

NOT PROTECTIVELY MARKED



**CLEVELAND
POLICE**
Putting People First

MEETING: Cleveland Local Resilience Forum (Extra-Ordinary meeting)
DATE: 8 February 2006
TIME: 2 pm
VENUE: Media Briefing Centre, Police HQ

RECORD OF MINUTES

Meeting No: 01/2006

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

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

DB – ACC Executive, Chair
 DH – Chief Emergency Planning Officer/Secretariat
 SW – Cleveland Emergency Planning Unit
 PK – Health Protection Agency
 AH – Environment Agency
 JE – Red Cross
 NM – Redcar & Cleveland Borough Council
 DS – Military Liaison Officer, Cleveland
 MB1 – Stockton on Tees Borough Council
 BG – Middlesbrough Borough Council
 IP – Hartlepool Borough Council
 PJ – Cleveland Fire
 PM – Inspector, Cleveland Police
 MB2 – MCA
 TC – North Tees & Hartlepool NHS Trust
 BJ – TENYAS
 DH1 – GONE
 JD – Harbour Master
 HD – PA to ACC

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

Para. No.		Action
1	Apologies for absence	

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	Apologies were received from: SP – CC, Cleveland Police AD – Primary Care Trust ID – Acute Hospital Trust	
2	Community Risk Register	
	DH presented the Community Risk Register to the Group and advised that 64 risks had so far been identified within the area. Work on those risks had identified additional risks which were now subject to assessment. The group were advised of the decisions taken at the meeting on 5 th December 2005. DH advised that the Risk Assessment Working Group would review and update the document regularly and the LRF would be advised of any amendments to it.	
	The register was approved and it was agreed that:	
	1. The register would be placed on the CEPU website for public information.	DH
	2. The register would be submitted to the Local Resilience Working Group as a 'live document' for continuous assessment and action upon the identified additional risk treatments.	DH
	3. The wording regarding individual risks be revised and shown on both the register and action plan.	DH
	4. The outstanding risks be approved by the Local Resilience Working Group on behalf of the LRF and added to the Community Risk Register.	DH
	5. The Community Risk Register is reviewed annually by the LRF but updates are given at the quarterly meetings.	DH
3	Any other Urgent Business	
	PJ requested how the Register would be promoted to both the public and also within individual LRF organisations. It was agreed that hyperlinks would be created between websites of	

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	individual organisations and the CEPU website. DH said he would use the Cleveland Media Emergency Forum as the conduit to promote it to the public and brief the LRF of progress at a future meeting(s).	DH
	Discussion took place on how the LRF would deal with requests under the Freedom of Information Act. It was agreed that all requests would be dealt with through the Emergency Planning Unit. A report would be given to future meetings on any requests received.	DH

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)

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Para. No.		Action

NOT PROTECTIVELY MARKED



MEETING: Cleveland Local Resilience Forum
DATE: Thursday 2 March 2006
TIME: 2 pm
VENUE: MBC, Police HQ

RECORD OF MINUTES

Meeting No: 02/2006

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

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

DB – ACC, Cleveland Police, Chair
DH1 – Chief Emergency Planning Officer/Secretariat
MB – MCA
BJ – TENYAS
SG – North Tees & Hartlepool NHS Trust
PK – Health Protection Agency
BM – Met Office
CG – HQ 15 (NE) BDE
BR – GONE
DC – GONE
RB – Stockton on Tees BC
NM – Redcar & Cleveland BC
MG – University of Teesside
AH – Environment Agency
BG – Middlesbrough BC
PJ – Cleveland Fire Brigade
HD – PA to ACC

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	
	Apologies were received from:	
	SP – CC, Cleveland Police	

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	JE – British Red Cross IP – Hartlepool BC ID – Hartlepool & North Tees NHS Trust MB – Stockton on Tees BC EB – TENYAS PM – Insp, Cleveland Police	
2	Presentation on LRF logo/website	
	MG advised that he had been commissioned by DH to design a logo and website for the Forum. Members were shown the draft design which had been created by a student at the University. Members requested that the colour scheme be reviewed for the next meeting.	DH to work with MG on LRF requirements
	A discussion took place on what to include on the website and how many domain names to purchase. AGREED that DH would research content further, purchase appropriate domain names and work with MG to complete this project, reporting back to the next meeting on outcomes.	DH
3	Presentation – Public Weather Service	
	BM gave a short presentation on the public weather service and how the Met Office could assist when major incidents occur and what information can be compiled to assess situations aiding the emergency services.	
4	Minutes of Open Session of Previous Meetings:	
a	5 December 2005	
	The minutes were agreed as a true and accurate record.	
b	8 February 2006	
	The minutes were agreed as a true and accurate record.	
5	Matters arising	
a	5 December 2005	
	4 <u>Business Continuity Plans</u> All Members gave a verbal update on their	

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	respective business continuity plans and AGREED to give a further update at the next meeting.	All
6e	<u>Sharing London's Lessons</u> DH confirmed that the use of mobile phones in such emergencies by Category 1 responders was being reviewed.	
6i	As PM was not in attendance DB requested an update for the next meeting relating to getting non 'blue light' staff through police cordons.	PM
11	<u>Information to the Public (Z Card Project)</u> DH advised that the Z Card would be distributed to every home across Cleveland and would be officially launched on 24 March.	
12	<u>Communicating with the Public – Pre event</u> DH advised that a sub-group had been formed.	
17.3	<u>Any other business</u> As JE was not in attendance an update on voluntary sector insurance is to be given at the next meeting.	JE
b	8 February 2006 DH confirmed that all the actions from this meeting are now in place and the Community Risk Register was now a live working document. Reports on amendments and additions would be presented to future Forum meetings.	
6	Financial Assistance to Secretariat DB sought comments from Members regarding the provision of a financial contribution towards secretariat costs. Members were advised that if agreement to additional funding of the LRF could not be reached then future work could be affected and the LRF may not meet statutory obligations.	

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	DB requested that agencies research funding options further and advise him by the first week of April.	All
7	Civil Contingencies Act Implementation Plan	
	DH presented the report to Members which advised them of progress to date on the multi-agency implementation plan for the Civil Contingencies Act. Members noted the plan and AGREED the new and/or amended responses, targets and milestones as shown in the plan. DH agreed to give an update at the next meeting.	DH
8	Pandemic Flu / Exercise Cold Play	
	DH reported on the outcomes from the meeting between 'health', local authorities and other agencies on 19 th December. Members gave an update on planning being undertaken for pandemic flu within their service/agency. Concern was raised on closure of schools and BR advised that guidance had been posted on the UK Resilience website.	
	Members were asked to take part in Exercise Cold Play which would be organised by HPA and GONE. AGREED in principle to take part, likely in late Autumn 2006 and that DH would liaise with GONE to plan date, agree participants, location, etc and feedback to future LRF.	DH
9	Regional Response Plan	
	BR advised Members that the Regional Response Team have completed the NE Regional Response Plan. This will be sent to all Category 1 responder organisations as it is a working document.	
10	National Capabilities Survey	
	DH advised Members that the National Capabilities Survey had been received and he was completing it on behalf of the local authorities.	
	Members AGREED that organisations that were in receipt of the questionnaire should share information prior to it being submitted and the LRF	

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	would shared the consolidated data once it had been finalised by GONE.	All
11	Mass Fatalities – Central Assistance	
	<p>DH advised Members of the new arrangements for central assistance in respect of a demountable temporary mortuary facility, a national stockpile of temporary mortuary equipment and costs associated with deployment of this equipment. It would only be used if the current Cleveland facilities were overwhelmed. He also reported on the four potential sites at which the structure could be deployed. It was AGREED that:</p> <ul style="list-style-type: none"> (a) the Temporary Mortuary plan be amended appropriately to reflect this central assistance (b) DH would be the nominated contact between the Home Office, De Boers, Local Authority and Temporary Mortuary Activation Team (c) DH (CEPU) would hold the codeword needed to activate this assistance (d) Inspection of identified potential sites be undertaken by De Boers and TM Sub Group to act on findings on behalf of LRF. 	DH
12	Local Issues	
	<p>DH updated Members on operational issues and the work of the LRF groups and sub groups and drew attention to the successful training exercise with schools in Stockton. BR suggested that this could be developed across the region. DH also reported that the inaugural meeting of the Warn and Inform Sub Group had been poorly attended, hindering this important requirement under CCA. The report was noted but DB asked Members to ensure they sent representatives to the next meeting of the Warn and Inform sub group.</p>	All
13	Multi-Agency Exercise and Training	
	<p>DH presented a report giving Members information on the multi agency exercise and training calendar for 2006-2007. AGREED that the report be noted, but DB requested that any</p>	

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	internal training regarding emergency/civil contingencies planning and Exercise Cold Play be included on the register, which would be updated for the next meeting.	All to inform DH for next meeting
14	Any Other Business	
14.1	PJ advised that the Fire Brigade were looking at lessons learnt from the Buncefield explosion/fire particularly in relation to use of foam. A national register of foam stocks was being explored.	
14.2	PJ suggested that at the next meeting he gives a presentation on the equipment held by the Fire Brigade in respect of 'new dimensions' (CBRN) and urban search and rescue. This was agreed.	PJ
15	Date and time of next meeting	
	The next meeting of the LRF will be held at 2pm on Thursday 1 June 2006 at Cleveland 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)

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Para. No.		Action

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MEETING: Special Local Resilience Forum
DATE: Thursday 23 March 2006
TIME: 2 pm
VENUE: Fire Brigade Rest Room

RECORD OF MINUTES

Meeting No: 2/2006

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

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

RH – DCC Executive
DB – ACC Executive
DH1 – Chief Emergency Planning Officer/Secretariat
AH – Environment Agency
DF – TENYAS
BJ - TENYAS
PH – Stockton-on-Tees Borough Council
DH2- GONE
MD – Health Protection Agency
PJ – Cleveland Fire Brigade
AA – Hartlepool Borough Council
NM – Redcar & Cleveland Borough Council
RC – JRLO HQ 15 (NE) Brigade
DH3 – Superintendent, Ops Support
GS – Chief Inspector, Operations
PM – Insp. Emergency Planning Unit
GW – HQ 15 (NE) Brigade
CG – JRLO HQ 15 (NE) Brigade
ID – North Tees & Hartlepool NHS Trust
SG – North Tees & Hartlepool NHS Trust
JD – PD Teesport
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.	<u>Apologies for Absence</u>	

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	JE – Red Cross (Voluntary Agencies)	
2.	<p><u>Potential Industrial Action on 28 March 2006</u></p> <p>RH said the meeting had been called to assess the impact of the UNISON strike which was to take place on Tuesday 28 March. He asked members what plans they had in place to cope with the reduction of staff and whether there was a need to have more Police Officers on duty.</p> <p>DH3 said an Operational Order had been produced. The intention was to minimise disruption on the day to all services. The Police Command Room would be open with Chief Insp. Stephenson in command. Each District would operate with a bronze commander and a response team.</p> <p>It was established that the only pickets at Police premises would be based at Headquarters and they would be at the front gate from 7.45 am to 9.30 am.</p> <p>DB said from a police point of view they were satisfied they could provide Police core functions. He asked members if there were any questions about the police response or agency response.</p> <p>DH1 said UNISON had agreed an exemption for the Emergency Planning Officer.</p> <p>Following a request from DB to members, it was established that concerns centered around the following:</p> <ul style="list-style-type: none"> • Clarification as to who would be exempt was still awaited from the union by many members and related to such areas as Social Services, Community Safety Wardens, Learning Disability Centres, Child Protection Agencies and Section 12s. • It has been agreed that food would be distributed to vulnerable people • There would be no school crossing patrols • Most schools across all four local authorities would be closed • CCTV would be affected • There would be a restricted number of people to carry out emergency repairs. • The ability of the communications strategy to cope with vulnerable people • Impact of closure of roads • Impact regarding the lack of refuse collection 	

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Para. No.		Action
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MEETING: Cleveland Local Resilience Forum
DATE: 1 June 2006
TIME: 2 pm
VENUE: MBC, Police HQ

RECORD OF MINUTES

Meeting No: 3/2006

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

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

DB – ACC, Cleveland Police, Chair
DH1 – Chief Emergency Planning Officer/Secretariat
BJ – TENYAS
CG – HQ 15(NE) BDE
BR – GONE
AH – Environment Agency
JD – PD Teesport
PM – Inspector, Cleveland Police
AS – Hartlepool Borough Council
PK – Health Protection Agency
AD – CD&D PCT
JE – British Red Cross
TC – North Tees & Hartlepool NHS Trust
PJ – Cleveland Fire
MB – Stockton Borough Council
IP – Middlesbrough Borough Council
HD – PA to ACC

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

Para. No.		Action
1	Apologies for absence	
	Apologies were received from:	
	SP – CC, Cleveland Police	

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	CMcG – Environment Agency MB1 – Coastguard EB – TENYAS ID – North Tees & Hartlepool NHS Trust SG – North Tees & Hartlepool NHS Trust	
2	Minutes of open session of previous meetings	
a	<u>2 March 2006</u>	
	The minutes were agreed as a true and accurate record.	
b	<u>23 March 2006 (Special meeting)</u>	
	The minutes were agreed as a true and accurate record.	
3	Matters arising from the open session of previous meetings	
a	<u>2 March 2006</u>	
	7 <u>Civil Contingencies Act Implementation Plan</u> DH advised that the plan had now been established and AGREED to circulate to Members.	DH
	8 <u>Pandemic Flu/Exercise Cold Play</u> DH confirmed that Exercise Cold Play was scheduled for 1 November and invitations would be sent out shortly.	
	10 <u>National Capabilities Survey</u> BR confirmed that the survey had been completed on time by all agencies and that the information would be shared with other LRFs at a suitable time.	
	11 <u>Mass Fatalities – Central Assistance</u> BR advised that De Boers were no longer the contractor. The new contact was now Kellogg, Brown & Root (KBR). All the assistance which was to be provided by De Boers was to be honoured by KBR. Once further information was available BR would inform Members.	BR

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	13 <u>Multi-Agency Exercise and Training</u> DH advised that the calendar had been updated with the information he had been provided.	
	14.2 <u>New Dimensions presentation</u> This item was to be presented by the Fire Service at the next meeting.	PJ
b	23 March 2006	
	There were no outstanding matters from this meeting.	
4	Exercise Green Goblin	
	PK gave an update on exercise which is to be held on 29 June 2006.	
5	Non-blue light agency access through police cordons	
	PM presented a report on the options available for non-blue light agencies gaining access through a police cordon. He advised that there was no agreed protocol or clear outlines for such access.	
	It was AGREED that Option 2 should form the process for admittance through a cordon. The procedure follows: 1. Persons attending a scene or asked to attend a scene when stopped at a cordon should: <ul style="list-style-type: none"> • Clearly identify themselves, name, agency, role • Produce identification where able (photo ID) • State their purpose for attending and clearly state where they want to or have been requested to be • If asked to attend, name the individual/ agency requesting their attendance • Any agency requesting the attendance of an individual or agency notify the police of such a request • The police officer receiving at the cordon to 	

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	<p>contact communications to verify an individual's attendance before allowing/refusing admittance to scene</p> <ul style="list-style-type: none"> • Anyone allowed or refused entry should have their details recorded and reasons for refusal. <p>2. That Command Rooms should be made aware of the procedures for admittance.</p>	PM
6	LRF handbook	
	<p>DH presented the handbook to the members which contains all necessary information. Members APPROVED the handbook and AGREED:</p> <p>(a) The Secretariat be the 'keeper' of the handbook on behalf of the LRF and review it on an annual basis</p> <p>(b) It be placed on the website</p> <p>(c) A copy be forwarded to the RRF for information and an example of best practice.</p>	DH
7	Family Assistance Centres	
	<p>DH advised Members that following recent incidents it was identified that Family Assistance Centres (FAC) should be established and a draft protocol was presented.</p>	
	<p>It was AGREED that:</p> <ol style="list-style-type: none"> 1. The Fire Service be added to the list of organisations in the protocol distribution. 2. The plan be approved. 3. The plan be placed on the website. 4. The plan be forwarded to the Regional Resilience Team for information and good practice. 5. The plan be disseminated to the respective organisations. 6. DH to contact JE regarding the voluntary sectors for cross agency working. 	DH
8	Regional Planning Assumptions	
	BR advised that planning assumptions regarding	

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	the challenges which will face category one responders was being reviewed with regard to the communication systems. Funding was to be provided to improve communications for fixed and mobile lines.	
	A discussion then took place around which type of communication best suited the agencies and BR agreed to feed back all the comments to GONE.	BR
9	Resilient telecommunications	
	This item was discussed at 8.	
10	Debrief Record – lessons learned	
	DH advised that part of the remit of the Exercise Planning Group was to create debrief action plans following exercises. DH requested that debrief meetings were also held with all agencies after real incidents in the same way as for exercises so that a more complete record and action plan could be created.	
	It was AGREED that such meetings should take place.	DH
11	Community Risk Register	
	DH gave an information update on the Community Risk Register advising that the top 10 risks had been assessed and action plans created.	
12	Re-configuration of Public Services within Cleveland	
	Brief updates regarding the proposed re-configuration of services was given by Cleveland Police, TENYAS, PCTs, GONE and the Fire Service.	
	As this meeting was the last that BJ was attending due to Ambulance Service mergers, DB thanked him for the services provided. There was discussion on future commitment by North East Ambulance to emergency planning in Cleveland and the presence of an emergency planner within the CEPU. AGREED that DB would write to North	

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	East Ambulance Service to seek assurances on this issue.	DB
13	Any other business	
a	DH confirmed that the website was now running on the internet – www.clevelandlrf.org.uk .	
b	DB requested that members again consider funding to assist with the secretariat function of the LRF, including a part time secretarial post within EPU. PJ advised that the Fire Service was to place another full time person into EPU to meet their emergency planning/civil contingencies requirements. Members AGREED to discuss this further at the next meeting.	DB
14	Date and time of next meeting	
	Thursday 31 August 2006 at 2 pm	

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)

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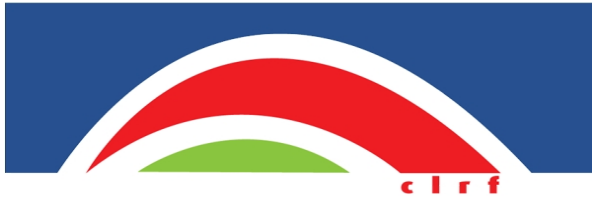
Para. No.		Action

MEETING: Cleveland Local Resilience Forum

DATE: 31 August 2006

TIME: 2 pm

VENUE: MBC, Police Headquarters



RECORD OF MINUTES

Meeting No: 4/2006

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

Persons Present (Initials, Rank, Role & Organisation only)

DB	ACC, Cleveland Police, Chair
DH	Chief Emergency Planning Officer/Secretariat
PJ	Director, Cleveland Fire
AH	SEO, Environment Agency
JD	Harbour Master, PD Teesport
PM	Inspector, Cleveland Police
PB	NE Ambulance Service
PK	Health Protection Agency
DH1	GONE
KC	GONE
CG	HQ 15 (NE) BDE
MB	Stockton Borough Council
MB1	MCA
NM	Redcar & Cleveland Borough Council
SG	North Tees & Hartlepool NHS Trust
ID	North Tees & Hartlepool NHS Trust
IP	Middlesbrough Borough Council
PC	Government Decontamination Service
HD	PA to ACC

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

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Para. No.		Action
1	Apologies for absence	
	Apologies were received from: SP CC, Cleveland Police JE British Red Cross	
2	Minutes of the open session of previous meeting 1 June 2006	
	The minutes of the previous meeting were accepted as a true and accurate record.	
3	Matters arising from the open session of the previous meeting	
3.1	<u>Civil Contingencies Act Implementation Plan</u>	
	DH advised that this had been circulated and a further update would be given later in the meeting.	
3.2	<u>Mass Fatalities</u>	
	DH1 advised that a meeting is to be held in September to discuss the handling of mass fatalities.	
3.3	<u>Non-blue light agency access through police cordons</u>	
	PM advised that Command Rooms had been made aware of the procedures for admittance on non-blue light agencies.	
3.4	<u>LRF handbook</u>	
	DH confirmed that the Handbook had been forwarded to the RRF.	
3.5	<u>Family Assistance Centre (FAC)</u>	
	DH advised that the Red Cross and other voluntary agencies had been consulted on the FAC plan and it was to be subject to further discussions at the voluntary agencies meeting.	
3.6	<u>Re-configuration of public services within Cleveland</u>	
	DB apologised for not writing to North East Ambulance Service but advised that he would do so through the LRF Secretariat for the next meeting.	
4	Presentation – New Dimensions	
	PJ gave a short presentation outlining the mobilisation capabilities of Cleveland Fire which included: ➤ Mass decontamination ➤ Urban search and rescue	

	➤ Water and high volume pumping	
5	Presentation – Government Decontamination Service	
	PC gave a presentation outlining the structure, objectives and purpose of the Government Decontamination Service.	
6	Results of National Capabilities Survey	
	DH1 gave a short presentation informing members of the results of the national capabilities survey and advised that a written report regarding the findings would be sent out to all who had been involved.	
	The presentation was noted and it was AGREED that DH would feed the results into the Local Resilience Working Group and Cleveland Media Forum to inform future work streams.	DH
7	LRF Information Sharing Protocol	
	PM presented members with the proposed Information Sharing Protocol. He advised that although this was a voluntary protocol the document would meet statutory requirements. AH voiced concerns surrounding freedom of information issues but PM advised that such issues were formally covered within the protocol.	
	It was AGREED that all members should take away and digest the protocol prior to signing, then forward the signed copy to DH to hold on file.	All
8	Report on Exercise Green Goblin	
	DH presented a report to members updating them on the findings from Exercise Green Goblin held on 29 June. Many of the recommendations related specifically to the health service, however there were three specific to the LRF:	
	Recommendation 1	
	<i>The LRF may wish to consider undertaking a familiarization/awareness programme for all local non-emergency service organisations to gain an understanding of the roles and functions of Strategic Coordinating Groups (SCGs).</i>	
	DH advised that the LRF already undertakes to attend multi-agency exercises organised by the joint EPU.	
	Recommendation 2	
	<i>LRF members and individual Category 1 and Category 2 responders may wish to consider instigating a programme</i>	

	<i>of awareness of the necessity of maintaining accurate, contemporaneous documentation and its evidential value in any post-incident legal proceedings.</i>	
	DB questioned whether training was required for Category 1 and Category 2 responders. Members felt that although training was not required at present it may be discussed outside the meeting.	
	It was AGREED that DB meet with DH and PJ to discuss training further.	DB/PJ/DH
	It was suggested that Gold Commanders are provided with admin support. It was felt that individual admin support was not required at Exercises but could be utilised for actual incidents.	
	<u>Recommendation 7</u>	
	<i>The LRF may wish to consider exercising the recovery and restoration phase, on a multi-agency basis, in detail, to ensure there are no gaps in planning.</i>	
	DH advised that an Exercise was planned for September to cover the recovery and restoration phase.	
	PK advised that the Health Protection Agency were planning a meeting to progress the outcomes of all the recommendations in the report and would liaise with DH over the 'health' response to the recommendations.	
9	Pandemic Influenza and Anti Viral Distribution Planning	
	<u>Planning for Pandemic Influenza</u>	
	DH presented a report to members and advised that plans for pandemic flu had to be in place by February 2007.	
	<u>Antiviral Distribution Planning</u>	
	DH advised that there were still issues to be resolved surrounding the delivery of the antiviral medication; how patients will be triaged and referenced; collection of medication by third parties; and information being communicated from the call centre to the antiviral distribution centres (AVDC).	
	<u>Vaccination Centre Plan</u>	
	DH advised that the Plan is still in the draft stage and would report back once further information is available.	

	It was AGREED that:	
	1. Members would ensure that the LRF is considered when planning for their individual agencies.	All
	2. The Antiviral Distribution Centres would be those as identified in the report, which had been assessed.	DH
	3. DH would oversee the AVDC and mass vaccination centre planning through the Local Resilience Working Group and update the LRF once approved.	DH
	4. DH updates the members on progress of planning arrangements at future meetings.	DH
	5. PK advised that they were still awaiting feedback from the Department of Health regarding the storage of the vaccination but would advise members when such information was received.	PK
	6. Before commitment to provide staff it is requested that numbers of staff required and tasks to be carried out be confirmed. DH to circulate details to members.	DH
10	Implications of Darzi report on acute hospitals	
	ID advised that this report was for members to note the clinical changes that were due to take place at both the University Hospital of Hartlepool and the University Hospital of North Tees and also in respect of designation as Major Incident Receiving Hospitals. Plans should be updated to reflect the change in status of the University Hospital of Hartlepool to that as a Supporting Hospital as from 14 December 2006.	All
11	Lessons learned – London bombings – Cleveland position	
	PM presented a report of the recommendations made by the London Resilience Forum. He requested that members note the recommendations.	
	DB reaffirmed the Police position on ACCOLC stating that whilst it was not invoked during the London bombings and may not be invoked in the future, it was still an option that the Gold Commander would consider. Therefore LRF members should ensure they had the appropriate mobile phones identified and registered.	All
12	LRF Communications Framework	
	DH presented members with a report outlining the proposed communications framework for the LRF.	
	It was AGREED that the LRF Secretariat is the conduit for the circulation of correspondence relating to emergency	

	planning and that should any organisation receive correspondence which relates to emergency planning or may be of interest to the LRF, this be sent to the LRF Secretariat for dissemination.	
13	Evacuation planning	
	DH advised members that this report was to inform them of planning that was currently being undertaken in respect of evacuation, both within Cleveland and by the Regional Impact Management and Recovery Group. A further progress report will be discussed in Spring 2007 once further direction has been given from GONE.	
14	Exercise Winter Willow 2007	
	DH advised members that Exercise Winter Willow is a national pandemic flu exercise and to seek support for such an Exercise. Members advised that due to diary pressures and current planned exercises they could not support Exercise Winter Willow.	
15	Adoption of Common Security Levels	
	PJ advised that he had been made aware that individual agencies had their own system of assessing threat levels. A Home Office threat level document was distributed and it was requested that members feed back their views to PJ for the next meeting.	All
16	Update on CCA Implementation Plan	
	DH advised members that the Implementation Plan was a 'living' document and current issues were on target for completion. A conference/seminar for small and medium enterprises to discuss business continuity has been arranged for 25 October, and invitations will be sent out nearer the date. The version of the plan dated 21 August, showing achievements, new or amended targets and milestones was AGREED.	
17	Buncefield – points of interest	
	DH advised that representatives of the LRF had attended a seminar given by responders to the Buncefield incident and presented a report outlining the lessons learned. He requested that consideration be given to the lessons learned.	
	It was AGREED that the Secretariat discuss with the Local Resilience Working Group and Media Emergency Forum issues considered to require action or further study.	DH

18	Detection and monitoring equipment	
	PJ advised that this item had been outlined in his presentation earlier in the meeting and was withdrawn.	
19	Future implication – nuclear energy	
	PJ advised that he had started talking to nuclear energy officers following publication of the Government's Energy Review, but before discussions progressed he sought agreement from members of the LRF to continue.	
	It was AGREED that PJ would discuss issues further with nuclear energy and feed back his discussions at future meetings.	PJ
20	Any other business	
	PJ advised that the potential fire dispute had been resolved.	
	DH reminded members of Exercise Cold Play taking place on 1 st November and requested that nominations be submitted to him.	
	Date of next meeting	
	2pm Thursday, 30 November 2006	

RESTRICTED

**MINUTES ARISING FROM THE CLOSED SEASON
(NOT SUITABLE FOR EXTERNAL DISCLOSURE)**

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

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

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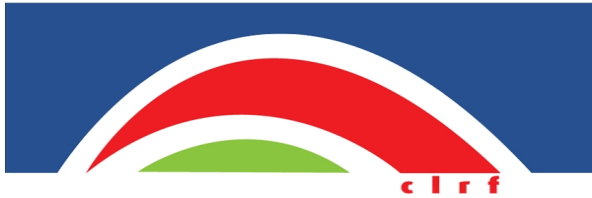
Para. No		Action

MEETING: Cleveland Local Resilience Forum

DATE: 30 November 2006

TIME: 2 pm

VENUE: MBC, Police Headquarters



RECORD OF MINUTES

Meeting No: 5/2006

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

Persons Present (Initials, Rank, Role & Organisation only)

DB	ACC Cleveland Police, Chair
DH	Chief Emergency Planning Officer/Secretariat
PJ	Director, Cleveland Fire
NS	Data Protection Officer, Cleveland Police
MB	MCA
PM	Insp, EPU, Cleveland Police
NM	Redcar & Cleveland Council
SG	North Tees & Hartlepool NHS Trust
SC	Tees PCTs
JE	British Red Cross
PB	NEAS
PK	Health Protection Agency
RB	Stockton on Tees Council
BR	GONE
JD	PD Teesport
CG	HQ 15 (NE) BDE
DS	Hartlepool Borough Council
AH	Environment Agency
DW	NARO
HD	PA to ACC

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

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Para. No.		Action
1	Apologies for absence	
	Apologies were received from:	
	SP Chief Constable, Cleveland Police	
2	Sharing of information protocol	
	DH gave an update on the information protocol, stating that issues identified by the legal department of one of the members had been fully addressed, and advised that all Members were now in a position to sign it.	
	It was AGREED that all agencies represented sign the protocol at the meeting.	
3	Presentation – NARO (Nuclear Accidents Response Organisation)	
	DW gave a short presentation to members on the transportation of nuclear weapons and the protocol should there be an accident involving such convoys.	
4	Minutes of the open session of the previous meeting on 31 August 2006	
	The minutes were agreed as a true and accurate record.	
5	Matters arising from the open session of the previous meeting	
	9 <u>Pandemic influenza and anti viral distribution planning</u>	
	DH confirmed that the hospital pharmacies would store the anti-viral medication/vaccine.	
	19 <u>Future implication – nuclear energy</u>	
	PJ advised that since the last meeting there had been an incident at the power station which had delayed discussions with nuclear energy. He was now going to recommence the discussions.	PJ
6	Threat levels	
	IP presented a report on the approach adopted by Middlesbrough Council to respond to changes in the national threat levels. Members discussed adopting similar approaches for their agencies. DB requested that Members discuss the document further within their agencies with a view to adopting such a process and discussing this issue further at the next meeting.	All

7	Communications operability – ‘Bronze’	
	PM presented the report which outlined a protocol for communications scene operability as required by Government direction. The protocol has been borne out of communications problems experienced following the events surrounding the London Bombings. PM requested that Members note the protocol which has been created by the Emergency Planning Unit so that it can be developed further. Report NOTED.	
8	Beacon Status application	
	DH gave Members an update on the joint application for Beacon status by the four local authorities, police and fire brigade through the Emergency Planning Unit. The bid has been shortlisted and after further assessment and presentations, the final outcome will be known on 20 th March 2007.	
	DB, on behalf of the Forum, gave thanks to all who had been involved in the planning and application arrangements. PJ requested that special thanks be given to DH and PM for their high standard of input to the scheme. This was NOTED.	
9	Report on Exercise Cold Play	
	PK formally thanked all those involved in the recent Exercise and confirmed that many of the on-going issues had been highlighted it was also a successful Exercise.	
	PK requested that the issue of additional deaths during a flu pandemic be discussed at a higher level and BR confirmed that the Home Office were still reviewing what should happen to them during such an incident. He also confirmed that the Coroner’s representative on the Mass Fatalities Group had indicated that post mortems may not be carried out as it would be clear what had caused death.	
10	Regional capabilities co-ordination plan – CBRN	
	DH advised that a draft regional plan has been prepared by the Regional Resilience Team in partnership with a multi-agency practitioners’ working group and the final version will be presented to the Regional Resilience Forum in March 2007. DH stated that whilst there were some minor amendments needed to the plan, he recommended that Members note the report so that further progress can be made. Recommendation AGREED.	

11	Planning considerations – mass evacuation	
	DH advised that there had been a request from the Regional Impact Management Recovery Group (IMRG) to consider the production of a regional mass evacuation plan and was now seeking the views of Members to determine what planning assumptions should be made for such events.	
	After a short discussion it was recommended that:	
	1. The LRF supports the need for work on local evacuation planning to be seen as a priority workstream during 2007/08 by all those involved.	
	2. The Regional Resilience Team be requested to co-ordinate local plans and in conjunction with the Emergency Planning Unit strive to make 'buddying' arrangements with and between neighbouring authorities.	
	3. The Local Resilience Forum, through representatives on the IMRG, work towards consistency of approach and plans across the region, ensuring dovetailing of plans and the development of buddy schemes. These recommendations were AGREED. They will be fed into the discussion on this topic at the RRF.	DB/DH
12	LRF digest	
	DH presented the report which advised Members of the documents received through the Civil Contingencies 'Gateway' since August. All documents have been circulated to Members. Report NOTED.	
13	Voluntary agencies guide	
	DH advised that the report was to give advice to Members on the work of the Voluntary Emergency Liaison Group (VELG) and on the guidance document prepared by them.	
	A register has been created by the group which lists those willing and capable to respond to major incidents, together with contact details and other information which is deemed necessary for major incidents.	
	NM advised that as the third sector is supported through the Local Strategic Partnerships (LSP's), he would discuss the actions and planning with them. JE confirmed that she would link up with NM as not all the voluntary agencies are emergency agencies.	NM
	Work of the VELG and guidance document was NOTED.	

14	LRF funding	
	This item was withdrawn from the agenda. DB to write to Members with proposals.	DB
15	Any other business	
	<u>Exercise Winter Willow</u> BR advised that Cleveland LRF were the only Group not participating in Exercise Winter Willow and asked the LRF to reconsider their previous decision. Following discussion, the decision not to take part was supported. BR then suggested that a press release may need to be drafted to outline the decision. He also advised that Members would be able to attend the Exercise as observers.	
	It was AGREED that:	
	1. DB discusses with DH a draft press release in relation to Exercise Winter Willow.	DB/DH
	2. DH to attend the RCCC meetings as an Observer and report back to the LRF.	BR/DH
16	Proposed future meeting dates	
	Members noted the proposed meetings for 2007.	
	2pm Thursday 1 st March 2007	
	2pm Thursday 7 th June 2007	
	2pm Thursday 6 th September 2007	
	2pm Thursday 13 th December 2007	
17	Date and time of next meeting	
	1 March 2007 at 2 pm.	

RESTRICTED

**MINUTES ARISING FROM THE CLOSED SEASON
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Persons Present (Initials, Full Name, including Rank, Role & Organisation)

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(Initials, Full Name including Rank, Role & Organisation)

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Para. No		Action