
- 8.3 The MPS explained that in order to ensure that the requirements of the new SCC met partners' needs there had been a workshop to scope user requirements. The MPS proposed setting up a task and finish group to take forward the outcomes of that meeting and volunteered to be the chair.

ACTION 1: LRT to liaise with The MPS to set up Strategic Coordination Group Task and Finish Group.

- 8.4 The London Fire Brigade commented that there were many ongoing areas of work that fell under the Olympic umbrella and that it would be useful to bring all of these together under a single Olympic item at future meetings of the LRRF. Forum members agreed this was a good idea.

ACTION 2: LRRF Secretariat to include all Olympic related items under single heading at future LRRF meetings.

- 8.5 There were no further questions or comments.

9. OPERATION WHIMBREL UPDATE (Paper LRRF (07) 31)

- 9.1 The Chair invited The LRT to present paper LRRF (07) 31.
- 9.2 The LRT explained that this paper updated the Forum on the ongoing work to develop a comprehensive report of lessons learnt following the multi-agency clean up operation after the Litveneko incident. The LRT explained that a full report was being developed following a comprehensive debrief of all involved in the operation, and that paper LRRF (07) 31 outlined some of the key lessons.
- 9.3 The Chair thanked The LRT and invited any questions or comments.
- 9.4 The British Transport Police commented that learning the lessons from Operation Whimbrel was a really important area and that it was essential to keep it high on the agenda and to ensure that the lessons learnt are captured properly and implemented.
- 9.5 The NHS commented that, despite the introduction of the Science and Technical Advice Cell (STAC) which replaces the Joint Health Advisory Cell (JHAC), there still remain difficulties when trying to bring together health and scientific advisers at short notice. This is also one of the key lessons from Operation Whimbrel and highlights the importance of looking at the lessons learnt from the operation and taking them forward.
- 9.6 The Chair asked that the full report from Operation Whimbrel be presented to the next meeting of the LRRF in October. There were no further questions or comments.

10. EXERCISE LONGSHADOW (Paper LRRF (07) 32).

10.1 The Chair invited The LRT to update the Forum on Exercise Longshadow.

10.2 The LRT explained that The London Resilience Team participated in Exercise Long Shadow on 4/5 July, and the paper provides a brief update on LRT's involvement in the exercise and some preliminary lessons learnt. The LRT explained that the exercise was a national one conducted by the Department for Business, Enterprise and Regulatory Reform (DBERR) and that the aim of the exercise was to test the resilience of the UK's critical national infrastructure to a major and prolonged electrical power outage.

10.3 The LRT explained that a regional tabletop exercise was held prior to the exercise to look at the effects of a national blackout on local/regional responders and essential services in London. All of the London Resilience partners were represented at this tabletop and they identified the key impacts of a power outage on each sector. This information then formed the basis of the situation reports that were produced for the CCC and CCC(O) meetings during the national exercise.

10.4 The LRT concluded that the exercise was successful both in terms of testing the Regional Operations Centre (ROC) and in terms of raising awareness. It was explained that initial debriefs had highlighted some preliminary lessons such as the need to map the back-up power arrangements and resilient telecommunications capabilities of all partners as well as the need to ensure that partners understand the DBERR emergency fuel plan and that mutual aid arrangements are put in place, where necessary. Finally, it was explained that LRT will be compiling a comprehensive list of lessons learnt from the exercise, which will then be presented to the Training and Exercise Working Group for discussion.

10.5 The Chair thanked The LRT, the Forum noted the contents of the paper. There were no further questions or comments.

11. LOCAL RESILIENCE FORUM (LRF) UPDATE (Paper LRRF (07) 33)

11.1 The Chair invited the representative for the LRFs to introduce this paper.

11.2 The LRF representative updated the forum on the latest developments from the Local Resilience Forums. They explained that the Forums were now in the process delivering the workstreams identified in their business plans. One of the areas of this work is ensuring the effective implementation of regional plans at a local level.

11.3 The LRF representative explained that some LRFs had also been taking forward specific workstreams which would be made available for

adoption by the other LRFs when completed. These projects included the development of psychosocial support arrangements , multi-agency flood response and recovery plans based on flood catchment areas and development of a regional dispersal plan to manage the potential repatriation of British Nationals to the UK.

- 11.4 The LRF representative explained that the LRFs were also looking to appoint deputy chairs to each LRF. This would provide increased resilience and continuity to the LRFs.
- 11.5 The LRF representative informed the Forum that the Chair of the North East LRF would be retiring his role as Chair and would be succeeded by the Chief Executive of Barking and Dagenham. He thanked the former chair of the NE LRF for all the hard work and commitment they had given to the NE LRF.
- 11.6 The Chair thanked the LRF representative, The Forum noted the paper. There were no further questions or comments.

12. EXTRANET UPDATE (Paper LRRF (07) 21)

- 12.1 The Chair invited The LRF representative to update the Forum on the Local Extranet Project.
- 12.2 It was explained that the London local authority extranet was on course to be delivered by 31 August 2007. The LRF representative explained that the development of this project was as a result of one of the lessons learnt from the de-brief following the Safer City Exercise in October last year. The system will support the coordination of a Local Authority response. It will also support the routine sharing of key emergency planning documents in the form of a library for use on a daily basis.
- 12.3 The LRF representative emphasised that this extranet did not replace the national extranet which was still being developed by CLG. It was explained that each would serve different purposes and highlighted that the London local authority extranet would be exclusively available to London local authorities, not other partners.
- 12.4 The Chair thanked The LRF representative. There were no further questions or comments.

13. REPORTS FROM THE LRRF SUB-COMMITTEE CHAIRS (Paper LRRF (07) 35)

- 13.1 The Forum heard reports from the Chairs or representatives of the Sub Committees regarding progress made and the key issues facing each (as set out in Paper LRRF (07) 35). Reports were only taken from Chairs with specific items to report.

13.2 Business Sub-Committee

The Chair of the Business Sub-Committee noted that the sub-committee were steadily progressing with the development of a communications cascade system. The LRT were currently assessing two service providers, one of which will pilot the project for a 6 month period.

13.3 The Chair thanked The Chair of the Business Sub-Committee for his work in the Business Sub-Committee. He emphasised the importance of involving business in emergency planning.

13.4 **London Local Authority Emergency Planning Sub-Committee (LLAEPSC)**

The City of London explained that they were providing this update to the Forum in the absence the Chair of LLAEPSC. It was explained that sub-committee was currently focusing on improving ways Local Authorities in London will operate together. They were also undertaking a gap analysis programme to ensure there is no unnecessary duplication of work across local authorities and between the local and regional levels. The Business Implementation Group (BIG) also continued to promote business continuity planning.

13.5 The City of London added that LLAEPSC was also overseeing the work of the LRFs in their delivery of specific workstreams.

13.6 The Chair thanked The City of London and asked when the LRFs would be in a position to feedback to the LRRF on their respective workstreams. The LRF representative replied explaining that they were a different stages of development but that they would report back to the LRRF as soon as they were complete. He expected to be in a position to provide a preliminary report to the next LRRF, with a final report at the LRRF thereafter.

13.7 **Utilities Sub-Committee**

The Chair of the utilities sub-committee explained that he and the members of the utilities sub-committee welcomed the restructuring of the working group and sub-committees. They felt that the new structure would make it much easier for the utilities sub-committee to operate as it helped clarify the purpose of the group as a committee of subject matter experts. It was added that it was particularly pleasing recently when members of the group who had left were instantly replaced by their organisations. This showed the commitment partner agencies have to the group.

13.8 **Health Sub-Committee**

The NHS reported that a new Director of Public Health for NHS London had now been appointed and would take over as chair of the Health Sub-Committee.

13.9 **Transport Sub-Committee**

The Deputy Chair of the Transport Sub-Committee reported that the focus on the sub-committee had been on assisting the Olympic Delivery Association with the development of Olympic Transport Plan

and working with partners to develop how best to respond to incidents involving acetylene cylinders.

13.10 Voluntary Sector Sub-Committee

The Chair of the Voluntary Sector Sub-Committee commented that the recent flooding events across the country have shown the robust and flexible nature of the voluntary sector across the UK and the benefits they can bring when responding to emergencies.

13.11 The Chair commented that he was aware that the issue of affordability of airwave handsets was an issue for the voluntary sector. He asked if this was still causing difficulties. The Chair of the Voluntary Sector Sub-Committee responded that cost did remain a factor but that there were projects underway to try to help this, and St.John Ambulance were looking at potential alternatives which, once established, could be rolled out across the voluntary sector.

14. REPORTS FROM THE LRRF WORKING GROUP CHAIRS - (LRRF (07) 36)

14.1 The Forum heard reports from the Chairs of Working Groups on progress made and the key issues facing each group. Reports were only taken from Chairs with specific items to report.

14.2 CBRN Working Group

The Chair of the CBRN Working Group explained that the group were working on developing an exercise to test London's response to a chemical incident against the Home Office Model Response. They were to meet Home Office colleagues shortly to take this forward.

14.3 Faith Working Group

The Chair of the Faith Working Group introduced himself as the new chair. He thanked the previous chair of the group for all the work they had done.

14.4 The Chair of the Faith Working Group explained that the group had been developing a robust multi-faith plan for London. Other key areas for the group were training – both who to provide it and funding, and learning best practice from the Disaster Care Chaplaincy Service in New York.

15. ANY OTHER BUSINESS

15.1 There was no further business.