

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

11 June 2013

The meeting commenced at 10.30 am at Aurora Court, Barton Road,
Riverside Park, Middlesbrough

Present: Councillor Marjorie James, Hartlepool Borough Council
Councillor Charles Rooney, Middlesbrough Borough Council

In accordance with paragraph 5.2 (ii) of Hartlepool Borough Council's constitution Councillor Robert Cook, Stockton on Tees Borough Council was in attendance as substitute for Councillor David Rose

Officers: Alastair Smith, Assistant Director, Neighbourhoods
Stuart Marshall, Chief Emergency Planning Officer
Sandra Shears, Head of Finance
Chris Parkin, Group Accountant
Denise Wimpenny, Principal Democratic Services Officer

1. Appointment of Chair

Councillor David Rose was appointed as Chair.

2. Appointment of Vice Chair

Councillor Marjorie James was appointed as Vice-Chair.

Councillor James in the Chair

In the discussion that followed it was agreed that the Chair be appointed on a bi-annual basis and be rotated between the respective authorities. Further details of discussions in this regard were set out in Minute 9 below.

3. Apologies for Absence

Apologies for absence were submitted on behalf of Councillor David Rose, Stockton on Tees Borough Council and Councillor Steve Goldswain, Redcar and Cleveland Borough Council.

4. Declarations of interest by Members

None

5. Minutes of the meeting held on 22 January 2013

A copy of the minutes of 22 January were circulated for information purposes for the benefit of new Members.

6. Matters Arising from the Minutes

It was noted that the meeting held on 22 January 2013 was inquorate and the Chair sought clarification as to whether any items considered at that meeting required endorsement.

In relation to Minute 22 of the last meeting, Members were happy to endorse the recommendations relating to the transfer of any underspend at the year end to reserves to support service delivery in future years.

In relation to Minute 20 – Membership of the Joint Committee, Members were of the view that the current arrangements should be retained with 4 named Members from each authority together with a named substitute. Further details of discussions were set out in Minute 9 below.

7. 2012/13 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 Accounts, as detailed at Appendix A. A summary of the outturn position was provided as set out in the report. A favourable variance of £21,076 on the main Emergency Planning Unit (EPU) budget had been achieved as a result of a combination of the

following:

- The temporary benefit of grant funding from the Environment Agency.
- Staff savings in relation to staff being budgeted for at the top of their grade where in some instances they had not yet reached this salary point and to a post becoming vacant mid year

Members were referred to a decision at a previous meeting that under-spends be transferred to reserves to maintain service provision in future years as funding reduced and the proposal that this principle continued.

Decision

- (i) Members approved the 2012-2013 revenue outturn.
- (ii) That the principle adopted at the Joint Committee meeting on 8 November 2011 continue and that the under-spend be transferred to reserves.

8. 2012/13 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 2012/2013.

Issue(s) for consideration by the Committee

The Group Accountant provided background information and made reference to the Audit Commission return, a copy of which was attached as an appendix to the report. The return included the Accounting Statements, Annual Governance Statement and Annual Internal Audit Report. A paper copy of the Audit Commission return was provided by the Group Accountant, which was signed by the Chair at the meeting.

Decision

Members approved the 2012/2013 Annual Audit Return which included the Accounting Statement and Annual Governance Statement.

9. Amended Emergency Planning Joint Committee Constitution *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the Emergency Planning Joint Committee (EPJC) of the amended constitution and terms of reference, attached as an appendix to the report.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer presented the report which updated Members on recent changes to the constitution and terms of reference, a copy of which was attached as an appendix to the report for Members' consideration. Members were advised that the changes had been made to address the issue of failure to obtain a quorum at recent meetings and an addition had been made to include the ability to nominate deputies to increase the likelihood of a quorum being achieved at future meetings. The revised constitution and terms of reference also reflected the recent changes in membership from the respective authorities.

In the discussion that followed the importance of nominated members ensuring that their appointed substitutes were made aware of the decision making requirements of this Committee and such nominees should be authorised by their respective authorities to take decisions of this type. It was also suggested that the constitution and terms of reference be updated to reflect this requirement. The Principal Democratic Services circulated an Appointment of Substitutes Form and requested that this be completed and returned to Democratic Services at Hartlepool Borough Council within 14 days of this meeting if possible.

Further to discussions earlier in the meeting in relation to the current annual election of Chair and agreement that the Chair and Vice-Chair should be appointed on a bi-annual basis (Minute 2 refers), it was suggested that the rotational arrangements be included in the constitution as follows:-

Stockton on Tees Borough Council – 2013 to 2015
Hartlepool Borough Council 2015 – 2017
Middlesbrough Borough Council **2017 – 2019**
Redcar and Cleveland Borough Council **2019 – 2021**

Decision

- (i) That the constitution and terms of reference be amended to include:-
 - reference to the decision making requirements of substitute Members.

- rotation of Chair information, as set out above.
- (ii) Details of nominated substitutes be provided by all Members of the Committee and submitted to the Principal Democratic Services Officer at Hartlepool Borough Council within 14 days.

10. CEPU Annual Plan 2013-14 (*Chief Emergency Planning Officer*)

Purpose of report

To inform Members of the Emergency Joint Committee of the proposed Cleveland Emergency Planning Unit (CEPU) action plan, attached as an appendix to the report and seek approval of the outlined actions.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer provided background information in relation to the Plan together with assurances of the Emergency Planning Units continued commitment to ensuring the four local authorities met their statutory duties under primary legislation.

It was highlighted that the action plan should be considered against the Cleveland Local Resilience Forum Action Plan, also attached as an appendix to the report. It was reported that the performance indicators as shown in the final section of the plan would allow the performance of the EPU 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 Emergency Planning Joint Committee in the third quarter of the year.

The Chief Emergency Planning Officer responded to queries raised by Members in relation to various actions and performance indicators. Discussion ensued in relation to the proposals to produce standardised guidance for CEPU officers attending ISAGS, the risks associated with various events and arrangements in place to mitigate such risks. A Member commented on the benefits of developing relationships with the voluntary and community sector with a view to identifying event organisers in order to ensure the relevant guidance and support was made available as widely as possible.

Decision

- (i) Members noted the report.
- (ii) Members endorsed the Annual Plan including the key performance indicators.

11. Review of CEPU Performance Indicators 2012-13 *(Chief Emergency Planning Officer)*

Purpose of report

To inform the Joint Committee of the outcomes of the Cleveland Emergency Planning Unit (CEPU) Action Plan 2012-13.

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 2012 to 31st March 2013.

Of the 72 actions contained within the CEPU action plan, 61 were achieved within the year. In addition to the CEPU work plan officers undertook a significant amount of work on behalf of the Cleveland Local Resilience Forum (CLRF), details of which were attached at Appendix B. Of the 76 actions identified in the (CLRF) action plan 24 remained incomplete.

Decision

That the contents of the report, be noted.

12. Reported Incidents and Warnings Received *(Chief Emergency Planning Officer)*

Purpose of report

To inform Members of the Emergency Planning Joint Committee of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit. The report covers the period between 2 October 2012 and 21 May 2013 (30 week period).

Issue(s) for consideration by the Committee

It was reported that during the thirty week period the Emergency Planning

Unit received one warning and 135 weather alerts from the Met Office relating to adverse weather conditions and included warnings of strong winds, heavy rainfall, snow and ice. One flood warning had been issued by the Environment Agency over this period together with 28 flood alerts.

With regard to the industrial communications system used to alert responders and members of the public in the event of an incident on an industrial site 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 was required. Red communications were broadcast on BBC Tees. During the period whilst no red faxes were issued, 59 blue faxes were issued.

Brief details of incidents to note were outlined, as set out at Appendix A.

Decision

That the contents of the report be noted.

13. Elected Member Awareness Training *(Assistant Director, Neighbourhoods)*

Purpose of report

To seek Members' views in relation to training available for Elected Members on Civil Protection matters.

Issue(s) for consideration by the Committee

The Assistant Director sought Members' views in relation to training that was available for Elected Members in relation to their role in civil protection matters. Information relating to the training was circulated at the meeting. It was highlighted that training could be delivered at a reduced cost at a venue to suit the organisation.

Members were keen to take-up such training and commented on the benefits of extending the training to substitutes and other local authorities to contribute to the cost of the training. The Chief Emergency Planning Officer agreed to provide proposed dates to all Members of the Committee in due course.

Decision

- (i) That proposed training dates be provided to all Members of the Committee including named substitutes.

- (ii) Training be extended to neighbouring authorities.

**14. Proposed Schedule of Future Meetings Dates
2013/14 - Emergency Planning Joint Committee**
(Democratic Services Officer)

Purpose of report

To receive confirmation of proposed schedule of future meeting dates for 2013-2014 Emergency Planning Joint Committee.

Issue(s) for consideration by the Committee

The proposed dates for future Emergency Planning Joint Committee were: provided for Members consideration:-

- 10.00 am Tuesday 6 August 2013
- 10.00 am Tuesday 26 November 2013
- 10.00 am Tuesday 4 February 2014
- 10.00 am Tuesday 6 May 2014
- 10.00 am Tuesday 10 June 2014

Decision

The Committee confirmed the proposed schedule of meetings for 2013-2014.

The meeting concluded at 11.35 am.

P J DEVLIN

CHIEF SOLICITOR

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