

MINUTES OF CPLRF EXECUTIVE BOARD MEETING



Date:	Thursday 03 December 2015
Time:	2:00 pm
Venue:	Conference Rooms 1 and 2, CFRS SHQ
Attendees:	<p>Graham Stagg – CPLRF Chair</p> <p>Alan Brown – Cambridgeshire Fire and Rescue Service</p> <p>Sue Grace – Cambridgeshire County Council</p> <p>Rob Schiel – Cambridgeshire County Council</p> <p>Antoinette Jackson – Cambridge City Council</p> <p>Joanne Lancaster – Huntingdonshire District Council</p> <p>Kevin Dawson – Peterborough County Council (representing Gillian Beasley)</p> <p>Rob Bridge – Fenland District Council (representing Paul Medd)</p> <p>Liz Knox – East Cambs District Council (representing Richard Quayle)</p> <p>Mike Hill – South Cambs District Council (representing Jean Hunter)</p> <p>Pete Rham – Cambridgeshire Constabulary (representing Alec Wood)</p> <p>Liz Robin – Cambridgeshire County Council</p> <p>Kate King – PHE</p> <p>Andy Dunn – NHS England (representing Ruth Derrett)</p> <p>Catherine Jones – NHS England</p> <p>Julie Foley – Environment Agency</p> <p>Phil Philippou – DCLG RED</p> <p>Lieutenant Colonel Richard Dixon Warren – Military</p> <p>Tony Smith – British Red Cross</p> <p>Jane Ashwell – CPLRF Programme Manager</p> <p>Nicola Elliott – Notetaker</p>
Apologies Received:	<p>Ian Wilkinson – British Transport Police</p> <p>Robert Morton – East Ambulance Service</p>

2.	Minutes of Meeting held on 24 September 2015: Matters Arising / Outstanding Actions
2.1	Discussion: None.
2.2	Decisions: The minutes of the meeting held on 24 September 2015 were reviewed and agreed as a true and accurate record of the meeting.
2.3	Actions: Local Health Resilience Partnership A) RD to circulate revised NHS structure: carried forward to next meeting. AD advised that a revised structure would be available to circulate at the next meeting in March 2016. B) All: Business Continuity arrangements detailed on page 15 of the Pandemic Influenza Plan to be implemented immediately by all Partners. Agenda Item 6 refers. Closed. C) GS to discuss possibility of Vulnerable People Plan with GB to determine whether this is something that could fall within her Workstream. LR confirmed that this will be undertaken by the LHRP. Closed.
2.4	Risk and Preparedness Capability Workstream Exercise Director to provide a Debrief Report to be reviewed at the next CPLRF Executive Board Meeting on 03 December 2015. Agenda Item 10 refers. Closed.
2.5	Protection Capability Workstream JA to liaise with Working Group Leads to ensure that JL is notified and invited to next scheduled Working Group Meetings. JL confirmed that meetings have occurred. Closed. JL and JA to meet to determine best way forward to progress the Business Continuity Group. JL confirmed that this meeting has occurred. Closed.
2.6	Local Health Resilience Partnership Workstream JA to liaise with Stewart Thomas, Cambridgeshire County Council, to ensure that Sharon Fox is duly included in the Sub-Group to be set up to review the Fuel Shortage Plan, as approved at the CPLRF Executive Board Meeting on 30 July 2015. LR confirmed that Sharon Fox has been included in the Fuel Shortage Plan Sub-Group. Closed.
3.	Risk and Preparedness Capability Workstream update
3.1	Discussion: Workstream Update Report dated 17 November 2015 refers.
3.2	Decisions: None.
3.3	Actions: None.

4.	Operational Planning, Response and Recovery Capability Workstream update	
4.1	Discussion:	<p>Workstream Update Report dated 03 December 2015 refers.</p> <p>Severe Weather Sub Group: SG confirmed that the actions outstanding by Cambridgeshire County Council have now been completed.</p> <p>Fuel Shortage Plan: SG advised that the meeting scheduled for 24 November was postponed and will be rescheduled for January 2016.</p> <p>Management of Excess Deaths Plan: AJ reported that Cambridge City Council have a lack of resource to address the necessary review and validation of this Plan and requested that the Plan be re-allocated. A discussion ensued.</p> <p>GS raised the issue of signing off Plans as an LRF. This was duly discussed. See Decisions below.</p>
4.2	Decisions:	<p>It was agreed that AJ, GS and JA would meet to discuss the future allocation of the Management of Excess Deaths Plan.</p> <p>It was agreed that an LRF Plan should be consulted upon and validated before the LRF would consider sign-off.</p> <p>In addition, it was agreed to introduce a "Writing an LRF Plan" Policy, to include the design, process, validation, sign-off and review of a Plan. This will need to take into account existing templates for NHS and COMAH Plans. It was stressed that the Policy should not be complex and must be achievable, to include a template Plan document.</p>
4.3	Actions:	<p>JA to schedule a meeting for AJ, GS and herself to discuss the future allocation of the Management of Excess Deaths Plan.</p> <p>JA to draft "Writing an LRF Plan" Policy and template to be approved by the LRF Executive Board.</p>
5.	Communities and Communications Capability Workstream update	
5.1	Discussion:	<p>Workstream Update Report dated 17 November refers.</p> <p>KD advised that whilst we await details of the new contact for the Norfolk LRF, it had been decided to set up a meeting within the CPLRF within the next 4-5 weeks to move the Group forward.</p>
5.2	Decisions:	None.
5.3	Actions:	None.
6.	Protection Capability Workstream update	
6.1	Discussion:	<p>Workstream Update Report dated 03 December 2015 refers.</p> <p>Resilience Direct Sub Working Group: JL confirmed that she has met with the Working Group Lead, (Leigh Dunbar), and proposed that he deliver a demonstration of Resilience Direct to the Executive Board at a future meeting to encourage utilisation of the portal at all levels of CPLRF.</p>
6.2	Decisions:	The Executive Board agreed to the proposal of a Resilience Direct Demonstration.
6.3	Actions:	JA to facilitate Resilience Direct Demonstration for the Executive Board.

7.	Local Health Resilience Partnership Workstream update
7.1	Discussion: Workstream Update Report dated 18 November 2015 refers.
7.2	Decisions: The Executive Board agreed to support the Vulnerable People Plan by: <ul style="list-style-type: none"> - Agreeing to membership of the Task & Finish Group (primarily Local Authorities Social Care, Health, Emergency Services, Districts Emergency Planners). MH suggested involving the Housing Group. - The officer on the Task & Finish Group to become the named contact for the organisation, and - Commitment of the officer's time to develop the plan as appropriate.
7.3	Actions: LHRP to proceed with Vulnerable People Plan accordingly.
8.	Programme Manager Update
8.1	Discussion: Workstream Update Report dated 18 November 2015 and updated 01 December refers. JA highlighted the updated areas of the Report. The Planning Workshops and Tactical Advisory Meetings were discussed. Concerns were raised about the number of meetings to be scheduled and availability of attendees. JA explained that both would be quarterly, scheduled accordingly in relation to the Executive Board Meetings and are proposed to be scheduled on a trial basis over a 12 month period. Any issues that may arise would be addressed accordingly.
8.2	Decisions: The Executive Board approved the following: The introduction of Working Group Terms of Reference Template and Meeting documentation templates on Resilience Direct for all Working Groups to utilise. The proposed Planning Workshop changes. The implementation of a Tactical Advisory Group.
8.3	Actions: JA to share CPLRF Templates on Resilience Direct. JA to schedule Planning Workshops as approved. JA to implement Tactical Advisory Group as advised.
9.	DCLG Update
9.1	Discussion: DCLG Update Report dated 12 November 2015 refers. PP notified the Board of Exercise Cygnus scheduled for two days in April 2016 and encouraged CPLRF to engage. Three to four LRFs have already signed up to this, including Essex. PP requested that we consider this and advise him of the outcome by Friday 11 December. LR suggested that it would be difficult to commit resources, especially considering the recent successful completion of both Exercise Corvus and Exercise Nimbus. GS agreed with LR but equally said that he would discuss Exercise Cygnus with Essex and update PP..
9.2	Decisions: None.
9.3	Actions: GS to contact Essex and update PP accordingly.

9A.	Defence Update
9A. 1	<p>Discussion: Defence Update Report dated 03 December 2015 refers.</p> <p>JA explained that RDW had approached her with a view to sharing this Update Report with the Board, and requesting approval for this to become a standard Agenda Item.</p> <p>RDW requested an opportunity for the new Cambridgeshire representative to attend a future meeting purely for observational purposes.</p>
9A. 2	<p>Decisions: The Executive Board approved the request for this Update to become a standard Agenda Item. It was also agreed that an invitation should be extended to the new Cambridgeshire representative.</p>
9A. 3	<p>Actions: JA to update Agenda accordingly.</p> <p>JA to liaise with RDW and extend an invitation to the new Cambridgeshire representative.</p>
10.	Exercise Nimbus Interim Debrief Report
10.1	<p>Discussion: The Post Exercise Report and Annexes A to G refer.</p> <p>GS welcomed RS to the meeting and asked all Executive Members to consider their priorities, available resources and timescales for the tasks to be approved.</p> <p>RS delivered a briefing of Exercise Nimbus, referring to specific areas of the documentation provided, stressing the need to address Business Continuity and Mutual Aid as a matter of urgency.</p> <p>The following Plans are now considered validated:</p> <p>CPLRF Command and Control Plan</p> <p>CPLRF Community Recovery Plan</p> <p>CPLRF River (Fluvial) Flood Plan</p> <p>CPLRF Severe Weather Plan</p> <p>The CPLRF Warning and Informing Communications Plan is currently under review.</p> <p>The following Plans are considered undeliverable and have been included in Annex B, (Appendix A refers), to be addressed:</p> <p>CPLRF Major Route Disruption on the Strategic Road Network (Gridlock Plan – Emergency Customer Welfare)</p> <p>CPLRF Supporting People in a Civil Emergency Plan</p> <p>RS shared the CPLRF Training and Exercising Schedule for 2016 with the Executive Board, providing a brief explanation of the requirements of each. Further detail is required before these exercises can be plotted. The Board were asked to acknowledge the level of resource and time that will be required to successfully execute these exercises.</p>
10.2	<p>Decisions: The Executive Board agreed that the Post Exercise Report and all Annexes should be shared with all Category 1 and Category 2 Responders, together with non-Categorised members, as a learning ‘tool’ containing much useful information, via Resilience Direct.</p> <p>The Executive Board confirmed that Exercise Nimbus is now considered complete and took ownership of Annex ‘B’.</p>

10.3	<p>The Executive Board approved all the Actions and Decisions outlined in Annex B and it was agreed that the Workstream Executive Leads would be responsible for overseeing completion of the resulting actions and tasks required.</p> <p>Actions: RS to share Exercise Nimbus Post Exercise Report and Annexes via Resilience Direct.</p> <p>Executive Workstream Leads to allocate, set timescales and monitor the progress of the work to be undertaken, reporting progress through current processes to the CPLRF Executive Board at future meetings.</p>
11.	CPLRF Gap Analysis Report
11.1	<p>Discussion: The Gap Analysis Report dated 02 November 2015 refers. AB explained the history and purpose of the Gap Analysis, specifically drawing attention to the Cabinet Office Documents used and the actions required to ensure compliance with mandatory obligations, to be approved by the Executive Board.</p>
11.2	<p>Decisions: The Executive Board approved all proposed tasks within the eight categories detailed in the Report, (Appendix B refers).</p>
11.3	<p>Actions: JA to allocate tasks in accordance with the Gap Analysis Report and monitor progress to be reported to the Executive Board.</p>
12.	Any Other Business
12.1	<p>GS announced that he will be leaving the Fire Service on 31 December 2015 and hence vacating the role of CPLRF Chair. He has contacted several of the Chief Executive Board members, seeking a volunteer CPLRF Chair, moving forward, stressing the importance that they must have knowledge of LRFs and be aware of the history, aims and objectives of the CPLRF and the journey we are taking. Chief Constable Alec Wood is willing to take on the role of CPLRF Chair with effect from 01 January 2016. GS advised that AW has significant LRF experience in other counties and is aware of our new structure that is beginning to create some momentum in Cambridgeshire. It is intended that the post of Programme Manager and the administration of the LRF will remain with CFRS for the three years previously agreed by the Executive Board. The Board were asked to vote accordingly.</p> <p>The Executive Board unanimously agreed that AW would take up the role of Chair of the CPLRF with effect from 01 January 2016, and re-iterated the agreement that the post of Programme Manager and the administration of the LRF remain with Cambridgeshire Fire and Rescue Service for the three years as previously agreed.</p>
12.2	<p>In addition, GS explained that the Risk and Preparedness Capability Workstream would require a new Workstream Lead. This was duly discussed. It was agreed that, if possible, this should remain as a responsibility of the Fire Service. The role will therefore be offered to the Temporary Chief Fire Officer, Chris Strickland, with effect from 01 January 2016.</p>
12.3	<p>GS shared news from Kate King, PHE England, taking early retirement with effect from 31 December 2015. KK was thanked for her commitment and continued hard work on behalf of the CPLRF by the Executive Board, who wished her every success and good luck for the future.</p>

13.	Date of Next Meeting
	<p>Thursday 24 March 2016 Conference Rooms 1 and 2 at CFRS SHQ 1030 - 1230 hours</p> <p>Thursday 30 June 2016 Teleconference Meeting for Executive Leads only 1400 - 1530 hours</p> <p>Thursday 15 September 2016 Conference Rooms 1 and 2 at CFRS SHQ 1000 - 1200 hours</p> <p>Thursday 08 December 2016 Teleconference Meeting for Executive Leads only 1400 – 1530 hours</p> <p>Please note that these meeting dates have been updated since those originally scheduled as a result of the appointment of our new CPLRF Chair, Chief Constable Alec Wood.</p>