

**Voluntary Sector Civil Protection Forum Working
Party
Monday 3rd March 2013, 10.30 am – 1.00 pm
35 Great Smith Street, SW1P
4DF**

Attendees:

Caroline Birkett, Victim Support Service
Nick Brown, Civil Contingencies Secretariat, Cabinet Office
Jim Glennon, Cruse Bereavement Care
Trevor Groves, RAYNET
Peter Huckle, St John Ambulance
Dom Kehat, British Red Cross – (Admin Support)
David Kerry, Local Government Association
Andre Knirsch, Royal Voluntary Service
Simon Lewis, British Red Cross – (Chair)
Steven Nesbit, Resilience Emergencies Division, Department for Communities and Local Government,
Johanna Phillips, British Red Cross – (Secretary)
Howard Way, Association of Chief Police Officers
Jen Williams, Association of Chief Police Officers

Apologies:

Ian Hoults, Local Government Association
Muriel McClenahan, Salvation Army

1. Welcome, introduction and apologies_____

Simon welcomed Andre Knirsch, the new representative from Royal Voluntary Service to the group.

Salvation Army sent apologies – but provided an update. David Kerry (LGA), joined the group in place of Ian Hoults who was busy due to flood response.

2. Minutes of the meeting of 13 December 2013_____

Agenda item	Action	Result
2 Draft MOU/ Membership criteria	Various edits to MOU, including a change of title to Terms of Reference	These changes have been made, and the final copy has been sent to Nick

3	Dom to send final Faith Guidance document to Nick.	Cabinet Office will upload the Guidance asap.
4	Simon to talk to Paul Netherton re LRF Chairs Launch.	Simon is now on the panel at the LRF Chairs Launch – offering an opportunity to promote the voluntary sector capabilities.
4.2 Voluntary Sector Capability brochure	Dom to convene a meeting between British Red Cross marketing manager, and voluntary sector members.	Meeting postponed until a later date.
5 CCS Public Emergency Alerting Project	Trevor and Simon to represent voluntary sector and feed back	Trevor offered overview of the meeting.
6 NRE Contract	Trevor to circulate document clarifying license renewal	This document was circulated. Organisations have been asked to provide a list of active license holders to CCS. Live date of replacement has been pushed back to

Action: Simon to write a short note to accompany the publication of Faith Guidance on the bulletin. Simon to get this to Nick by 13 March, so Faith Guidance can be released on the week commencing 17 March.

3. Membership Update ---

3.1 Involvement of Category 1 and 2 responders

It was concluded that whilst there was worth in Category 1 and 2 responders attending the Working Party on an ad-hoc basis, including them as members of the Working Party would make the group too top heavy.

The suggestion of Local Resilience Forum Chair presence at the VSCPF Working Group was received positively.

Action: Simon to discuss LRF representation at VSCPF with Lindy and Jen at the Civil Contingencies meeting.

3.2 Other new members

The Rotary Club has expressed interest in joining the VSCPF working group – an ask with added weight in light of their involvement in the recent flood response.

It was acknowledged that whilst the Rotary Club has a large membership, it is not involved in the emergency planning process. This does not however negate their ability to participate in wider VSCPF activities, such as the networking event.

The need for the Working Group to remain dynamic, and be open to new members was acknowledged.

4. The VSCPF Work Plan 2014

4.1 Voluntary Sector Capacity and Capability brochure

Jen discussed the need for the Voluntary Sector to be easily accessible by Category 1 and 2 responders. One way to ensure this was to offer a clear catalogue of capabilities, and map where in the UK this offer exists.

The benefit of this information, expressed in a single document, was identified by Simon – particularly in regards raising the profile of the Voluntary Sector at LRFs. The possibility of incorporating this document as the basis for a roadshow was briefly mentioned.

Action: Simon and Jen to talk to Lindy to discuss what information the LRF would seek in terms of capacity.

Action: Trevor to send Dom the ‘Go East’ document for circulation.

When discussing a deadline for completion of the capabilities document, National Volunteers Week (first week of June), was viewed as a good target. It was however noted that it was better to get the document done right, as opposed to quick.

Action: Dom to send out an appointment to all volunteer members and Nick to discuss

- a) capabilities brochure**
- b) the networking event**

Frances Ginn, British Red Cross Marketing Manager will also attend. All members should either bring a media representative, or else the name of a media contact for Frances to liaise with.

4.2 LRF Chairs Meeting

Simon is now sitting on the panel at the LRF Chairs Meeting on 18 March, offering a good opportunity to promote the voluntary sector capabilities.

4.3 VSCPF Simulation Exercise

Due to the amount of work involved, and other standing commitments for ACPO, the simulation has been rescheduled to take place in Q4 of 2014 – provisionally the last two weeks in November.

Action: Small action group to be set up to discuss this going forward. Dom to set up an appointment for – Howard, Johanna, Simon, representatives of College of Policing, Steven, Jim and Caroline.

5. London Resilience Team Voluntary Panel Engagement Event (14 May 2014)

This event is comparable to the networking event the VSCPF is planning to hold, but in London only.

Andre confirmed that at present nothing, except the date, has been confirmed. For those attending, this offers a good opportunity to judge what does and does not work.

6. Web Profile ---

When discussing what the VSCPF web page will look like in the future, it was concluded that Simon and Johanna's contact details are to be listed under 'contact details.' All other members will be listed within the Terms of Reference.

Action: Dom to add voluntary member websites to the Terms of Reference.

Nick also announced the Communities Prepared Hub to be live. He invited all members to contact him with queries and documents.

Action: Nick to circulate the link to Communities Prepared Hub.

7. Flood Response and Recovery ---

St John Ambulance - very active in Somerset, largely assisting in rest centres.

Royal Voluntary Service – assisting with the catering for Fire and Rescue services in Chertsey, as well as providing support to the Bournemouth Caravan Park. This has now been stood down.

Victim Support Service – whilst investigated whether their assistance was needed as a result of the reported looting incidents, the need was not there.

British Red Cross – assisting across the South of England. The British Red Cross is now in conversations about the need for self-deployment if there is an unmet humanitarian need.

The need for the voluntary sector to secure their partnerships in peace time was highlighted – as was the need for the voluntary sector to offer itself as assisting in the recovery process early on.

Action: All voluntary members to feed back to Simon their flood response activities, so he can relay this at future Official's meetings. The need for statistics was emphasised.

8. Any other business _____

RAYNET has entered into a national agreement with the Coast Guard Agency.

9. Date of next meeting _____

Action: Dom to circulate dates of next meeting with the minutes