

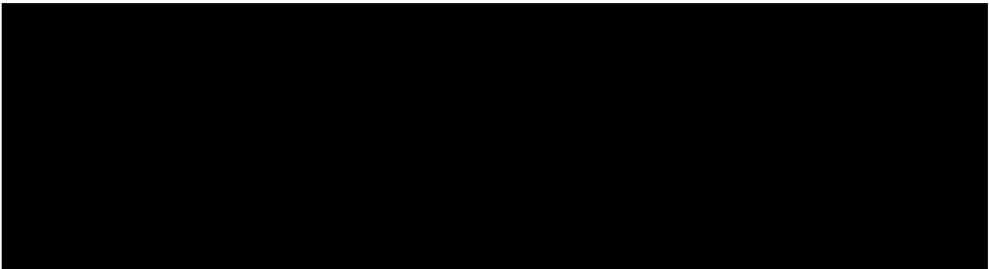
MINUTES OF CPLRF EXECUTIVE BOARD TELECONFERENCE MEETING



Date:	Thursday 24 September 2015
Time:	3:00 pm
Venue:	Teleconference Call
Attendees:	<p>Graham Stagg – CPLRF Chair Sue Grace – Cambridgeshire County Council Joanne Lancaster – Huntingdonshire District Council Gillian Beasley – Peterborough County Council Alec Wood – Cambridgeshire Constabulary Kevin Rutterford – Environment Agency</p> <p>Jane Ashwell – CPLRF Programme Manager Nicola Elliott – Notetaker</p>
Apologies Received:	<p>Julie Foley – Environment Agency Liz Robin – Cambridgeshire County Council (LHRP) Ruth Derrett – NHS England</p>

2.	Minutes of Meeting held on 30 July 2015: Matters Arising / Outstanding Actions
2.1	Discussion: None.
2.2	Decisions: The minutes of the meeting held on 30 July 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. JA to follow up. B) PR to provide details of SCG Chair training available. PR has advised that Multi-Agency Gold Incident Command, (MAGIC), training courses are available at either the College of Policing at Bramshill or the Fire Service College at Moreton. Costs per person are in the region of £1250. Alternatively training can be delivered in Cambridgeshire should numbers suffice, although costs would be significant. Closed. C) All: Business Continuity arrangements detailed on page 15 of the Pandemic Influenza Plan to be implemented immediately by all Partners. No action taken. JL to move forward with Business Continuity Group. JA to assist. See 6.3. D) GS to discuss possibility of Vulnerable People Plan with GB to determine whether this is something that could fall within her Workstream. GB will move forward with Leigh Dunbar at Peterborough City Council.
2.4	Operational Planning, Response and Recovery Capability AJ to submit request to Training and Exercise Working Group to validate Management of Excess Deaths Plan. Update Report for this meeting refers. Closed.
3.	Risk and Preparedness Capability Workstream update
3.1	Discussion: Workstream Update Report dated 11 September 2015 refers. JL queried the number of attendees at Exercise Nimbus and asked whether we could deal with a larger audience. GS assured members that whilst numbers are limited this is being controlled and is not an issue. The success of the exercise will be dependant upon full attendance. GS stated that a Debrief Report from the Exercise Director will be required for review at the next CPLRF Executive Board Meeting on 03 December 2015. It was acknowledged that this will not allow much time for the report to be prepared and it was therefore agreed that the report should consist of a bullet point list of actions to be addressed as a matter of priority.
3.2	Decisions: The Exercise Director seeks the support and assistance from each CPLRF Executive member to ensure that they are satisfied that their

	<p>'planning' representative has both considered and submitted all relevant material, by way of 'injects' and any other material deemed suitable, to ensure full occupation and learning opportunity for themselves and as many of their staff the event offers on Day 1 - Response.</p> <p>The planning for Day 2 – Recovery, for that part of the recovery process set of each Local Authority is outside project plan timelines. The 'lead' officer for Day 2 has offered guidance should it be required. It is requested that each Local Authority Executive member enquires if this work is proceeding in their own 'area' as agreed and that the person undertaking this work notifies the 'lead' officer for Day 2 on progress soonest.</p> <p>GS reinforced the importance of senior management support of the Exercise and requested that the Chief Executives follow up each of the above requests in their own organisations.</p>
3.3	<p>Actions: Exercise Director to provide a Debrief Report to be reviewed at the next CPLRF Executive Board Meeting on 03 December 2015.</p>
4.	Operational Planning, Response and Recovery Capability Workstream update
4.1	Discussion: Workstream Update Report dated 10 September 2015 refers.
4.2	Decisions: None.
4.3	Actions: None.
5.	Communities and Communications Capability Workstream update
5.1	<p>Discussion: Workstream Update Report dated 11 September 2015 refers.</p> <p>GB advised that the Warning and Informing Group have met since this report was prepared. The Terms of Reference were reviewed and it was agreed to comprehensively review the Warning and Informing Plan.</p>
5.2	Decisions: None.
5.3	Actions: None.
6.	Protection Capability Workstream update
6.1	<p>Discussion: Workstream Update Report dated 16 September 2015 refers.</p> <p>3JL apologised for the late submission of the Report.</p> <p>JL reported that this Workstream requires some attention and effort. She therefore intends to attend the next scheduled Working Group Meeting for the Telecoms, Resilience Direct and Safety Advisory Groups.</p> <p>A Group Lead for the Business Continuity Group has not been identified. JL and JA will look into progressing this Group, to include the outstanding action detailed in item 2.3 (C).</p>
6.2	Decisions: None.
6.3	<p>Actions: JA to liaise with Working Group Leads to ensure that JL is notified and invited to next scheduled Working Group Meetings.</p> <p>JL and JA to meet to determine best way forward to progress Business Continuity Group.</p>

7.	Local Health Resilience Partnership Workstream update
7.1	Discussion: Workstream Update Report dated 10 September 2015 refers.
7.2	Decisions: The CPLRF Executive Board is requested to include the lead HSCEPG Planner, (Sharon Fox, CCG), during the review of the CPLRF Fuel Disruption Plan. The Board approved the request.
7.3	Actions: 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.
8.	Programme Manager Update
8.1	Discussion: Workstream Update Report dated 10 September 2015 refers. 
8.2	Decisions: None.
8.3	Actions: None.
9.	DCLG Update
9.1	Discussion: DCLG Update Report dated 07 September 2015 refers.
9.2	Decisions: None.
9.3	Actions: None.
10.	Financial Statement Review
10.1	Discussion: Financial Statement dated 04 September 2015 refers. No comments nor queries were raised.
10.2	Decisions: None.
10.3	Actions: None.
11.	Date of Next Meeting
	Thursday 03 December 2015 at 2pm Conference Rooms 1 and 2, CFRS SHQ, Hinchingsbrooke Cottage, Huntingdon Meeting dates for 2016 will be scheduled shortly.