

**Corporate Services & Partnerships Policy
Overview Committee**

14 October 2009

Minutes



HILLINGDON
LONDON

	<p>Members Present: Councillors Richard Lewis (Chairman), Sid Garg, Liz Kemp, Mary O'Connor, Robin Sansarpuri and Michael White.</p> <p>Apologies: Councillor Carol Melvin (Councillor Mary O'Connor substituting)</p> <p>Officers/Witnesses Present: Dr Iran Adil-Smith (Head of Risk and Radiation), Sarah Morris (Head of Access and Assessment, Adult Social Care, Health & Housing), Neil Suggett (Head Teacher, Hayes Park Primary School) and Khalid Ahmed (Democratic Services Manager).</p>		
<p>28.</p>	<p>Declarations of Interest</p> <p>Councillor Mary O'Connor declared a Personal Interest in Agenda Item 5 – Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services, as she was the Chairman of the London Health Commission.</p>		
<p>29.</p>	<p>Minutes of the meeting held on 8 September 2009</p> <p>Agreed as an accurate record.</p>		
<p>30.</p>	<p>Exclusion of the press and public</p> <p>It was agreed that all items of business were considered in public.</p>		
<p>31.</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="296 1541 1230 2051"> <p>Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents – Witness Session 3</p> <p>Members were reminded that at their last meeting officers were asked to undertake a sample survey of the Borough's educational and care establishments to find out whether business and continuity plans were in place in the event of a major pandemic. After discussions with officers of Education and Children's Services and Adult Social Care, Health & Housing, the Chairman agreed that this survey not be carried out as this work was already progressing. However, Members heard evidence from two witnesses on these plans.</p> </td> <td data-bbox="1230 1541 1466 2051"> <p>Action By:</p> </td> </tr> </table>	<p>Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents – Witness Session 3</p> <p>Members were reminded that at their last meeting officers were asked to undertake a sample survey of the Borough's educational and care establishments to find out whether business and continuity plans were in place in the event of a major pandemic. After discussions with officers of Education and Children's Services and Adult Social Care, Health & Housing, the Chairman agreed that this survey not be carried out as this work was already progressing. However, Members heard evidence from two witnesses on these plans.</p>	<p>Action By:</p>
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Dr Neil Suggett – Head Teacher of Hayes Park Primary School

Action By:

Members were provided with details of the preparations which had been made by Hayes Park Primary School. Issues raised were:

- The school worked from a template which was available on the Council's intranet site when producing their business and continuity plans for a pandemic. There was an appendix attached to this template which provided details on the present swine flu pandemic
- Plans were in place for teachers to transfer to different schools dependent on the impact of the pandemic on school numbers. This was as part of the extended schools partnership of which Hayes Park Primary School was in the Yeading cluster. There was flexibility in the system to ensure the education of children was not compromised
- At this stage there had been no plans to explore the possibility of using retired teachers as back up
- No decisions had been made on vaccinations but it was likely that staff would take the vaccination if offered it
- Head Teachers of schools met regularly and there was a collaborative approach to planning should there be an upsurge in the pandemic
- Networking took place between groups of specialist teachers i.e. early years group, PE staff etc
- In relation to agencies that supplied staff to schools, it was agreed that agencies be asked to ensure there were business and continuity plans in place
- Business and continuity plans were in place for administrative and catering staff of the school
- The school would only close if the ratio of teachers to pupils fell
- Hygiene measures were in place such as posters providing guidance and information on hygiene, providing tissues, hand gels and liquid soap
- An isolation area in the school had been indentified for potential swine flu pandemic victims, where parents would be asked to come and collect their children
- Pupils on field trips had also been built into the Risk Assessment procedures
- Information on swine flu and its symptoms had been communicated to parents through the school's newsletter
- There was confidence that Hayes Park Primary School would cope in the event of an upsurge in the pandemic.

Dr Iran Adil-Smith – Head of Risk and Radiation – Brunel University

Action By:

- Brunel University had 13,000 students with 4,000 students living on site
- The University had already well developed business and continuity plans in place, which had been reviewed and updated as a consequence of the swine flu pandemic. This was now an annex to the University's current business and continuity plan
- The present pandemic was part of the reporting structure for the Infectious Diseases Working Group. There was a crisis management team consisting of 14 officers with a command and control structure in place which would be implemented in an emergency
- With a large number of students living on site the issue of containment had been investigated and some flats had been identified as potential units for isolation
- Reference was made to the large number of foreign students who were at the University and who had no close family in the country. Procedures were in place for them to contact hall managers if they were unwell
- All students had been issued with information sheets on the present swine flu pandemic which provided guidelines on what they should do if they believed they had the symptoms
- Regular liaison had taken place with the PCT and Hillingdon Hospital and would continue
- A helpline had been set up for staff to report incidents
- Hygiene measures were in place and included notices and signs in toilets regarding the washing of hands. Hand gels have been provided in the cafeteria area. It was noted hand gels were not as effective as soap and water
- The University looked at the repercussions of cancelling lectures as well as the impact this would have on students with young families, or students who were carers
- Administrative staff were encouraged to know about other staff's jobs and the University had a list of recently retired staff who could be called upon in an emergency
- In relation to communication, staff had remote access to University systems
- The University was used for hospitality and conferences and this area was included in business and continuity plans
- The University had a Communications Team who in the past had dealt with other serious issues. A good communications strategy was in place
- A counselling service for students was in place
- The University was a member of the Influenza

Action By:

Sarah Morris – Head of Access and Assessment, Adult Social Care, Health & Housing

- A questionnaire had been sent out to 87 organisations who provided social care services based on the PCT template checklist and also a request was made for copies of contingency plans for the pandemic
- Meetings were being set up with suppliers of home services to ask some follow up questions
- Providers of services provided information on a daily basis on sickness levels of both residents and staff
- The department was part of the Strategic Influenza Pandemic Group
- In relation to vaccinations the Department was awaiting information from the PCT but preparations had been made with regard to prioritisation. Residents would be given the opportunity and encouraged to have the vaccination against swine flu. Vaccinations would also be offered to administrative, catering and cleaning staff. Subsequent to the meeting it had been confirmed that 250 vaccines would be available and this would be a one dose vaccination
- The priority for vaccinations was the PCT priority groups such as hospitals, GPs etc. The Council was awaiting confirmation with regard to its priority groups
- Hand gels had been provided for all care staff as an immediate supply of water was not always readily available
- Aprons and masks would be made available for staff if the pandemic worsened
- The Deputy Directors and the Heads of Service home and mobile telephone numbers have been given to the service managers across the department and added to the contingency plans for weekend and evening contact
- The meals on wheels service was provided by a private contractor but in an emergency multi portion meals could be provided to assist an establishment if required
- Staff had the facility to work remotely with mobile technology
- Contingency plans of agencies would be checked to ensure that there were no gaps in preparations. Subsequent to the meeting contingency plans had been received from agencies
- There was a counselling service for front line staff which would ensure they would be given support. This would be enhanced should the pandemic worsen
- Discussions had taken place with District Nurses regarding the possibility of sharing resources in the

	1. That the Work Programme be noted.	
33.	Cabinet Forward Plan Noted.	
	Meeting closed at 8.45pm Next meeting: 12 November 2009 at 7.30pm	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Khalid Ahmed on 01895 250833. Circulation of these minutes are to Councillors, Officers, the Press and Members of the Public.