



### MINUTES

Those attending included the Mayor of London as Chair and senior representatives from the following organisations:

BAA Ltd.  
British Transport Police  
Cabinet Office  
City of London  
City of London Police  
Communities and Local Government  
DfT, TRANSEC  
Environment Agency  
Government Office for London  
Greater London Authority  
Health Protection Agency  
Home Office  
London Ambulance Service  
London Borough of Brent  
London Coroner's Group  
London Councils  
London District, Military  
London Fire Brigade  
London Resilience Team, GOL  
London Underground  
Metropolitan Police Service  
National Grid (Utilities Sector Panel)  
Network Rail  
NHS London  
Port of London Authority  
Representative for the London Local Resilience Forums  
Transport for London

#### **1. CHAIR'S INTRODUCTION**

- 1.1 The Chair welcomed everyone to the twenty-eighth meeting of the London Regional Resilience Forum.
- 1.2 Apologies were received and noted.
- 1.3 The Chair explained that the Chief Executive of the Greater London Authority and Chair of the Strategic Communications Group was soon to move on and thanked him on behalf of the LRRF for all his hard work and commitment to London Resilience over the years. He also passed

on thanks on behalf of the LRRF the Chair of the Faith Sector Panel, who was stepping down as Chair.

- 1.4 The Chair reminded forum members that the LRRF was being observed over a CCTV link.
- 1.5 The Chair reminded the Forum that, to comply with the requirements of the Civil Contingencies Act, an unrestricted version of the minutes of the Forum would be made available to all Category one and two responders and published on the London Prepared website.

## **2. MINUTES AND ACTIONS OF THE LAST MEETING**

- 2.1 The Minutes of the 27<sup>th</sup> London Regional Resilience Forum, held on 24 April 2008 were agreed and accepted as an accurate record.
- 2.2 All actions from the previous minutes had been completed or were underway.

## **3. THREAT & HORIZON SCAN**

- 3.1 The Metropolitan Police Service (MPS) gave a detailed update on the current position and threat levels.
- 3.2 The Chair thanked the MPS and invited The Cabinet Office to provide the horizon scan.
- 3.3 The Cabinet Office explained that the current key risks were:
  - Fuel Supply.
  - Energy – forecast is currently for an average winter. Therefore, there are unlikely to be any gas / electricity shortages. This situation will continue to be monitored.
- 3.4 The Chair thanked The Cabinet Office. There were no questions or comments.

## **4. NATIONAL CAPABILITIES SURVEY**

- 4.1 The Chair invited the London Resilience Team (LRT) to present paper LRRF (08) 18 on the National Capabilities Survey.
- 4.2 The LRT explained that The National Capabilities Survey (NCS) is part of the Government's bi-annual programme to make the country more resilient to disruptive events. The survey goes out to all essential services, government and local responders. They explained that the report before the Forum covered only local category 1 responders.
- 4.3 The LRT thanked members of the Forum for ensuring their organisations all took part in the survey. They explained that London had a 100% response rate. LRT outlined the results of the survey explaining that in general they showed that London had well

established multi-agency plans in place, that were signed up to across the partnership, although there were a number of key areas that the results showed needed further attention.

- 4.5 The Chair thanked The LRT and invited any comments or questions.
- 4.6 The City of London Police added that they had done a great deal of work on Business Continuity and they invited members of the Forum to attend a Business Continuity event they were hosting later in the year.
- 4.7 There were no further comments or questions.

## **5. NATIONAL FLOOD REVIEW**

- 5.1 The Chair invited The Environment Agency (EA) to give a presentation on the National Flood Review and implications for London.
- 5.2 The EA explained that the flood risk in London was significant with over 450,000 homes at risk due to tidal and river flooding and potentially even more due to surface water flooding. They explained that, in the floods of 2007, two-thirds of flooding was a result of surface water flooding due to drain failure.
- 5.3 The EA explained that the Pitt Review called for a step change in 4 key areas, these were:
  - Improvement in the quality of flood warnings;
  - Better planning and higher levels of protection for critical infrastructure;
  - Wider EA brief and council leadership on local flood risk;
  - Levels of awareness raised among both the public and responders.

The EA emphasised the importance of remembering that people were at the heart of flood planning and not to lose sight that the aim of flood planning was to minimize the disruption to the public.

- 5.4 The EA explained that the key areas for London to focus on from the Pitt review were improving warning and informing systems, improving sharing of information regarding critical infrastructure and mapping drainage systems.
- 5.5 The EA explained that the Government was in the process of developing an Action plan by autumn 2008. In addition they explained that a Floods and Water Bill was likely to be put before parliament in the 2009/10 session. This would provide a legislative base for much of the flood planning that is required.
- 5.6 The Chair thanked The EA and invited The LRT to give an update of progress in London.
- 5.7 The LRT explained that the London Flood Task and Finish Group had been established and was currently in the process of reviewing the

London Flood Response Plan. The revised plan would be compromised of two parts. Firstly guidance to sub-regional planners on developing their own flood response plans based on risks identified in their areas. Secondly, a Regional Flood Response plan for a large scale flood requiring regional coordination. They explained that the Task and Finish Group would review the recommendations in the Pitt review and incorporate those into the plan.

- 5.8 The Chair thanked The LRT and invited any questions or comments.
- 5.9 The EA emphasised the importance of beginning this work straight away. They explained that the capacity and capability to respond to floods needed to be increased quickly. There was a lot of learning from exercises that could be taken forward immediately especially around communications.
- 5.10 The Chair thanked The EA and asked for the Forum's views on the discussion points in paper LRRF (08) 19.
- 5.11 The Chair of the Local Authorities Panel explained that whilst he understood the importance of door knocking prior to a flooding incident, and that local authorities clearly have a huge role to play in this, he was concerned about the implications of the proposals in London. However, this subject did need more thought. The Chair of the Local Authorities Panel emphasised the importance of this being a multi-agency operation.
- 5.12 The Cabinet Office explained that there was a lot of evidence that door-knocking was appreciated by communities and that it was a worthwhile endeavour. They added that local authorities could utilise the services of local volunteer groups to try to maximise capacity to achieve this. They also agreed there should be a multi-agency approach.
- 5.13 The Cabinet Office added that it was important to develop a good system to raise awareness amongst the public prior to any flood. That way they would be in a better position to act when it does occur.
- 5.14 The London Development Agency suggested that they could potentially have a role to play in assisting with flood warning and informing. Similar arrangements had worked well in other regions.
- 5.15 CLG commented that in line with Sir Michael Pitt's report), whilst it was clear that the Police would lead the multi agency response at Gold Command level he proposed that the London Flood Task and Finish Group should also consider who is responsible for the tactical coordination for the multi-agency flood rescue response. The forum agreed with this.
- 5.16 The LRT suggested that the Strategic Communications Group look at these issues around flood warning and informing and develop some

proposals to report back to the LRRF. The Forum agreed with this proposal.

**ACTION 1:** Strategic Communications Group to consider flood warning and informing issues and provide recommendations as to how this might be taken forward.

5.16 The Chair thanked everyone for their contributions to the discussion. There were no further questions or comments.

## **6. LONDON COMMAND AND CONTROL PROTOCOL**

6.1 The Chair invited The MPS to present paper LRRF (08) 20 to the Forum.

6.2 The MPS explained that the London Command and Control Protocol had been reviewed by the Command and Control Task and Finish Group and was presented before the Forum today for approval.

6.3 The MPS explained that the revised protocol included some small changes including:

- The role of the Science and Technical Advice Cell (STAC)
- Further clarity on the arrangements for Rising Tide emergencies
- Details of Operation Ringmain the Police 24/7 telephone priority communication conduit

They emphasised that the plan continued to follow the same principles as it had done before and that the revised protocol included only some minor changes to bring it up to date and improve its clarity in certain areas.

6.4 The MPS concluded by saying that the protocol had been tested successfully at the Regional Gold Exercise.

6.5 The Chair thanked The MPS. There were no further questions or comments. The Forum approved Version 2 of the London Regional Command and Control Protocol.

## **7. LONDON RECOVERY MANAGEMENT PROTOCOL**

7.1 The Chair invited The Chair of the Recovery Task and Finish Group to present paper LRRF (08) 21 to the Forum.

7.2 The Chair of the Recovery Task and Finish Group explained that the London Recovery Management Protocol had been reviewed by the Recovery Task and Finish Group and was presented before the Forum today for approval. He explained that revised protocol took account of The National Recovery Guidance which was published in October 2007 and which included good practice and experience from previous

emergencies such as the Carlisle and Boscastle floods and Buncefield Fire.

- 7.3 The Chair of the Recovery Task and Finish Group outlined the principles behind the protocol explaining that the revised Protocol provides a flexible suite of options to help guide the recovery phase. It complements other pan-London plans, and is consistent with those arrangements, in particular the Command and Control Protocol. He added that although the Protocol is aimed at a major, pan-London emergency, it could be used as a basis for recovery management at any level in the Capital particularly at a local level.
- 7.4 The Chair of the Recovery Task and Finish Group explained that the plan comprised two parts, firstly a section detailing the formation and function of the recovery cell during an incident response, and secondly, a section detailing the handover of the response to the recovery group and actions in the recovery phase.
- 7.5 The Chair of the Recovery Task and Finish Group concluded saying that, if the Protocol was approved by the Forum today, the next steps would be to develop a training and exercising package to ensure all partners were aware of the protocol and were able to deliver their roles within it.
- 7.6 The Chair thanked The Chair of the Recovery Task and Finish Group. There were no further questions or comments. The Forum approved Version 2 of the London Recovery Management Protocol.

## **8. LONDON FUEL DISRUPTION PROTOCOL**

- 8.1 The Chair invited The London Borough of Brent to present paper LRRF (08) 22 to the Forum.
- 8.2 LB Brent explained that the London Fuel Disruption Protocol had been developed by the Fuel Task and Finish Group and was presented before the Forum today for approval. They explained that the protocol had been tested recently at Exercise Naptha and also during the recent industrial action.
- 8.3 LB Brent gave a presentation highlighting the key principles behind the protocol. They explained that the protocol was developed following the publication of the National Fuel Emergency Plan and outlined the regional arrangements that would take place if that was implemented. LB Brent explained that the plan provides details on coordination arrangements, roles and responsibilities, with options to help guide the strategic and tactical response to fuel disruption, and that it complements other pan-London plans, and is consistent with those arrangements, in particular the Command and Control Protocol.
- 8.4 LB Brent concluded saying that if the Fuel Protocol was approved by the Forum today the next steps would be to deliver training and

exercising package to ensure all partners were aware of the protocol and were able to deliver their roles within it. Finally they emphasised that the plan would only be used in extreme circumstances and that in most cases partners should rely on their own business continuity measures to ensure adequate fuel supply and staff were available.

- 8.5 The Chair thanked LB Brent and invited any questions or responses.
- 8.6 The Port of London Authority (POLA) commented that they also operated in the neighbouring regions and asked if the fuel protocol extended to these regions. They also mentioned the importance of ports in providing unrefined oil to the UK and to ensure that they remained able to do so in a fuel shortage.
- 8.7 LB Brent responded to POLA's first point explaining that GOSE and GOE had been involved in the development of the protocol.
- 8.8 The Cabinet Office responded on the second point explaining that the issue of ports remaining open was covered by national plans and that port operators had business continuity plans in place. He added that he commended the London protocol and reemphasised LB Brent's earlier point that this would only be used in a last resort.
- 8.9 The Chair thanked everyone for their comments. There were no further questions or comments. The Forum approved The London Fuel Disruption Protocol.

## **9. REGIONAL GOLD EXERCISE – LESSONS LEARNT**

- 9.1 The Chair invited The LRT to present paper LRRF (08) 23 to the Forum.
- 9.2 The LRT explained that the London Regional Gold Exercise took place in February 2008. The aim of the exercise was to test London's multi agency collaborative response to a regional emergency requiring the implementation of the SCC arrangements. The scenario for the exercise was fluvial and surface water flooding
- 9.3 The LRT explained that following the exercise The Emergency Planning College analysed feedback to produce the report containing key lessons for future action. They invited the Forum to note the actions contained in the report and asked for the Forum's approval for the London Resilience Programme Board to oversee an action plan to take forward work identified from the lessons learnt.
- 9.4 The Chair thanked The LRT. There were no further questions or comments. The Forum agreed with the proposals in the paper.

## **10. OLYMPICS UPDATE**

- 10.1 The Chair invited The Cabinet Office to update the Forum on the latest developments with Olympic Resilience planning.
- 10.2 The Cabinet Office explained that the governance arrangements for Olympic security and resilience were in the process of being finalised. This would highlight what needs to be done over and above current resilience planning.
- 10.3 The Cabinet Office continued that the CCS were in the process of finalising the Olympic Risk Assessment. When this was finished it will inform the level of resilience planning that is required. They explained that there was also a need to map all current resilience planning activity to ensure it was clear what needed to be delivered. This work was to be completed by October.
- 10.4 The Cabinet Office concluded by emphasising the importance of trying to ensure that there was staff continuity in the build up to the Olympics and that those staff who wrote the plans should ideally be able to stay in post until the Olympics to ensure continuity.
- 10.5 The Chair thanked The Cabinet Office. He emphasised the importance of Olympic Resilience planning and urged work to start as soon as possible. The Chair added that effective planning could materially affect the nature of the Olympics. There were no further questions or comments.

## **11. STRATEGIC COORDINATION CENTRE**

- 11.1 The Chair invited The MPS to present paper LRRF (08) 24 to the Forum.
- 11.2 The MPS explained that the London Resilience Partnership were aware that there was a need for the current Strategic Coordination Centre (SCC) to be improved. They were pleased to say that the MPA had now agreed in principle to incorporate a new SCC within a new office build. However, whilst this had originally been tied into the development of National Olympic Co-ordination Centre, this was no longer to be the case.
- 11.3 The MPS explained that there were still a number of issues to be overcome before this project went ahead.
- 11.4 The MPS concluded by saying that the next steps would be to set up a series of working groups to look at the design of the SCC and to look at what the role of the SCC might be during the Olympic period .
- 11.5 The Chair thanked The MPS. There were no further comments or questions.

## **12. PARTNERSHIP FUNDING OPTIONS**

12.1 The Chair invited The LRT to present paper LRRF (08) 25 to the Forum.

12.2 The LRT explained that The London Resilience Partnership currently undertakes a number of multi-agency activities, identified in the Delivery Plan, which, although considered vital for partnership working, are not covered by any one organisation's funding. Currently these are funded on an ad hoc basis; this means that funding is not guaranteed, potentially resulting in some activities not being able to be completed. These activities included:

- Planning and delivering the Regional Gold Exercise 2009
- Updating and maintaining the London Prepared Website
- Planning and delivering the London Prepared Conference 2009
- Running costs for the disability advisory group

12.3 The LRT explained that the London Resilience Programme Board has reviewed this situation and propose to the LRRF a more equitable way of raising this funding which allows flexibility for individual organisations to contribute according to their own budgets and resources, whilst providing an expectation for partners to contribute where appropriate.

12.4 The Chair thanked The LRT. There were no questions or comments. The Forum agreed to the proposals in the paper.

## **13. LOCAL RESILIENCE FORUM UPDATE**

13.1 The Chair invited The Local Resilience Forum Representative to present paper LRRF (08) 26 to the Forum.

13.2 The Local Resilience Forum Representative explained that the Local Resilience Forums had all met during June and July. He highlighted the key areas being taken forward by the LRFs. These were:

- The West LRF had received positive feedback from an initial pilot with EDF Energy aimed at improving notification of utilities failure incidents. The pilot is expected to be expanded to all LRFs in due course.
- Following the London Fire Brigade Acetylene Cylinder campaign, the majority of borough forum representatives have now confirmed that Acetylene risk reduction programmes were in place within their boroughs.
- During 2008, outbreaks of Oak Processionary Moth have occurred in Ealing and more extensively in Richmond. Work to counter this is being lead by the forestry commission. The strategy is now to control the outbreak rather than to try to eradicate the moths completely.

13.3 The Chair thanked The Local Resilience Forum Representative. There were no further questions or comments.

## **14. REPORTS FROM THE LRRF PANEL CHAIRS**

14.1 The Forum heard reports from the Chairs or representatives of Sector panels regarding progress made and the key issues facing each. Reports were only taken from Chairs with specific items to report.

### **14.2 Utilities Sector Panel**

The Utilities Sector Panel Representative highlighted to the LRRF that the Utilities Sector Panel was hosting an event on 28 October in Southwark. They explained that the aim of this event was to raise awareness of the role of utilities companies in London, and was a chance for attendees to meet senior directors and managers of utilities companies. The Utilities Sector Panel Representative encouraged members of the Forum to attend the event.

## **15. ANY OTHER BUSINESS**

15.1 There was no further business.