

NOT PROTECTIVELY MARKED



MEETING: Local Resilience Group
DATE: Wednesday 1 June 2005
TIME: 2 pm
VENUE: Media Briefing Centre, Police HQ

RECORD OF MINUTES

Meeting No: 2/2005

**MINUTES ARISING FROM THE OPEN SESSION
(SUITABLE FOR EXTERNAL DISCLOSURE)**

Persons Present (Initials, Rank, Role & Department Only)

DB – ACC Executive
EB – Assistant Director, TENYAS
BJ – TENYAS
PK – Health Protection Agency
SG – Ass Director, North Tees & Hartlepool NHS Trust
SC – Tees PCT
IG – Cleveland Fire
PM – Cleveland Police EPU
DH – Cleveland EPU
MB – Stockton on Tees BC
JR – Middlesbrough BC
GW – HQ 15(NE) Brigade
AH – Environment Agency
IP – Hartlepool BC
TN – Chief Inspector – British Transport Police
NP – British Transport Police
KC – Government Office North East
HD - Executive

Other persons referred to but not present at the meeting.
(Initials, Rank, Role & Department/Organisation Only)

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Para. No.		Action
1	Apologies for absence	
	SP – CC Executive AM – North Tees & Hartlepool NHS Trust	

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	MC – Supt, Cleveland Police NM – Redcar & Cleveland BC PP – Hartlepool PCT PJ – Cleveland Fire HH – Government Office North East	
2	Minutes of open session of previous meeting 2 March 2005	
	The minutes were accepted as a true record.	
3	Matters arising from the open session of the previous meeting	
	5 <u>Local issues</u> This item was to be discussed further in the agenda.	
4	Structure and Constitution of the Cleveland Local Resilience Forum	
	DB agreed to move this item on the agenda, as it was an integral part of the Group. DH presented a report to the Group which outlined the proposed structure and constitution which is given by the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 to enable it to move forward. DH requested that the Group agree the proposed membership and accept the Terms of Reference.	
	It was agreed that:	
	1. CC of Cleveland Police remain as chairman. 2. the Harbour Master be invited to attend future meetings. 3. Voluntary sector membership be explored. 4. Terms of Reference - agreed. 5. Chief Emergency Planning Officer be appointed to undertake the secretariat role. 6. PA to ACC act in supporting role	SP DH DH DH HD
5	Presentation – Operations in the UK; The Defence Contribution to Resilience	
	GW gave a short presentation to Members outlining the review of operations for the Armed Forces. The new booklet is available on the UK	GW to supply with HD with

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	Resilience website (www.ukresilience.info/contingencies), or alternative GW had copies of the booklet on CD.	copies of CD
6	Exercise 'Green Goblin'	
	PK advised the Members that they were preparing a part live and part table-top exercise for late 2006. Planning is at an early but requested from Members commitment to such an exercise. DB requested that PK and DH work to produce a report outlining further details for the next meeting.	PK/DH
7	Local Issues	
	DH requested that this be a standing item for all future meetings. DH outlined the operational issues and work of the Local Resilience Working Group, Cleveland Media Emergency Forum and their sub-groups. DH requested that the documents outlined in the report are presented to the Regional Resilience Forum. Matters of interest which were discussed were: <u>Health Awareness Training</u> – open to all members of Local Resilience Group. <u>Pandemic Flu</u> – PK confirmed that he would be speaking to all four local authorities.	HD DH to liaise with HH PK
8	Closed session only	
9	Any Other Business	
	This item was discussed in the Closed Session.	
	Date and time of next meeting	
	The next meeting to be held on Thursday 25 August 2005 at 2 pm in the Media Briefing Centre, Police Headquarters.	

RESTRICTED
MINUTES ARISING FROM THE CLOSED SESSION
(NOT SUITABLE FOR EXTERNAL DISCLOSURE)

Persons Present (Initials, Full Name, including Rank, Role & Department)

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Other persons referred to but not present at the meeting.
 (Initials, Full Name including Rank, Role & Department/Organisation)

Para. No.		Action
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Date

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MEETING: Local Resilience Forum
DATE: Thursday 25 August 2005
TIME: 2 pm
VENUE: MBC, Police Headquarters

RECORD OF MINUTES

Meeting No: 3/2005

**MINUTES ARISING FROM THE OPEN SESSION
(SUITABLE FOR EXTERNAL DISCLOSURE)**

Persons Present (Initials, Rank, Role & Department Only)

DB – ACC Executive
MH – British Red Cross
DF – TENYAS
SG – North Tees & Hartlepool NHS Trust
AH – Environment Agency
BG – Middlesbrough BC
IP – Hartlepool BC
MB – Stockton-on-Tees BC
AD – Primary Care Trust
PK – Health Protection Agency
PM – Cleveland Police EPU
PJ – Cleveland Fire
GW – HQ 15 (NE) Brigade
WCMcC – Joint Planning, HQ 15 (NE) Brigade
NF – British Transport Police
DH – Chief Emergency Planning Officer/Secretariat
BR – Regional Resilience Director, GONE
FB - Executive

Other persons referred to but not present at the meeting.
(Initials, Rank, Role & Department/Organisation Only)

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Para. No.		Action
1.	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from:</p> <p>SP – CC Executive AM – North Tees & Hartlepool NHS Trust</p>	

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	MC – Supt. Cleveland Police JR – Middlesbrough BC PP – Hartlepool PCT HH – GONE JR – Hartlepool PCT	
2.	<u>Minutes of Open Session of Previous Meeting 1 June 2005</u> The minutes were accepted as a true record.	
3.	<u>Matters Arising from the Open Session of the Previous Meeting</u> 4. <u>Structure and Constitution of the Cleveland Local Resilience Forum</u> – DH reported that the Harbour Master, although not present, had been invited to attend future Local Resilience Forum meetings. A representative from the British Red Cross had been invited to represent the voluntary sector. 7. <u>Pandemic Flu</u> - PK said presentations had taken place in three Local Authorities with only Stockton outstanding.	
4.	<u>Exercise Green Goblin</u> Following a request at the last LRF, DH reported that a scoping exercise had been undertaken with regard to carrying out Exercise Green Goblin in the Cleveland area. The Exercise would predominantly test the health services and examine the interaction between health and other Category 1 responders. Cost, except staffing costs, would be borne by the Health Protection Agency. Members AGREED to support the Exercise and provide resources (personnel) as identified in the report, but suggested DH should identify a date prior to October 2006.	All Members DH
5.	<u>Civil Contingencies Act 2004 – Proposed Implementation Plan</u> PM presented a proposed implementation plan and said that Category 1 responders, through the Local Resilience Working Group and sub groups, were presently undertaking work identified in the seven statutory duties imposed by the Act. He went on to explain the structure of the groups and sub groups which would implement the plan. The plan would become a regular feature of future LRF's.	

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	<p>PJ suggested there should be some correlation between the Local Risk Register and the Implementation Plan as the generic risks would be relevant.</p> <p>As part of the plan, members were asked to provide a position statement in respect of their organisation/agency in relation to business continuity.</p> <p>Members AGREED the implementation plan.</p>	All members
6.	<p><u>Local Issues</u></p> <p>DH said this was a standing item on the agenda to bring members' up to date with details of operational issues and to inform members of work ongoing with the multi agency groups on their behalf. He produced a short report showing details of:</p> <ul style="list-style-type: none"> • Items discussed at the Local Resilience Working Group held in July • Discussions at Cleveland Media Emergency Forum • Quarterly Sub Groups reporting to the LRWG • Training/Exercises • Matters of Interest • Public Events • Issues to be taken forward to the RRF <p>Members NOTED the report and AGREED to forward the reports on the Company Representative (Industrial Liaison Officer) and Adverse Weather Protocol to the RRF as examples of best practice.</p>	DH
7.	<p><u>North East Information Line (NEIL)</u></p> <p>PM said NEIL had been established through Northumbria Police and was a means of warning and informing the public about critical or major incidents. Clarification was needed in relation to whether costs were 1p per call out or 1p per minute. Each agency would have their own copy of the agreement once confirmation of acceptance had been received from Northumbria Police.</p> <p>DB said Cleveland could stand the activation cost if an incident occurred in our area.</p> <p>PM asked if each agency could forward him contact details, ie name, tel. no and e-mail address of the person who would be responsible for NEIL by the end of September.</p> <p>Members AGREED and endorsed the implementation of</p>	<p>PM</p> <p>All Members</p>

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	this procedure and memorandum of understanding.	
8.	<p><u>Multi Agency Reponse to Adverse Weather</u></p> <p>DH said following recent adverse weather and flooding incidents had been highlighted that a more co-ordinated approach was required to serious incidents resulting from adverse weather conditions.</p> <p>DB asked each agency to look at the trigger levels to ensure they were appropriate and inform DH of any considered changes. He further asked that members ensure that relevant staff within their respective agencies were made aware of this protocol.</p> <p>GW asked if HQ (15) Brigade could be included in the responding agencies.</p> <p>Members AGREED and endorsed the protocol.</p>	<p>All Members / DH</p> <p>DH</p>
9.	<p><u>Industrial Liaison Officer</u></p> <p>PM reported on this role which was seen as vital in the event of a chemical incident. This person would provide the industrial link within the multi-agency “silver” command. The aide-memoire produced gave details of the role and responsibilities of this person, although it was acknowledged that the role would be further developed over time.</p> <p>Members AGREED to the principle of the role and that the protocol should be used. PM and DH were asked to disseminate it to industry and ensure Operators were fully endorsed the role.</p>	PM/DH
10.	<p><u>Generic Public Health Messages</u></p> <p>DH said he had been working with the Health Protection Agency in preparing generic public health messages that could be issued during the early stages of a major incident. He asked members for endorsement of the pre-planned messages.</p> <p>BR asked if the messages could be extended to other responders.</p> <p>PJ asked if it could be discussed with the Government News Network. DH replied that GNN had been members</p>	

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	<p>of the group who had produced the messages.</p> <p>Members AGREED that these messages should be used but asked DH to explore how they or similar messages could be used for other types of situations / responses, e.g. flooding.</p>	DH to take to CMEF
11.	<p><u>Cleveland Temporary Mortuary Plan</u></p> <p>PM reported that a multi agency plan had been written, with the mortuary at the University Hospital of Hartlepool identifies as the primary site.</p> <p>Members AGREED the plan and proposed procedures.</p>	
12.	<p><u>Regional Resilience Forum</u></p> <p>BR said the following were items of discussion at the RRF</p> <ul style="list-style-type: none"> • Endorsement of the Regional Delivery Plan • Establishment of an Impact Management Recovery Group which Paul Walker, Chief Executive, Hartlepool BC would chair. • Pandemic Flu. Work was being carried out and there was a regional exercise in September involving Category 1 and 2 responders. • Information security issues. • Booklet to be launched on 3 November 'Secure in the Knowledge' <p>He asked that a brief resumé of the meeting held on 7 June be sent out with the minutes.</p>	DH
13.	<p><u>Any Other Business</u></p> <p><u>Standardisation of Threat Awareness Alert Levels</u></p> <p>PJ asked for a common approach to the threat alert level. He said we should establish, as a matter of urgency, who was advising on the level.</p> <p>DB and DH to discuss outside the meeting.</p> <p><u>Local Emergency Centre</u></p> <p>PM reported that following Exercise Zodiac last year it had been found that there were insufficient telephone points in the LEC room. An Open Day was to be held on the 20 October at which a minimum of three people from each agency should be identified to attend.</p>	DB/DH

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13.	<u>Date of Next Meeting</u> The next meeting to be held on Thursday 24 November 2005 at 2 pm in the Media Briefing Centre, Police Headquarters.	
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Persons Present (Initials, Full Name, including Rank, Role & Department)

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Other persons referred to but not present at the meeting.
(Initials, Full Name including Rank, Role & Department/Organisation)

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Para. No.		Action
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MEETING: Cleveland Local Resilience Forum
DATE: Monday 5 December 2005
TIME: 2 pm
VENUE: MBC, Police HQ

RECORD OF MINUTES

Meeting No: 4/2005

**MINUTES ARISING FROM THE OPEN SESSION
(SUITABLE FOR EXTERNAL DISCLOSURE)**

Persons Present (Initials, Rank, Role & Department Only)

PM – Insp, Cleveland Police (Chair)
DH – Cleveland Emergency Planning Unit (LRF Secretariat)
BJ – TENYAS
TC – Tees and Hartlepool NHS Trust
DSH – GO-NE
GW – HQ 15 (NE) BDE
CG – HQ 15 (NE) BDE
JR – Middlesbrough BC
IP – Hartlepool BC
EB – TENYAS
PJ – Cleveland Fire Brigade
AH – Environment Agency
CP – Health Protection Agency
JE – British Red Cross
NM – Redcar & Cleveland BC
MB – Stockton-on-Tees BC
AD – Primary Care Trust

Other persons referred to but not present at the meeting.
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Para. No.		Action
	PM advised that DB was unable to Chair the meeting due to current operational issues and had appointed him to chair on his behalf.	

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1	Apologies for absence	
	SP – CC, Cleveland Police DB – ACC, Cleveland Police JD – PD Teesport KV – Maritime & Coastguard Agency SG – North Tees & Hartlepool NHS Trust PK – Health Protection Agency	
2	Minutes of Open Session of Previous Meeting 25 August 2005	
	The minutes were accepted as a true record.	
3	Matters arising from the Open Session of the Previous Meeting	
	<p>4 <u>Exercise Green Goblin</u> This item was to be discussed later on the agenda.</p> <p>6 <u>Local Issues</u> DH confirmed that the reports on Company Representative (Industrial Liaison Officer) and Adverse Weather Protocol had been passed to the RRF.</p> <p>7 <u>North East Information Line (NEIL)</u> PM advised that this project was work in progress and should be complete by the New Year.</p> <p>8 <u>Multi Agency Response to Adverse Weather</u> DH confirmed that the Army were now included in the responding agencies.</p> <p>11 <u>Cleveland Temporary Mortuary Plan</u> The plan had been put into place and PM advised that it would be revisited at a later date.</p> <p>12 <u>Regional Resilience Forum</u> DH advised that a brief resume of the meeting held on 7 June had been sent out to members.</p> <p>13 <u>Threat Awareness</u></p>	

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	DH advised that this was an on going matter.	
4	Business Continuity Plans – Verbal update from category 1 responders in respect of plans for their respective organisation	
	All Members gave a verbal update on their respective business continuity plans. All advised that they were being progressed, although some were more advanced than others. Members agreed to give a further update at the next meeting.	All
5	Exercise Green Goblin	
	This exercise is to be held on 29 June 2006 and will be a table top exercise held at Wynyard. DH gave an update on the scenario, location, aims and objectives were being developed.	
6	Sharing London's Lessons	
	<p>DH discussed the report following his attendance at a conference in London to discuss the lessons learned from the bombings which occurred on 7 July 2005. He contrasted the significant lessons learned with the position within Cleveland and advised the following:</p> <ul style="list-style-type: none"> a Inter-agency working within the local area was good and effective. b The command and control structures throughout Cleveland are effective and are regularly tested through exercises. c The Major Incident Response Plans within the four Council's, Health Community and Emergency Services are effective and appropriate staff are identified. d Response of emergency staff in Cleveland is appropriate. e There are issues surrounding the use of mobile phones in such emergencies and this will be discussed at the Officer's Working Group. DH agreed to feedback. f There is difficulty feeding information to the 	DH

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	<p>public but Cleveland Media Emergency Forum is working on this project.</p> <p>g Cleveland Media Emergency Forum is reviewing how media response is given by the four Council's and researching coordinating such responses.</p> <p>h Officers need to be aware of the staffing capacities and tiredness of staff during protracted incidents and must plan accordingly.</p> <p>i PM advised that he was reviewing the procedures for getting non 'blue light' staff through police cordons.</p> <p>j Although there can be a lack of information in the early part of an incident, procedures must be in place to provide the media with as much information as possible, even if scant, as the media now receive photographs from mobile phones from 'witnesses'. Regional and Cleveland Media Forums are to review but it may take time. IP suggested that a communications strategy be drafted for the Media Forum to review.</p> <p>k DH wanted to make the Group aware that terrorist incidents are not covered within the Bellwin Scheme and therefore cannot claim monies from the Government through that route. DSH suggested that in such an event agencies could approach GO-NE for assistant.</p> <p>PJ and JE congratulated DH for the quality and fullness of the paper and requested that this be minuted.</p>	PM
7	Community Risk Register (CRR)	
	<p>DH provided an update report on the progress being made to meet the requirements of the Civil Contingencies Act 2004. DH informed the Group that the Risk Assessment Working Group (RAWG) had identified 70 risks which were being assessed and a draft register was being drawn up.</p> <p>It was agreed that</p>	

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	<ol style="list-style-type: none"> 1. One 'shared' Cleveland Community Risk Register be produced under the 'ownership' of the Cleveland Local Resilience Forum and this would discharged agencies statutory duty. 2. 'Outcome description' would not be included within the register but would be available to persons making application for disclosure of information. 3. Decision whether to include 'additional risk treatment' on the CRR would be deferred until the Register is prepared for the Group. Members were concerned with the impact of Freedom of Information. 4. The register would name the appropriate agency and title holder (or person) under the heading 'Lead Agency'. 5. The Register when complete would be placed on the Cleveland Emergency Planning Unit website, with hyperlinks from other agencies websites to the CEPU website. 6. The Register would be published 'in full' on the website upon completion. 7. An extra-ordinary meeting of the Cleveland Local Resilience Forum be arranged for late January 2006, solely to discuss/approve the CRR. 8. The CRR would be provided to the Regional Resilience Forum for it to be tied into the National Risk Register. 	<p>DH</p> <p>DH</p> <p>DH</p> <p>DH – upon completion of CRR</p>
8	Pandemic Flu	
	<p>DH gave an update on work being undertaken in respect of the threat of pandemic flu and stated that a strategic meeting was being held at the EPU on 19.11.05 to discuss this issue. AD advised that a Doctor from the HPA should be present at such meetings and they could also make a presentation at a future LRF.</p> <p>Category 1 Members agreed to share their business continuity and planning information for</p>	<p>All</p>

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	the next meeting.	
9	Government Office North East	
	<p>DSH gave a summary of outcomes from the Regional Resilience Forum held on 2 December.</p> <ul style="list-style-type: none"> • On 12 December the Impact Management Group are to meet to discuss regional risk assessments, pandemic flu and the generic regional response plan. • The capabilities survey is due to be repeated again in January 2006, although the outcome was expected to be similar to last time. • GO:NE are hosting a North East Emergency Planning Conference on 26 January 2006 to discuss restoration and recovery issues and invites will be sent out shortly. • GO:NE are hosting the annual workshop on 23 March 2006 at Hartlepool Historic Quay. 	
10	Closed Session Only	
11	Information to the Public (Z Card Project)	
	<p>DH reported on progress of the 'Z card' which was a public awareness project and advised Members that 220,000 copies of the 'Z card' would be distributed across Cleveland in the Spring 2006 editions of the local authority quarterly magazines.</p> <p>It was agreed that</p> <ol style="list-style-type: none"> 1. The Local Resilience Forum endorsed the work undertaken to produce the card. 2. An official launch is given to the card. 3. A copy of the leaflet is placed on the websites of all Cleveland Category 1 responders. 	<p>DH</p> <p>DH</p> <p>All</p>
12	Communicating with the Public – Pre-event	
	DH presented the report to the Members to request the setting up of a sub-group under the Cleveland Media Emergency Forum to inform and	

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	educate the public prior to emergencies occurring. Members agreed to the proposal.	DH to arrange
13	Directory of Information	
	<p>DH presented the report to the Members to seek the appropriateness of the LRF holding a directory of plans, practices and protocols in respect of preparing for and responding to emergencies.</p> <p>Members agreed that a directory could be set up although there would be Freedom of Information implications.</p> <p>It was agreed that</p> <ol style="list-style-type: none"> 1. The Chief Emergency Planning Officer be the 'host' for the directory. 2. Procedures and protocols for the directory be reviewed by the Local Resilience Working Group prior to set up. 	
14	Local Resilience Forum	
	<p>DH requested that Members consider the appropriateness of:</p> <ul style="list-style-type: none"> • A logo for the Cleveland LRF • A website for the Cleveland LRF • Future costs associated with the work undertaken within the remit of the LRF <p>PM advised that he had spoken to DB regarding funding required from Category 1 responders to assist with the secretariat staffing, and future costs of the LRF. DB suggested £25K which would be share equally amongst the Category 1 responders, these being: Police, Fire, Ambulance Service, Health Protection Agency, Primary Care Trusts, Strategic Health Authority, Acute Hospital Trusts, Environment Agency, Port Authority and Maritime and Coastguard Agency. Local Authorities were already meeting costs associated with the secretariat post.</p>	

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	Members agreed that	DH
	1. A logo would be suitable for the LRF to form an identity. DH would explore avenues for the creation of a logo.	DH
	2. A website be created for the LRF with costs being shared between all Category 1 responders.	All
	3. Costs associated with the LRF should be jointly funded.	All
	4. The Chief Emergency Planning Officer would meet individually with representatives of the LRF and formulate a detailed financial proposal.	
15	Local Issues	
	DH spoke to a report outlining current work of the multi-agency Local Resilience Working Group and Media Forum and sub groups. He advised members that there was a lack of representatives attending the Cleveland Media Emergency Forum and stressed the importance of attendance.	All
16	Dates of meetings in 2006, date of Green Goblin Exercise and notice of future presentations	
	DH advised the meeting of the following dates: 2pm Thursday 2 nd March 2006 2pm Thursday 1 st June 2006 2pm Thursday 31 st August 2006 2pm Thursday 30 th November 2006. Exercise Green Goblin – 29 th June 2006 Details of future presentations were shown at the end of the agenda.	
17	Any Other Business	
17.1	PJ advised that Cleveland Fire Brigade were currently undertaking a consultation exercise on the Safety Improvement Plan for 2006-07 and distributed questionnaires to Members.	
17.2	PJ requested Members to ensure that if their agency was hosting a risk assessment that the emergency services be advised.	All

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17.3	PJ asked JE what arrangements the voluntary sector had made for insurance. JE agreed to raise this issue and advise at the next meeting as it was not yet resolved.	JE
18	Closed Item	
	Item 10 above. As the meeting was overrunning, it was agreed that the item for discussion in the 'Closed Session' of the meeting be deferred to the next meeting.	
19	Date and time of next meeting	
	<ul style="list-style-type: none"> • Extra-ordinary Meeting in late January 2006 to discuss CRR (see item 7) • 2pm Thursday 2nd March 2006 at Police Headquarters. 	DH to confirm date

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Persons Present (Initials, Full Name, including Rank, Role & Department)

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Other persons referred to but not present at the meeting.
 (Initials, Full Name including Rank, Role & Department/Organisation)

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Para. No.		Action