

**Voluntary Sector Civil Protection Forum Working Party
Wednesday 18 September 2013, 10.30 am – 1.00 pm
35 Great Smith Street. SW1P 4DF**

Attendees:

Simon Lewis, BRC – Chair
Johanna Phillips, BRC – Secretary
Dom Kehat, BRC – Admin Support
Nick Brown, Civil Contingencies Secretariat, Cabinet Office
Angela Currie, WRVS
Trevor Groves, RAYNET
Steven Nesbit, DCLG, Resilience Emergencies Division
John Newman, St John Ambulance
Peter Huckle, St John Ambulance
Jim Glennon, Cruse Bereavement Care
Ian Hoults, Local Government Association
Muriel McClenahan, Salvation Army

Apologies:

Jen Williams, Association of Chief Police Officers
Caroline Birkett, Victim Support Service

1. Welcome and introduction _____

1.1 Simon Lewis welcomed all those in attendance and expressed enthusiasm for his new role as chair.

1.2 John Newman announced he was to be leaving his post, but would remain on in an advisory role at St John Ambulance. Peter Huckle was to replace him on the working party. John is likely to attend one further meeting.

2. Notes of the meeting of 3rd July 2013 _____

2.1 The notes were agreed.

Agenda item	Action	result
3.6	Need to change 'chair' to 'secretary' in regards to what CCS could provide.	Viewed as less important, given that these minutes were for internal use only.
5	Trevor discussed the current trials going on with EE in North Yorkshire in respect to emergency alerting. Simon expressed interest in the need to offer advice/signposting.	Agreed that Charlotte Lawrence, CCS, should be invited back to provide follow up and evaluation after these initial trials are complete.

Action:

Agreed that minutes should be available on website, once they have been accepted by all in attendance. This will happen with these minutes going forth, but will not be backdated.

3. Membership ---

- 3.1 Steven raised Mountain Rescue's interest in membership of the VSCPF working group. Nick equally raised Rotary International's interest in further involvement. Discussion was had as to the criteria of membership and the difference between the membership of the forum, and the membership of the working group. It was concluded beneficial for the working group to remain small in size.

Action:

Steven to go back to David Allen (Mountain Rescue) to gain more information about Mountain Rescue's constitution, taking particular note of the coverage of their services. Steven was asked to bring this to the next meeting.

Action:

Johanna asked to draft a criterion for membership of the working group, and bring this to the next meeting, with input from Trevor and Muriel.

4. Request for 1:1 meetings ---

- 4.1 Simon expressed interest in meeting members of the working group individually, so as to better represent the collective interests of VSCPF working group. The group agreed to this.

Action:

Dom to arrange 1:1 meetings with all members and Simon.

5. Discussion around whether/how we can improve the added value of the VSCPF and the Working Group ---

- 5.1 Simon invited members to raise recommendations around VSCPF and the working group going forward.
- 5.2 John discussed the need to better disseminate information, and it was agreed that making the minutes public would assist in this.
- 5.3 It was concluded that the working group had become too focused on the Annual Conference, to the detriment of strategic discussion.

6. The VSCPF Annual Meeting – arrangements ---

- 6.1 Conversation was had as to the structure and purpose of the Annual Meeting.
- 6.2 It was concluded that the target audience for the Meeting could be understood as fitting into two wider groups:
- a) those not in the voluntary sector: primarily Category 1 responders
 - b) the voluntary sector itself.

This then affects the purpose of the Meeting – to be a showcase, or to be a dialogue.

- 6.3 It was agreed the Annual Meeting was too front loaded – and that there should be time within the Annual Conference for those organisations unable to join the working group to contribute.
- 6.4 After much conversation, two approaches came to the fore:
1. The possibility of a showcase (pre-designed simulated exercise), within which voluntary services could demonstrate their capabilities to the non-voluntary sector, and equally show best practice to the voluntary sector.
 2. Open discussion symposium, within which other national voluntary groups can share ideas and good practice.
- 6.5 It was noted that such discussion symposiums could be had alongside other large national events – such as the National Emergency Services Show

Action:

Simon to speak to Jen (ACPO), and contact the working group members before the next meeting with details of exactly what she is suggesting, and therefore where her plans fit into the above two approaches.

Action:

Johanna to coordinate with Muriel, Jim, Steven and Peter in regards to organising these events. Nick is happy to be involved if further help is required. This includes designating an organisation member to assisting with arrangements, as it is acknowledged the planning for the showcase (pre-designed simulated exercise) is likely to be time consuming.

7. The draft VSCPF Guide on Involving the Faith Communities in Civil Protection ———

- 7.1 This is to be discussed during the VSCPF Faith Sub-Group meeting held on 23 September 1300-1530 at the British Red Cross Office in Moorgate.

8. The draft VSCPF Guide on Identifying Local Voluntary Sector Civil Protection Capability —————

- 8.1 It was widely agreed that the document offered little new or substantial information, and concerns were voiced as to the risk to credibility that could be had from releasing as ‘new’ a document that had clearly relied heavily on old work.
- 8.2 Discussion was had as to the making the VSCPF Guide on Identifying Local Voluntary Sector Civil Protection Capability a collation of several other guidance documents.

Action:

Johanna to circulate the VSCPF: Voluntary Sector Engagement Guidance Note t, the VSCPF: DCLG (RED) Advisors’ Booklet and the existing VSCPF Guide on Identifying Local Voluntary Sector Civil Protection Capability, to gather the working groups initial ideas. Members are encouraged to email Johanna 4-5 bullet points, after which Johanna will send out a draft combination document.

9. Amending the MoU

Action:

Johanna to circulate the MoU

9.1 At this point the issue of the name 'Voluntary Sector Civil Protection Forum' was raised, with Nick pointing out the language of 'civil protection' now seemed outdated. This was agreed on.

Action:

Whilst considering the organising of the Annual Meeting, the same people noted in Action under Article 6.4 - Johanna, Muriel, Jim, Steven and Peter – will consider name possibilities.

10. Recent developments and activities

10.1 **Cruse Bereavement Care**

- Funding has been received to assist in peer support in military bereavement

Royal Voluntary Service

- Angela wished to thank the group, and wish them luck for the future
- Angela identified her replacement to be Deborah Fair

CCS

- Wished to thank Angela for all her hard work within the working group
- The 'Get Ready for Winter' webpages to launch on the Met Office website on 25 October 2013
- Scoping work on-going to establish and identify a Lead Government Department for the Humanitarian Assistance Workstream which forms part of the National Resilience Capabilities Programme.

LGA

- Discussed the implications of spending cuts, and the impact this had on voluntary service providers involvement

Salvation Army

- Continued training programme
- Noted the increased calls to respond – especially by fire services
- Thanked the good working relationship Salvation Army maintained with St John Ambulance for the successful response to the Dartford Crossing incident

St John Ambulance

- Transition to regionalisation is now complete, with continued work being held to ensure resilience continues in the new structure

British Red Cross

- Working closely with Salvation Army in the response and the staffing of rest centres in instances of human trafficking

- Assisting FareShare, the food supply charity, in the provision of volunteers for their collection of non-perishable food goods at supermarkets

11. Any other business

- 11.1 Simon used this as an opportunity to thank Angela for her long standing commitment and hard work in the VSCPF working group. On behalf of the whole group, Simon then presented Angela with flowers.

Action:

Johanna to send out the link and brief of Resilience Now

12. Date of next meeting

- 12.1 The next meeting is to take place sometime before Christmas 2013

Action:

Dom to set up a Google Doodle to identify a suitable date.