

**ACTION NOTES**  
**CAP-EPLG (EPRR) SG Kick-Off Meeting (17 July 2009)**

**Attended:** Bill Lyons, Tim Beals, Kirstin Wattie, Peter Davidson, Norman Powell, Dave Beverley, Michael Cooper, Steve Thomas. **Apologies:** Ian Travers, Matthew Clarke, Spencer Webster, Peter Metcalfe, Denis Hampson, Kelvin McIntosh.

	<b>ACTIONS REQUIRED</b>	<b>Who</b>
1	<p><b>For SG:</b></p> <ul style="list-style-type: none"> <li>▪ invite Local Government Association to join SG. (See CAP-EPLG contact sheet).</li> <li>▪ discuss Scottish dimension for FRS and Police.</li> <li>▪ pull together information for SG ToR into single document and circulate</li> <li>▪ circulate SG membership/contact details list</li> <li>▪ all agreed CCS representation necessary at SG level.</li> </ul>	<p>KW ST / PM KW KW All</p>
2	<p><b>SG to request progress update from CCS:</b></p> <ul style="list-style-type: none"> <li>▪ re EPRR report for gap analysis on 10 recommendations via contact with Bruce Mann, Director of CCS. HSE to liaise on behalf of SG. Send letter asap.</li> <li>▪ CCS response needs to be received before 1<sup>st</sup> meeting of WGs 1-4 (proposed to be held at latest by 4 September 2009) in order to inform their more detailed gap analysis.</li> <li>▪ As BL noted, will be very difficult to progress issues with only 'half the story'. This information is therefore considered critical to progress.</li> </ul>	<p>KW / TB / IT  CCS</p>
3	<p><b>General WG 1-4 related actions:</b></p> <ul style="list-style-type: none"> <li>▪ Ensure appropriate devolved admin representation at SG and WG levels (see below).</li> <li>▪ Chair/Lead of each WG 1-4 to identify/secure commitment re appropriate WG members as discussed in specific details below. To liaise with KW where uncertainties, issues or further discussion needed. KW to liaise with PD re composition of WG3 (Mutual Aid).</li> <li>▪ Ensure each WG share any results of any further detailed gap analysis.</li> <li>▪ <b><u>Hold 1<sup>st</sup> WG meeting by 4 September 2009.</u></b></li> </ul>	<p>BL / KW Chairs / KW  WGs</p>
4	<p><b>Devolved Admin - representation for 10 Rs:</b> (Scotland, Wales)</p> <ul style="list-style-type: none"> <li>▪ BL to discuss with Scot/Govt, which may agree to form/Chair 'Scottish Group' to represent all Scot interests/view (Scot Govt, Scottish CA, Police, Fire, Ambulance and LA) for all 10 recommendations. Group would feed 'Scottish view' through to SG via Chair.</li> <li>▪ Need to consider similar for Welsh view. Currently paper-only SG members.</li> <li>▪ Add Scottish document references to Gap Analysis (BL to indicate which)</li> </ul>	<p>BL  KW BL / KW</p>
5	<p><b>R9-20 (<u>Working Group 1</u>):</b></p> <ul style="list-style-type: none"> <li>▪ <b>Chair/Lead – HSE (KW)</b></li> <li>▪ <b>Members: CO/CCS</b>, LA (NP, DH? Other?), Carol Davies (EA – helped NP deliver R8 guidance). Need to liaise with CCS.</li> <li>▪ Noted Chris Samuel (Chair/lead for <u>the</u> Warning &amp; Informing Advisory Group) may feel he has difficulty contributing to this WG due to other commitments but his involvement is considered essential due to his role re W&amp;I, To be reviewed &amp; CS contacted as necessary.</li> <li>▪ Noted: some PSLG guidance produced for R8 (COMAH specific not broader W~&amp;I context); also that full delivery of R8 also dependent on completion of R9. Note in WG1 Delivery Plan.</li> <li>▪ R9/20 Xref to R19 re Extendibility.</li> <li>▪ WG will need to consider what goes into COMAH EPs &amp; public info to be distributed re potential security issues (at generic level). For COMAH operators to identify/raise potential security issues. <b>Ask Bruce Mann</b> (Head of CCS) if there is risk/issue with public info required under COMAH being in conflict with national security needs (KW to identify/check HSE internal guidance re this issue). WG to liaise with security services if necessary.</li> </ul>	<p>KW  KW  KW  KW  WG</p>
6	<p><b>R14-15 &amp; 17-18-19-20 (<u>Working Group 2</u>):</b></p>	

	<ul style="list-style-type: none"> <li>▪ SG agreed to merge R14-15 &amp; 17-18-19 into one WG as all need to be addressed by same organisations and probably people. So now 4 WG. To be reflected in WG2 Delivery Plan.</li> <li>▪ <b>Chair/Lead – LA</b></li> <li>▪ Members – LA, HSE, Industry, FRS, Police – identify/secure representatives for each.</li> <li>▪ Consider inviting LGA onto WG. <a href="#">Confirm this is correct action.</a></li> <li>▪ May be beneficial to contact Skills for Justice re what they've done so far.</li> <li>▪ ST noted CFOA already have much work underway of relevance to some of these Recs. Will FU – what, who involved etc. Also Chief Fire Rescue Advisory Meeting. <a href="#">Clarify Action.</a></li> <li>▪ May also be useful to bring onboard rep for Skills for Justice (eg Julie Benson) as they produced the NOS. To be reviewed/agreed at 1<sup>st</sup> WG mtg.</li> </ul>	KW / NP NP/ DH Chair NP / KW -
7	<p><b>R23-24 (Working Group 3):</b></p> <ul style="list-style-type: none"> <li>▪ <b>Chair/Lead: must be Industry</b> (formerly Carl Lamb). To be agreed – CL or possibly other eg Stuart Warbarton?</li> <li>▪ Send email to all old PSLG WG5 suggesting old Mutual Aid WG reconvenes &amp; re 1<sup>st</sup> WG mtg</li> <li>▪ PD to send KW list of names/email addresses.</li> <li>▪ Need to ensure JOIFF rep included.</li> <li>▪ R23-24 XREF to R15 (re Mutual Aid). Note in WG3 Delivery Plan.</li> </ul>	PD / MC KW / PD PD PD KW
8	<p><b>R32 (Working Group 4):</b></p> <ul style="list-style-type: none"> <li>▪ <b>Chair/Lead: EA</b> (MM / RC to agree within EA and liaise with BL as Agencies Rep at SG).</li> <li>▪ Members: SEPA, N Ireland representation, FRS, industry</li> <li>▪ Update initial gap analysis for R32 and circulate with outline WG4 Delivery Plan.</li> </ul>	BL / MM MC / PD KW
9	<p><b>Delivery Timescales:</b></p> <ul style="list-style-type: none"> <li>▪ BL, PD, DB voiced concerns re current timescale (end Dec09) being very unrealistic. Most present agreed.</li> <li>▪ Decision on realistic delivery timescales will be made by each WG once they have completed more detailed gap analysis, so there is firm foundation/sound evidence base for that decision. WGs can put conclusions to SG, justifying why timescale needs revising.</li> </ul>	WG1-4
10	<p><b>WG Delivery Plans:</b></p> <ul style="list-style-type: none"> <li>▪ SG agreed draft template provided sensible/practical framework for ensuring key decisions/issues considered by each WG. Provides common structure/consistency in approach across all 4 WGs.</li> <li>▪ Split initial gap analysis into WG recommendation groupings. Paste into Delivery Plans.</li> <li>▪ Provide links to any relevant background documents.</li> <li>▪ Populate Annexes for Delivery Plans with relevant information.</li> <li>▪ Attach Annexes for (i) Decisions to be made at 1<sup>st</sup> WG mtgs; (ii) template for monthly reporting format.</li> </ul>	All KW
11	<p><b>For WG Progress reporting, SG agreed:</b></p> <ul style="list-style-type: none"> <li>▪ each WG will provide monthly WG progress report to SG Coordinator (KW) – who will ensure reports forwarded onto other relevant parties (eg SG Chair, PSLG, CAP-EPLG) as appropriate.</li> <li>▪ Update reports to include progress to date against agreed milestones and timescales, noting any issues or considerations arising, and next steps proposed.</li> <li>▪ PD to forward KW UKPIA exemplar.</li> <li>▪ Use GANTT chart for progress tracking at SG level (is Excel package).</li> </ul>	WGs  PD KW
12	<p><b>SG meetings &amp; communications:</b></p> <ul style="list-style-type: none"> <li>▪ communicate mainly by email/phone. Aim to hold FtF meetings every 3m.</li> <li>▪ <u>Next FtF meeting agreed: 27 Oct 09.</u> TBC asap &amp; arrangements made.</li> <li>▪ Chair of each WG to attend next SG meeting (&amp; possibly others too) to ensure:</li> </ul>	All KW/All

	<ul style="list-style-type: none"> <li>- any inter-relationships across 10 recommendations identified &amp; discussed.</li> <li>- high profile progress monitoring put in place to maintain momentum</li> <li>- Each Chair to do short presentation on progress/issue to date.</li> <li>▪ Other attendees for 2<sup>nd</sup> SG meeting to be notified of date asap. CCS to be invited.</li> <li>▪ Date of next full CAP-EPLG meeting TBC asap.</li> </ul>	<p>WG Chairs KW KW</p>
13	<p><b>DB to forward to KW:</b></p> <ul style="list-style-type: none"> <li>▪ copy of Skills for Justice Nat.Occ.Stds.</li> <li>▪ details on Fire SA - website address/link.</li> <li>▪ contact details for Simon Hunt, Strathclyde. Clarify.</li> </ul>	<p>DB</p>