

MINUTES OF CPLRF EXECUTIVE BOARD MEETING



Date:	Thursday 30 July 2015
Time:	2:00 pm
Venue:	Conference Rooms 1 and 2, CFRS SHQ Huntingdon
Attendees:	Graham Stagg – CPLRF Chair Tony Smith – British Red Cross Ian Wilkinson – British Transport Police Stewart Thomas – Cambridgeshire County Council Peter Rham – Cambridgeshire Constabulary Tiya Balaji – Cambridgeshire County Council, (LHRP) Dr Kate King – Public Health England Antoinette Jackson – Cambridge City Council Julie Foley – Environment Agency Liz Robin – Cambridgeshire County Council (LHRP) Richard Cassidy – Fenland District Council Nigel McCurdy – Huntingdonshire District Council Wing Commander Tim Owen - RAFRLO East of England Phil Philippou – DCLG Jane Ashwell – CPLRF Programme Manager Nicola Elliott – Notetaker
Apologies Received:	Alan Brown – Cambridgeshire Fire and Rescue Service Sue Grace – Cambridgeshire County Council Richard Quayle – East Cambridgeshire District Council Paul Medd – Fenland District Council Joanne Lancaster – Huntingdonshire District Council Gillian Beasley – Peterborough County Council Jean Hunter – South Cambridgeshire District Council Simon Parr – Cambridgeshire Constabulary Anthony Marsh – East Ambulance NHS Ruth Derrett – NHS England Lt Col Richard Dixon-Warren – 7 Infantry Brigade HQ East

2.	Minutes of Meeting held on 31 March 2015: Matters Arising / Outstanding Actions
2.1	Discussion: None.
2.2	Decisions: The minutes of the meeting held on 31 March 2015 were reviewed and agreed as a true and accurate record of the meeting.
2.3	Actions: Communities and Communications Capability GB, GS and SP have met and agreed how best to progress the reforming of the Warning and Informing Group: Closed.
2.4	Local Health Resilience Partnership RD to circulate revised NHS structure: carried forward to next meeting.
3.	Risk and Preparedness Capability Workstream update
3.1	Discussion: Workstream Update Report dated 15 July 2015 refers.
3.2	<p>Decisions: The attendance of the appropriate level of Senior Management and staff at each day / stage of Exercise Nimbus.</p> <p>GS reinforced the importance of senior management support of the Exercise and requested that the Project Plan timescales are adhered to.</p> <p>That all attendees taking part in the Exercise will have been made aware of the various CPLRF plans that are to be validated throughout this exercise. Where any clarification is required this can either be sought from their Resilience / Emergency Planning staff or the respective CPLRF plan author, pre Exercise Nimbus.</p> <p>For information – Executive Board acknowledged comment.</p> <p>That the following recommendation by the CPLRF Training & Exercise Group be considered and approved by the CPLRF Executive Board to follow Day 2 of Exercise Nimbus and complete the validation of the CPLRF Community Recovery plan.</p> <p>That during 2016 a series of workshops / exercises be planned and held at each Local Authority 'Area', (County/District/City Council), throughout Cambridgeshire and Peterborough. These workshops/exercises will serve to afford an opportunity for Senior Management in each 'Area' to:</p> <ul style="list-style-type: none"> • Gain the experience of Chairing a Recovery Co-ordinating Group; • Gain an understanding of the whole recovery process and the implications; • Assess their recovery capabilities from such incidents/consequences that Exercise Nimbus will deliver; • Identify the 'wider' resource requirements for the recovery process; • Share the 'learning experience' with those staff not attending Exercise Nimbus. <p>These workshops/exercises will serve to inform the CPLRF Executive if the current model for the management of any recovery process in the county is the most appropriate one, or if there is a need for discussion</p>

	and an alternative smarter model being identified. The Executive Board duly discussed and noted the recommendation. There were no disagreements nor alternatives suggested and therefore the recommendation was approved.
3.3	Actions: None.
4.	Operational Planning, Response and Recovery Capability Workstream update
4.1	Discussion: Workstream Update Report dated 17 July 2015 refers.
4.2	Decisions: <u>Reservoir Emergencies Generic Offsite Plan</u> Upon completion of the final draft of this plan, the plan lead to submit a request to the Training and Exercising Group for a validation event to be included within the Training and Exercising Calendar 2015/16, and that any follow up activity is completed by the plan lead after the event. Recommendation approved. <u>Fuel Shortage Plan</u> A new sub group to be drawn up under the direction of the Police lead, to consider in detail the problems of the Fuel Shortage Plan, and to then submit recommendations for consideration by the next CPLRF Executive Board. Recommendation approved to set-up sub-group. <u>Management of Excess Deaths</u> Cambridge City Council, the plan lead for this Plan, to submit a request to the Training and Exercising Group for a validation event to be included within the Training and Exercising Calendar 2015/16, and that any follow up activity is completed by plan lead after the event. Recommendation approved as matter of urgency taking into account previous decision by Executive Board that the CPLRF should not possess any Plans that have not been validated. <u>Radiation Emergency Preparedness and Public Information</u> As this plan forms part of the overall arrangements for Warning and Informing within CPLRF, the topic should be integrated within Warning and Informing, and should in future be located for monitoring purposes within the Communities and Communication Capability Workstream to provide logical and integrated oversight. Recommendation approved.
4.3	Actions: AJ: Cambridge City Council to submit request to Training and Exercise Working Group to validate Management of Excess Deaths Plan.
5.	Communities and Communications Capability Workstream update
5.1	Discussion: Workstream Update Report dated 10 July 2015 refers. GS presented Report due to late apologies received from GB, explaining that the Workstream is progressing positively.
5.2	Decisions: None.
5.3	Actions: None.

6.	Protection Capability Workstream update
6.1	Discussion: Workstream Update Report dated 23 July 2015 refers.
6.2	Decisions: Malcolm Taylor, the current chair of the Safety Advisory Working Group, is shortly to retire from local government and it is proposed that Kevin Dawson should take over as Chair. This appointment needs to be ratified by Jo Lancaster and further approved by the Executive Board. Recommendation of CPSAG Chair approved.
6.3	Actions: None.
7.	Local Health Resilience Partnership Workstream update
7.1	Discussion: Workstream Update Report dated 10 July 2015 refers. TB delivered a CPLRF Pandemic Influenza Linking Document Presentation to the Executive Board, (copy attached). This inspired a lengthy discussion. GS stated that he would prefer to approve the Plan once Exercise Corvus has been completed and the Plan has been validated. AJ and PR agreed. LR requested that the Plan be considered for consultation. It was explained that Exercise Corvus is being driven nationally following NHS Guidance and that LRF attendance would be welcomed where possible. PP raised concerns about the SCG Chair arrangements and used Ebola to evidence this. PR suggested that training could be made available to which LR was agreeable, stating that training would be most welcome and would provide greater confidence and resilience in this area. GS referred to the Business Continuity section of the Action Card on page 15 of the Plan, recommending that these actions should be taken immediately by all Partners. This was agreed. A discussion ensued concerning vulnerable people. ST reported that lists are available but change on a daily basis, however, he did agree that a mechanism needs to be put in place. GS asked whether a Vulnerable People Plan exists? Who holds what information, where and how accessible is it? It was decided that GS should discuss this further with GB.
7.2	Decisions: Consideration for sign off: CPLRF Pandemic Influenza Plan V0.7. It was agreed to upgrade the RAG rating of the CPLRF Pandemic Influenza Linking Document from red to amber, validating the Plan as ready to be exercised. Following Exercise Corvus the Plan will be considered for sign off.
7.3	Actions: PR: Cambridgeshire Constabulary: provide details of SCG Chair training available.
7.4	All: Business Continuity arrangements detailed on page 15 of the Plan to be implemented immediately by all Partners.
7.5	GS: Cambridgeshire Fire and Rescue Service: to discuss possibility of Vulnerable People Plan with GB to determine whether this is something that could fall within her Workstream.

8.	Programme Manager Update
8.1	Discussion: Workstream Update Report dated 15 July 2015 refers.
8.2	Decisions: None.
8.3	Actions: None.
9.	DCLG Update
9.1	<p>Discussion: PP provided a verbal update, including:</p> <p><u>Disruption at Calais</u> – two to three COBRA meetings are being held weekly reviewing the knock-on impact. Mutual Aid now involved providing welfare etc. Stage 3 of STACK now implemented with 2900+ vehicles involved which will result in supply implications</p> <p>[REDACTED]</p> <p><u>Common Situation Report (SitRep)</u> – now available via Resilience Direct.</p> <p><u>JESIP Review</u> – whilst CPLRF are not taking part we are welcome to provide reviews.</p> <p><u>New Government Threat Update</u> – now available on .gov.uk providing sensible precautions for the general public.</p> <p><u>Site Clearance Guidance</u> – now available for consultation on Gateway until 07 August 2015.</p>
9.2	Decisions: None.
9.3	Actions: None.
10.	Environment Agency Update
10.1	<p>Discussion: Workstream Update Report dated 30 July 2015 refers.</p> <p>Executives were reminded that the Appendix to this report is marked as “official sensitive”.</p> <p>[REDACTED]</p>
10.2	<p>Decisions: [REDACTED]</p>

10.3	Actions: None.
11.	Date of Next Meeting
	<p>Thursday 24 September 2015 at 3pm Teleconference call for Workstream Executives only</p> <p>Thursday 03 December 2015 at 2pm Conference Rooms 1 and 2, CFRS SHQ, Hinchingsbrooke Cottage, Huntingdon</p>