

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

13 June 2012

The meeting commenced at 10.00 am at the Emergency Planning Unit,  
Aurora House, Middlesbrough

**Present:**

The Mayor, Stuart Drummond, Hartlepool Borough Council  
Councillor Steve Goldswain, Redcar and Cleveland Borough Council  
Councillor David Rose, Stockton Borough Council  
Councillor Julia Rostron, Middlesbrough Borough Council

Andy Summerbell, Chief Emergency Planning Officer  
Chris Parkin, Group Accountant  
Vicky Bosley, Democratic Services Officer

### **1. Appointment of Chair**

That Councillor Julia Rostron (Middlesbrough Borough Council) be elected  
Chair of the Committee

**Councillor Rostron in the Chair**

### **2. Apologies for Absence**

None

### **3. Declarations of interest by members**

None

### **4. Confirmation of the minutes of the meeting held on 8 November 2011**

The record of decision was received.

The Chief Emergency Planning Officer provided an update with reference to 'Exercise Creek – minute number 11', regarding the development of a contract with Kenyon for the provision of temporary mortuary facilities in Hartlepool (fixed site) and tented capability across Cleveland. This was a tremendous achievement and recognised the benefit of Exercise Creek in exposing the gaps in the provision at that time.

## **5. 2011/12 Revenue Outturn Report** (Chief Finance Officer)

### **Purpose of report**

To provide details of the revenue outturn for the Cleveland Emergency Planning Joint Committee for the year 2011/2012.

### **Issue(s) for consideration by the Committee**

The Group Accountant provided background information and made reference to the Statement of Account which was detailed in Appendix A and attached to the main report. The outturn position was summarised in the form of a table contained in the main report. The table showed a favourable variance on the main Emergency Planning Unit (CEPU) budget. This had been achieved as a result of a combination of the following:

- Staff savings in relation to a post becoming vacant mid year.
- Additional income from the Primary Care Trust (PCT). Although this was a one-off contribution the Chief Emergency Planning Officer had been working with the PCT in order to secure future contributions.
- The temporary funding of the Chief Emergency Planning Officer by the Cleveland Police Authority (CPA) in the first three months of his appointment.
- The temporary benefit of grant funding from the Environment Agency.

### **Decision**

That Members approved the 2011-2012 revenue outturn.

## **6. 2011-2012 Annual Audit Return** (Chief Finance Officer)

### **Purpose of report**

To provide details of the Annual Audit Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2011/2012.

### **Issue(s) for consideration by the Committee**

The Group Accountant provided background information and made reference to the Audit Commission return which was detailed in Appendix A and attached to the main report. A paper copy of the Audit Commission return was provided by the Group Accountant, which was signed by the Chair and Clerk of Emergency Planning Joint Committee at the meeting.

### **Decision**

That Members approved the 2011/2012 Annual Audit Return, which included the Accounting Statement and Annual Governance Statement.

## **7. CEPU Annual Plan 2012-2013** (Chief Emergency Planning Officer)

### **Purpose of report**

To present to Members of the Cleveland Emergency Joint Committee the Annual Plan for the Local Authority element of Cleveland Emergency Planning Unit for the year 2013.

### **Issue(s) for consideration by the Committee**

The Chief Emergency Planning Officer provided comprehensive background information with reference to the CEPU Annual Plan. Section three of the plan identified twenty one performance indicators upon which the CEPU would focus during the year for the Local Authorities and some eighteen for the Cleveland Local Resilience Forum. Whilst all thirty nine were important, it was reported that four strands were at the forefront of the work of the CEPU in 2012-13 and were detailed within the report. The Chief Emergency Planning Officer highlighted a potential of increased Control of Major Accident Hazard Regulations (COMAH) sites which would lead to increased responsibilities for Local Authorities.

It was reported that the performance indicators as shown in the final section of the plan would allow the performance of the CEPU to be judged and monitored via the use of Hartlepool Borough Council's Covalent system. The Chief Emergency Planning Officer confirmed a progress report would be brought to the next Emergency Planning Joint Committee for monitoring.

### **Decision**

- i. That Members noted the report.
- ii. That Members endorsed the 2012 - 2013 Annual Plan including the performance indicators and budget provision.

## **8. Review of CEPU Performance Indicators 2011-12** (Chief Emergency Planning Officer)

### **Purpose of report**

To inform the Joint Committee of the results and progress made on achieving the performance indicators set in the 2011/12 Annual Plan of the Cleveland Emergency Planning Unit.

### **Issue(s) for consideration by the Committee**

The Chief Emergency Planning Officer reported that in order to manage and continually improve service and performance and determine if the Emergency Planning Unit was meeting aims and objectives, a number of realistic and meaningful performance indicators were set and monitored and the progress and performance of the CEPU were reviewed. The report detailed the progress made towards achieving those performance indicators during the period 1st April 2011 to 31st March 2012 and a number of points to note. The Chief Emergency Planning Officer confirmed that this plan was no longer in force and that the CEPU were currently working towards a new plan.

A Member questioned if the CEPU was involved in the proposed new nuclear site at Hartlepool and the Chief Emergency Planning Officer confirmed that the CEPU were engaged in nuclear exercising, however were not involved in any planning of new builds, other than as consultee through Hartlepool Borough Council's Planning Department upon the potential impact of new builds within a radius of the power station.

### **Decision**

That Members noted the report.

## **9. Reported Incidents – Cleveland Communications Strategy** (Chief Emergency Planning Officer)

### **Purpose of report**

To inform Members of the Emergency Planning Joint Committee 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. The report covers the period between 1<sup>st</sup> January 2012 and 31<sup>st</sup> March 2012 (thirteen week period).

### **Issue(s) for consideration by the Committee**

During the thirteen week period the Emergency Planning Unit received one warning from the Met Office relating to adverse weather conditions (ice). No flood warnings had been issued by the Environment Agency over this period.

It was reported that the industrial communications strategy was used to alert and if required request action from services / members of the public in the event of an incident offsite. Two levels of information were issued; 1) blue – for information only and 2) red - where action is required. Red communications are broadcast on BBC Tees. A new system had been implemented which converted faxes to an email structure that could be sent

direct to a Blueberry in order to achieve maximum efficiency.

Brief details of incidents to note had been provided in the form of a table contained in Appendix A, attached to the main report. The Chief Emergency Planning Officer provided more detail on the large fire at Port Clarence, Stockton on 10 March 2012, the potential terrorism / explosive device at Saltburn Promenade Car Park on 13 March 2012 and the local and national threat of the fuel tanker driver strike on 26 March 2012.

A Member praised Stockton Borough Council for their input with reference to the fire at Port Clarence and the Chief Emergency Planning Officer highlighted that their forward thinking had been commended by Cabinet Group with regards to the threat of the fuel tanker driver strike. Communication had been made by CEPU with Cleveland Police and Probation in the view of public protection.

### **Decision**

That Members noted the report.

## **10. Review of Local Resilience Forum (LRF) (Chief Emergency Planning Officer)**

### **Purpose of report**

To inform Members of the review of the Local Resilience Forum and its constituent parts.

### **Issue(s) for consideration by the Committee**

A summary of twenty one recommendations were detailed within the report and discussions between Member's and the Chief Emergency Planning Officer took place. Recommendation nineteen – The Management and Secretariat provision to the LRF remain unchanged was discussed in more detail in terms of funding. It was highlighted that the CEPU spent 30% of their time working on LRF work, which was not funded by LRF and therefore had no cost benefit. The Chief Emergency Planning Officer confirmed that he was currently working as part of a review group on behalf of the LRF looking at overall funding and potential opportunities to income generate by sharing work with neighbouring LRF's and authorities.

### **Decision**

That Members noted the report and provided feedback on the review progress.

## **11. Any Other Items which the Chairman Considers are Urgent**

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

## **12. Income Generation- Safety Advisory Courses** (Chief Emergency Planning Officer)

### **Issue(s) for consideration by the Committee**

The Chief Emergency Planning Officer advised that the CEPU had been liaising with the college to deliver Safety Advisor Courses at the CEPU as an alternative to the college, which would be cost effective and save on travel time. It was confirmed that it would be beneficial to deliver other courses in the CEPU as apposed to the college, which the Chief Emergency Planning Officer was currently investigating.

The Chief Emergency Planning Officer commented that subsequent to the Dreamspace presentation last year all four local authorities now had Safety Advisory Groups which were processing events in a similar fashion, which enabled a corporate approach across Cleveland.

### **Decision**

That Members noted the verbal update.

## **13. Leadership and Management Degree** (Chief Emergency Planning Officer)

### **Issue(s) for consideration by the Committee**

The Chief Emergency Planning Officer advised that the Assistant Director of Transport and Engineering of Hartlepool Borough Council had introduced an accredited Resilience course which provided forty credits towards a Leadership and Management Degree, which would be delivered by Teesside University. The course would be suitable for a local authority middle / senior manager and the course content covered; 'Understanding what resilience is', 'How to cope in a crisis' and two case studies, the first on 'Decision making' and the second on 'Planning for events / incidents'.

Members questioned if the course would be available for the four local authorities only or for a wider audience such as Amec and other chemical sites. The Chief Emergency Planning Officer advised that the course would be available for North LRF, the four local authorities and Darlington Borough Council.

**Decision**

That Members noted the verbal update.

**14. Provisional Schedule for 2012-2013 Emergency Planning Joint Committee** (Democratic Services Officer)

**Purpose of report**

To receive confirmation of proposed schedule of 2012-2013 Emergency Planning Joint Committee dates and times.

**Issue(s) for consideration by the Committee**

The provisional dates for future Emergency Planning Joint Committee were:

- 10.00 am Tuesday 23 October 2012
- 10.00 am Tuesday 22 January 2013
- 10.00 am Tuesday 25 June 2013

**Decision**

That the Committee confirmed the proposed schedule for 2012-2013.

**PJ DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 20 June 2012**