

MINUTES OF CPLRF EXECUTIVE BOARD MEETING



Date:	Thursday 24 March 2016
Time:	10:30 am
Venue:	Conference Rooms 1 and 2, CFRS SHQ
Attendees:	<p>Alec Wood – CPLRF Chair</p> <p>Chris Strickland – Cambridgeshire Fire and Rescue Service</p> <p>Alan Brown – Cambridgeshire Fire and Rescue Service</p> <p>Andrew Stone - East of England Ambulance Service NHS Trust (representing Robert Morton)</p> <p>Kevin Rawlins – East of England Ambulance Service NHS Trust (supporting Andrew Stone)</p> <p>Stewart Thomas – Cambridgeshire County Council (representing Sue Grace)</p> <p>Kevin Dawson – Peterborough County Council (representing Gillian Beasley)</p> <p>Stephen Beacher – Fenland District Council (representing Paul Medd)</p> <p>Spencer Clark – East Cambs District Council (representing Jo Brooks)</p> <p>Mike Hill – South Cambs District Council (representing Jean Hunter and Antoinette Jackson – Cambridge City Council)</p> <p>Ruth Derrett – NHS England</p> <p>Julie Foley – Environment Agency</p> <p>Lieutenant Colonel Richard Dixon Warren – Joint Regional Liaison Officer East</p> <p>Lieutenant Colonel DL Carter LONDONS Commanding Officer – Cambridge University Officer Training Corps</p> <p>Tony Smith – British Red Cross</p> <p>Sally Brown – Anglian Water</p> <p>Sarah Moore – South Staffs Water</p> <p>Michael Perie – Highways England</p> <p>Mark Abbott – National Grid</p> <p>Jane Ashwell – CPLRF Programme Manager</p> <p>Nicola Elliott – Notetaker</p>

Apologies Received:	<p> Sue Grace – Cambridgeshire County Council Gillian Beasley – Peterborough City Council Liz Robin – Cambridgeshire County Council Antoinette Jackson – Cambridge City Council Jean Hunter – South Cambs District Council Joanne Lancaster – Huntingdonshire District Council Paul Medd – Fenland District Council Jo Brooks – East Cambs District Council Phil Philippou – DCLG RED Robert Morton – East of England Ambulance Service NHS Trust Laura Kosciwicz – Cambridgeshire Constabulary Ian Wilkinson – British Transport Police Keith McCarthy – Open Reach Bill D’Albertanson – UK Power Networks </p> <p> AW acknowledged the apologies received from Local Authority Chief Executives, explaining that a Devolution Workshop scheduled at short notice had taken priority over the CPLRF Executive Board Meeting. </p>
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2.	Minutes of Meeting held on 03 December 2015: Matters Arising / Outstanding Actions
2.1	Discussion: The East of England Ambulance Service NHS Trust requested an amendment to their title on Page 1.
2.2	Decisions: The minutes of the meeting held on 03 December 2015 were reviewed and agreed as a true and accurate record of the meeting.
2.3	Actions: Local Health Resilience Partnership RD to circulate revised NHS structure: carried forward to next meeting. NHSE Structure provided and distributed with 24 March 2016 meeting documentation. Closed.
2.4	Operational Planning, Response and Recovery Capability Workstream a) JA scheduled a teleconference meeting for AJ, GS and herself to discuss the future allocation of the Management of Excess Deaths Plan. The outcome of this was a Ratification of Management of Excess Deaths Plan Report which was presented to the Board with the 24 March 2016 meeting documentation. MH advised that Cambridge City Council did not agree with the Ratification Report. When asked what the problem is he explained that they have balanced views and have received lots of comments. It was agreed that MH would submit a response to the Ratification Report to the Programme Manager for further review at the next meeting. ST stated that this Plan needs to be completed prior to the next Board Meeting. AB agreed to continue the review of the Excess Deaths Plan with the intention of it being available for consultation by the end of April 2016. b) JA to draft "Writing an LRF Plan" Policy and template to be approved by the LRF Executive Board. Agenda Item 13 refers. Closed.
2.5	Protection Capability Workstream JA to facilitate Resilience Direct Demonstration for the Executive Board. Agenda Item 16 refers. This Agenda Item was postponed due to apologies received from the Local Authority Chief Executives, and will be rescheduled for the September CPLRF Executive Board Meeting.
2.6	Local Health Resilience Partnership Workstream LHRP to proceed with Vulnerable People Plan accordingly. Agenda Item 7 refers. Closed.
2.7	Programme Manager a) JA to share CPLRF Templates on Resilience Direct. Templates all available on Resilience Direct. Closed. b) JA to schedule Planning Workshops as approved.

	<p>Planning Workshops scheduled quarterly. Closed.</p> <p>c) JA to implement Tactical Advisory Group as advised. Tactical Advisory Group implemented and meetings scheduled. Closed.</p>
2.8	<p>DCLG</p> <p>GS to contact Essex LRF to discuss Exercise Cygnus and update PP accordingly.</p> <p>Agenda Item 8 refers. Closed.</p>
2.9	<p>Defence</p> <p>a) JA to update Agenda accordingly. Agenda updated. Closed.</p> <p>b) JA to liaise with RDW and extend an invitation to the new Cambridgeshire representative. Lieutenant Colonel DL Carter LONDONS Commanding Officer attended this meeting and was introduced by RDW. Closed.</p>
2.10	<p>Exercise Nimbus Interim Debrief Report</p> <p>a) RS to share Exercise Nimbus Post Exercise Report and Annexes via Resilience Direct. All Reports and Annexes available on Resilience Direct. Closed.</p> <p>b) 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. Agenda Item 14 refers. Closed.</p>
2.11	<p>CPLRF Gap Analysis Report</p> <p>JA to allocate tasks in accordance with the Gap Analysis Report and monitor progress to be reported to the Executive Board. Agenda Item 12 refers. Closed.</p>
3.	Risk and Preparedness Capability Workstream update
3.1	<p>Discussion: Workstream Update Report dated 24 March 2016 and the Report from the Community Risk Management Working Group refer.</p>
3.2	<p>Decisions:</p> <p>a) The CPLRF agreed to commit resources for the planning / attendance at the training / exercise events listed.</p> <p>b) The CPLRF Board acknowledged the requirements of the 'new' COMAH Regulations in respect of Warning & Informing, Public Information and Environmental impacts which have been incorporated in the revised plans.</p> <p>c) The CPLRF Board agreed to arrange for all relevant staff to be afforded awareness training on the aspects of the revised COMAH and Major Accident Hazard Pipeline plan(s).</p> <p>d) The CPLRF Board agreed to ensure that their relevant staff are aware of the briefing paper circulated from the Emergency Planning College, and to consider the adoption of its principles for any 'internal' exercises / training events held.</p>

3.3	<p>Actions:</p> <ul style="list-style-type: none"> e) The CPLRF Board agreed to the establishment of a Severe Space Weather task and finish group to review CPLRF response to the issue once more information is available from the Government. f) The CPLRF Board requested a meeting to discuss a review of the planning around total loss of electrical power. g) The CPLRF Board agreed to further develop and refine the generic response plans. a) AB to establish a Severe Space Weather task and finish group to review CPLRF response to the issue once more information is available from the Government. b) JA to schedule a meeting for AW/CS/AB/Rob Schiel to discuss a review of the planning around total loss of electrical power and communications following the recent loss of comms in the region. This meeting will also encompass a review of the CPLRF Exercise schedule.
4. Operational Planning, Response and Recovery Capability Workstream update	
4.1	<p>Discussion: Workstream Update Report dated 24 March 2016 refers.</p>
4.2	<p>Decisions:</p> <ul style="list-style-type: none"> a) CPLRF Fuel Supply Shortage Plan The CPLRF Board agreed to request an update on the progress of the review of this plan, and to establish an agreed timescale for the overall review and validation process at the next board teleconference on 30th June. b) Supporting People in a Civil Emergency Plan The CPLRF Board agreed to request an update on the progress of the review and validation of this plan for the next board teleconference on 30th June, and then receive the final document for sign off at the board meeting scheduled for Thursday 15th September 2016. c) Management of Excess Deaths Plan Agenda Item 2.4 a) above refers.
4.3	<p>Actions: SG to provide updates for decisions a) and b) above for the next CPLRF Executive Board Meeting.</p>
5. Communities and Communications Capability Workstream update	
5.1	<p>Discussion: Workstream Update Report dated 24 March 2016 refers.</p> <p>In addition to the election of Tony Smith of the British Red Cross as the new Chair for the Voluntary and Faith Engagement and Co-Ordination Group, Richard Morley of CamSAR was appointed as Vice Chair.</p> <p>An open invitation was also extended to all CPLRF Members for the Voluntary and Faith Awareness Forum on 15 July 2016. Names of attendees need to be submitted to the Programme Manager.</p>
5.2	<p>Decisions: The CPLRF Board approved the appointment of the new Chair and Vice Chair for the Voluntary and Faith Engagement and Co-Ordination Working Group.</p>
5.3	<p>Actions: None.</p>

6.	Protection Capability Workstream update
6.1	Discussion: Workstream Update Report dated 24 March 2016 refers.
6.2	Decisions: None.
6.3	Actions: None.
7.	Local Health Resilience Partnership Workstream update
7.1	Discussion: Workstream Update Report dated 24 March 2016 refers, together with the Exercise Corvus Planning Group Report. The CPLRF Board noted the completion of and feedback from Exercise Corvus.
7.2	Decisions: The CPLRF Board agreed on a consistent approach for addressing the 'actions' through the CPLRF Programme Manager.
7.3	Actions: JA to distribute and monitor action items resulting from Exercise Corvus in co-ordination with those from Exercise Nimbus.
8.	DCLG Update
8.1	Discussion: DCLG Update Report dated 24 March 2016 refers. In the absence of PP, JA raised the subject of Exercise CYGNUS detailed in this report, which has been delayed until October. CPLRF partners may wish to reconsider their original decision not to "play" given there is now more time for pre-planning. The Resilience Gateway Bulletins mentioned were also explained.
8.2	Decisions: a) RD agreed to raise Exercise CYGNUS within the LHRP and will advise. b) The CPLRF Board agreed that it would not be necessary to receive the Resilience Gateway Bulletins on the understanding that any matters of interest would be escalated from a tactical level.
8.3	Actions: RD to provide an update on decisions made as to whether to participate in Exercise CYGNUS.
9.	Defence Update
9.1	Discussion: Defence Update Report dated 24 March 2016 refers. RDW stated that the current government tend to use the military for multi-agency incidents quickly and provided a briefing of their recent military aid responses. He stressed that military aid is provided on a support basis and not as a lead. AW reported that he was hugely impressed at a recent Conference and praised the outstanding work of the military. RDW introduced Lieutenant Colonel David L Carter LONDONS Commanding Officer of the Cambridge University Officer Training Corps, who could be available to attend events and meetings when RDW is required elsewhere.
9.2	Decisions: None.
9.3	Actions: None.

10.	Environment Agency Update
10.1	<p>Discussion: Environment Agency Update Report dated 17 March 2016 refers. JF explained that during the Cambridgeshire flooding between 08 – 12 March we had one month of rain in 12 hours. This was a rapid onset. Levels rose at 7am and peaked at 3pm. There was a one and a half hour difference between the alerts and warnings. 25 properties have been flooded, predominantly in Alconbury, Alconbury West and Kimbolton. JF has visited a few of these properties. Water levels reached knee height and exceeded the 1998 flood levels. Flood trigger levels will be reviewed moving forward. Water entered properties through the walls and floors. In total there were seven alerts and three flood warnings. A Tactical Co-Ordinating Group was called.</p> <p>It is intended to take further information to the Severe Weather Working Group scheduled for 06 April where lessons learned will be identified. These will be further discussed at the Planning Workshop scheduled for 29 April 2016.</p>
10.2	<p>Decisions: The CPLRF Board agreed to ensure that representatives attend the Severe Weather Working Group and Planning Workshop in April.</p>
10.3	<p>Actions: None.</p>
11.	Programme Manager Update
11.1	<p>Discussion: Update Report dated 24 March 2016 refers.</p>
11.2	<p>Decisions:</p> <ul style="list-style-type: none"> a) The CPLRF Board approved the appointment of Chris Strickland as the CPLRF Executive Group Vice Chair with effect from 01 April 2016. b) The CPLRF Board approved the addition of a Counter Terrorism Working Group to the Protection Capability Workstream with effect from 01 April 2016. c) The CPLRF Board approved the revised CPLRF Structure Chart, reflecting recent changes, to be implemented with effect from 01 April 2016.
11.3	<p>Actions:</p> <ul style="list-style-type: none"> a) JA to liaise with AW in respect of the new Counter Terrorism Working Group to identify a Working Group Lead and incorporate a multi-agency assessment of all CT threats and risks as proposed by Pete Rham. b) JA to share the revised CPLRF Structure Chart on Resilience Direct.
12.	DRAFT Business Plan Review
12.1	<p>Discussion: The Draft Business Plan 2016-18 was distributed with the 24 March 2016 meeting documentation.</p> <p>MH raised concerns about the level of commitment required by the Business Plan and asked whether there is a Budget.</p> <p>JA explained that resourcing commitments are addressed within the document Executive Terms of Reference and Governance. The Business Plan does not require any further commitment to resources</p>

	other than those already involved within the CPLRF Structure. Funding is in accordance with the Memorandum of Understanding.
12.2	Decisions: The CPLRF Board approved the CPLRF Business Plan 2016-18 for implementation, with effect from 01 April 2016.
12.3	Actions: JA to share the approved CPLRF Business Plan on Resilience Direct.
13.	CPLRF Gap Analysis Actions Update
13.1	Discussion: The Gap Analysis Actions Progress Log was distributed with the 24 March 2016 meeting documentation. JA explained that it is her intention to approach the “Responsible Person” for the tasks where no action has commenced. JA advised that all Chief Executives have been emailed with regard to ensuring compliance with Cabinet Office Guidance for Executive Board meeting attendance. Executive Board attendees for 2016 will be audited accordingly.
13.2	Decisions: a) The CPLRF Executive Workstream Leads, (or representatives), agreed to support the Working Group Leads with the Gap Analysis Actions allocated. b) The CPLRF Board agreed to support attempts to ensure that Cabinet Office Guidance for Executive Board meeting attendance is adhered to.
13.3	Actions: JA to notify “Responsible Persons” of tasks allocated and monitor progress accordingly.
14.	“Writing A CPLRF Multi-Agency Emergency Preparedness Plan” Policy
14.1	Discussion: The Policy Document: Writing A Multi-Agency Emergency Preparedness Plan was distributed with the 24 March 2016 meeting documentation. No comments nor amendments were raised in relation to this Draft Policy Document. JA requested that Kevin Rawlins “test” the Policy whilst reviewing the Telecoms Plan, and asked Alan Brown to do the same with the Excess Deaths Plan. Both were asked to provide honest feedback.
14.2	Decisions: The CPLRF Board approved the “Writing a CPLRF Multi-Agency Emergency Preparedness Plan” Policy for implementation with effect from 01 April 2016.
14.3	Actions: a) JA to share the approved CPLRF “Writing a CPLRF Multi-Agency Emergency Preparedness Plan” Policy on Resilience Direct. b) KR to “test” the Policy whilst reviewing the Telecoms Plan and provide honest feedback to the Programme Manager. c) AB to “test” the Policy whilst reviewing the Excess Deaths Plan and provide honest feedback to the Programme Manager.
15.	Exercise Nimbus Actions Update
15.1	Discussion: The Exercise Nimbus Actions Progress Log was distributed with the 24 March 2016 meeting documentation. Whilst the Executive Workstream Leads took responsibility for overseeing completion of these actions, concerns were raised that some

	<p>tasks have not been cascaded. The Tactical Advisory Board have therefore recommended a “Responsible Person” for these tasks, to be approved by the CPLRF Executive Board.</p> <p>MH queried the actions allocated to Cambridge City Council. JA explained that these relate to the Supporting People in a Civil Emergency Plan. Agenda Item 4.2 above refers.</p>
15.2	<p>Decisions:</p> <ul style="list-style-type: none"> a) The CPLRF Board approved the recommended “Responsible Person” for Exercise Nimbus tasks, as recommended by the Tactical Advisory Group. b) The CPLRF Board authorised the Programme Manager to cascade and monitor the Exercise Nimbus tasks with the identified “Responsible Person”.
15.3	<p>Actions: JA to cascade and monitor the Exercise Nimbus tasks with the identified “Responsible Person”.</p>
16.	Financial Statement
16.1	<p>Discussion: The Financial Statement 2015/16 was distributed with the 24 March 2016 meeting documentation.</p> <p>No comments or queries were raised.</p>
16.2	<p>Decisions: None.</p>
16.3	<p>Actions: None.</p>
17.	Resilience Direct Demonstration
17.1	<p>Discussion: This Agenda Item was postponed due to apologies received from the Local Authority Chief Executives, and will be rescheduled for the September CPLRF Executive Board Meeting.</p>
17.2	<p>Decisions: None.</p>
17.3	<p>Actions: JA to schedule Resilience Direct Demonstration for 15 September meeting.</p>
18.	Date of Next Meeting
	<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>