

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

4 March 2011

The meeting commenced at 2.00 pm at the Emergency Planning Unit at Aurora Court, Riverside Park, Middlesbrough

### **Present:**

Chair            Councillor Terry Laing, Stockton Borough Council

The Mayor, Stuart Drummond, Hartlepool Borough Council  
Councillor Julia Rostron, Middlesbrough Borough Council

Officers:        Denis Hampson, Chief Emergency Planning Officer  
Chris Parkin, Group Accountant  
Angela Hunter, Principal Democratic Services Officer

### **41 Apologies for absence**

Councillor David McLuckie of Redcar and Cleveland Borough Council.

### **42 Declarations of interest by Members**

None.

### **43 Minutes of the meeting held on 16 December 2010**

Received.

### **44 Revenue Financial Monitoring Report to the end of December 2010** *(Chief Finance Officer)*

#### **Purpose of report**

To provide details of progress against the Emergency Planning Unit's overall revenue budget for 2010/2011

#### **Issues for consideration by the Committee**

The Group Accountant presented the report which provided an overall picture of performance and progress of the Emergency Planning Unit against the approved 2010/2011 revenue budget.

A Member questioned whether the funding provided by the four local authorities for the Emergency Planning service had been agreed. The Emergency Planning Officer confirmed that the local authorities were aware of the charges and had agreed that there would be a 10% cut in the budget for emergency planning for 2011/12.

#### **Decision**

- (i) Members noted the report.
- (ii) The proposed contribution to reserves of £10,500 as detailed in the report was approved.

### **45 Cleveland Community Risk Register** (*Chief Emergency Planning Officer*)

#### **Purpose of report**

- I. To provide Members with an update on the progress of the Cleveland Community Risk Register and the work of the Risk Assessment Working Group
- II. To inform Members of the revised meeting schedule for 2011
- III. To advise Members of the work being undertaken to localise pertinent risks in the Cleveland area

#### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which detailed the progress with the development of the Risk Assessment Working Group and the change in emphasis to focus more on local risks. It was noted that due to the significant progress of the RAWG it was proposed to reduce the number of scheduled meetings to two per year to be held in May and November.

#### **Decision**

- (i) Members noted the report.
- (ii) The excellent continuing work undertaken by the Emergency Planning Unit and the Risk Assessment Working Group on behalf of the Cleveland resilience community was noted.

### **46 Cleveland Emergency Planning Unit – Strategic Risk Register** (*Chief Emergency Planning Officer*)

#### **Purpose of report**

- I. To inform Members of the creation of the Strategic Risk Register for the Cleveland Emergency Planning Unit (CEPU) that identifies the

strategic risks that are pertinent to the CEPU, its working practices and management and future stability

- II. To inform Members that the risk scores for each of the identified risks reflect the current control measures and mitigation that are currently in place
- III. To inform Members of the minor number of control measures which are ongoing and which once achieved will either sustain or decrease the current risk rating.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which examined risks, control measures and outstanding mitigation. Members were informed that seventeen strategic risks had been identified and were detailed in the report. However, it was noted that due to the host of control measures already in place, none of the identified risks had been given a high residual risk score.

A Member commented that the Strategic Risk Register had been really useful and was a very clear document.

### **Decision**

- (i) Member noted the report.
- (ii) Members acknowledged the significant number of control measures in place which need to be maintained or where possible enhanced, to address the identified strategic risks.
- (iii) Members noted the small number of additional control measures being addressed.
- (iv) Member noted that the register would be placed on the LRF website.

## **47 Draft Revision to Chapters of Emergency Preparedness (under the CCA Enhancement Programme) (Chief Emergency Planning Officer)**

### **Purpose of report**

- I. To inform Members of the consultation documents issued by the Civil Contingencies Secretariat (CCS) under the CCA Enhancement Programme.
- II. To inform Members that the Emergency Planning Unit has prepared a draft response to the consultation documents on behalf of the Joint Committee and Local Authorities and will send a reply to the Cabinet Office by the closing date of 11<sup>th</sup> March 2011.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which highlighted that the proposed changes would not have a significant impact on Cleveland. Whilst it was recognised that the changes to the proposed guidance would assist Emergency Planners and responders in their roles, it was clear that there was little new that would affect how emergency planning takes place within Cleveland.

Members were pleased to note that the Emergency Planning Unit already operated to what was recognised nationally as best practice.

### **Decision**

- (i) Members note the report.
- (ii) The draft response which would be sent to the Civil Contingencies Secretariat was agreed.

## **48 NEMO – Recovery Exercise and Training Day** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To inform Members of the outcome of the training and exercise day held on Friday 26<sup>th</sup> November 2010 examining recovery from a major flooding event in Cleveland.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which detailed the content and actions resulting from the exercise/training day undertaken. It was noted that an integral part of any exercise or training day was to learn lessons and review plans and procedures. Consequently, the Emergency Planning Unit was co-ordinating a review of the Incident Recovery Plan and details were included within the report.

### **Decision**

- (i) Members noted the report and actions resulting from the event.
- (ii) Members acknowledged the efforts of the Cleveland Emergency Planning Unit in organising a successful and cost effective event.

## **49 Future of Sub-National Structures** *(Chief Emergency Planning Officer)*

### **Purpose of report**

- I. To inform Members of the letter circulated by the Deputy Director,

Local Response Capability, Civil Contingencies Secretariat dated 7<sup>th</sup> February on the future of sub national structures.

- II. To inform Members of the present situation in respect of sub-national resilience structures.
- III. To seek the views of Members on the future structures so that a response may be sent to the Civil Contingencies Secretariat on behalf of the Joint Committee and Emergency Planning Unit.
- IV. To inform Members that this report had been compiled from information in the letter dated 7<sup>th</sup> February and from discussions at a meeting held in London organised by the Civil Contingencies Secretariat on Thursday 17<sup>th</sup> February 2011 attended by the Chief Emergency Planning Officer on behalf of the resilience/emergency planning community in Cleveland.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which detailed the background to the Regional Resilience Team (RRT). It was noted that the underlying concept of the RRT was to 'add value' to the local resilience agenda and Members of the RRT had taken part in a number of exercises held within Cleveland.

Following the abolishment of the present regional resilience structures after 31 March 2011, a new resilience sub national structural was being proposed based nationally on four hubs. It was proposed that the hub for the North of England be based in Leeds with 16 members of staff. The report detailed how this proposal would operate. A number of questions which explored the support to Cleveland, sharing information and best practice and support on issues of mutual aid and interoperability were detailed in the report along with the Chief Emergency Planning Officers' suggested responses.

A Member questioned whether this may provide an opportunity to generate some income. The Chief Emergency Planning Officer indicated that if suitable accommodation was to be provided for an officer from the Leeds office in the Cleveland office, a recharge was likely to be necessary.

Members discussed the operation of the North East Ambulance Service and it was suggested that each Member ascertain feedback from their respective local authorities on how this service was operating. This would then be fed back to this Committee at a future meeting.

### **Decision**

- (i) Members noted the report and proposals made.
- (ii) It was agreed that the Chief Emergency Planning Officer fed back to the Civil Contingencies Secretariat the responses made by the Committee to the suggestions put forward in this paper.

- (iii) That Members ascertain feedback from their respective local authorities on the operation of the North East Ambulance Service and report back to a future meeting of the Committee.

## **50 CCA Enhancement Programme** *(Chief Emergency Planning Officer)*

### **Purpose of report**

- I. To inform Members of the current position in respect of the Civil Contingencies Act (CCA) Enhancement Programme being carried out by the Civil Contingencies Secretariat (CCS).
- II. To inform Members that this report has been compiled from information gained from a Seminar held at the Hilton Hotel Sheffield on 7<sup>th</sup> December 2010 and from discussions at the LRF Chairs meeting held in London on Thursday 17<sup>th</sup> February 2011, both events attended by the Chief Emergency Planning Officer.
- III. To inform Members that the enhancement programme ties in with the recent recommendations of the Strategic Defence and Security Review, one principle recommendation being “to ensure a secure and resilient community”

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which provided the progress on the Enhancement Programme being undertaken by the CCS. Members were asked to note that a scheme for a new Government Community Resilience Project would be launched on 7 March 2011. This would encourage local communities, such as Town Councils, to prepare their own community resilience plans. This was already being undertaken in some parts of the country, often in small villages. Communities would however need advice and guidance from the EPU on the production of such plans and any exercising that took place.

### **Decision**

- (i) Members noted the report.
- (ii) Members noted that a ‘Strategic Audit’ of Emergency and Resilience Planning functions may occur in the near future.

## **51 Multi-Agency Exercise Calendar** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To provide Members with an overview of the multi-agency exercises which have taken place during 2010/11, a summary of the significant lessons learnt

and areas of concern identified as a result of the exercises conducted and the multi agency exercise and training calendar for 2010-2012.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Unit presented a report which provided the background to need for a multi-agency exercise and training calendar for 2011-2012. It was noted that the Exercise Planning Group record any significant issues learned or priorities/actions to be taken forward from any exercise or training.

A draft exercise calendar was attached to the report by way of appendix and Members were asked to note that this may change depending on resourcing and priorities. Following each exercise, a de-brief process was undertaken and due to the increasing demand on resources, where appropriate key players had been debriefed directly after the exercise. The report included a table which outlined the number and type of exercises conducted since 2007 and those planned up to 31 March 2012. In addition, the report detailed the notable exercises undertaken in 2010/11. Members attention was drawn to a number of pertinent issues which were detailed in the report.

A Member sought clarification on 'Exercise Watermark' and the Chief Emergency Planning Officer confirmed that all Members should have received an invite but would ensure additional invites were circulated. The Chair submitted his apologies for this event due to prior commitments.

### **Decision**

- (i) Members supported the schedule of exercises for 2011-12.
- (ii) Members noted the work that is undertaken in ensuring plans were tested and exercised as appropriate.
- (iii) That the Local Authorities, through the Emergency Planning Unit, continue to support the Exercise Planning Group and the Civil Contingencies Act exercise matrix.
- (iv) All exercises benefitting from or requiring multi-agency involvement should be notified to the exercise planning group at the earliest possible opportunity.
- (v) Members noted that further information was available via the Exercise Planning Group/Cleveland Emergency Planning Unit.

## **52 Reported Incidents / Cleveland Communications Strategy** (Chief Emergency Planning Officer)

### **Purpose of report**

To inform Members of the incidents reported, severe weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit between 20<sup>th</sup> November 2010 and 20<sup>th</sup> February 2011.

### **Issues for consideration by the Committee**

The Chief Emergency Planning Officer presented a report which highlighted that the Emergency Planning unit had received a total of 15 warnings from the Met Office relating to adverse weather conditions, mostly 'out of hours'. Further details of warning received were included within the report. It was noted that there had been six incidents of note in which the Emergency Planning unit had become involved and these were detailed in Appendix A.

### **Decision**

Members noted the report.

**P J DEVLIN**

**CHIEF SOLICITOR**

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