

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

4<sup>th</sup> February 2014

The meeting commenced at 10am at the Emergency Planning Unit, Aurora Court, Barton Road, Riverside Park, Middlesbrough

**Present:**

Councillor: David Rose, Stockton Borough Council (In the Chair)

Councillors: Councillor Steve Goldswain, Redcar and Cleveland Borough Council  
Councillor Marjorie James, Hartlepool Borough Council  
Councillor Charles Rooney, Middlesbrough Borough Council

Officers: Alastair Smith, Assistant Director (Neighbourhoods)  
Stuart Marshall, Chief Emergency Planning Officer and LRF Manager  
Chris Parkin, Group Accountant (Corporate)  
Jo Stubbs, Democratic Services Officer

Also Present:

Councillor John Hannon, Redcar and Cleveland Borough Council

### **36. Apologies for Absence**

None

### **37. Declarations of interest by Members**

None

### **38. Minutes of the meeting held on 26<sup>th</sup> November 2014**

Received

### **39. Quarter 3 Revenue Financial Monitoring Report** (*Chief Finance Officer*)

#### **Purpose of report**

To provide details of progress against the Joint Committee's overall revenue budget for 2013/2014

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

The Group Accountant outlined the performance and progress of the Emergency Planning Unit (EPU) against the approved 2013/2014 revenue budget. As a result of budgeting for the top of salary scales there was currently an underspend of £20,000, although it was highlighted that as employees reached the top of their pay scales this underspend would decrease and eventually disappear. Additionally the Enterprise and Training and Exercising budgets were showing an underspend of £15,000, leaving a total forecast variance of £35,000. Members had previously agree that any underspend would be transferred to the reserves. The Chief Emergency Planning Officer advised that £4,000 of this had already been tentatively earmarked to support the development and delivery of non-statutory training aimed at schools and similar establishments which would assist with longer term income generation. A member requested that £15,000 of the surplus be officially set aside for training / enterprise while the remaining £20,000 was ringfenced to the general fund. They also asked that the additional site specific training for schools concentrate initially on those in flood risk areas.

The Chair requested that financial predictions for the next 3 years be brought to the next meeting. The Group Accountant indicated that the end of year report and final accounts would be brought to the meeting for Member approval and the signature of the Chair.

#### **Decision**

- I. That the report be noted
- II. That £20,000 of the underspend be ringfenced to the general fund and £15,000 be ringfenced for training / enterprise provision

### **40. Community Risk Register** (*Chief Emergency Planning Officer*)

#### **Purpose of report**

To provide members with an overview of the Community Risk Register

produced on behalf of the Local Resilience Forum and the associated launch and promotion activities.

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

The Community Risk Register had been formulated as part of the requirements of the Civil Contingencies Act 2004. Designed for use by a number of audiences including public and businesses it contained the key risks identified by the risk assessment working group and identified actions to mitigate these risks. An outline promotion and distribution plan was appended to the report while copies of the Register were distributed to members at the meeting. The Chair asked that a press release be distributed giving the support of the Committee as part of the official press launch.

### **Decision**

- I. That the Community Risk Register be noted
- II. That the publication of the Community Risk Register in the revised format be supported and promoted
- III. That a press release be distributed highlighting the Committee's support for the Community Risk Register
- IV. That Members actively seek feedback from their colleagues and respective communities on the Community Risk Register and feed it into the Cleveland Emergency Planning Unit.

## **41. CEPU COMAH, REPIR and Pipeline Actions Update** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To inform members on the progress of the CEPU action plan specifically:

- A06 COMAH Offsite Emergency Response Plans
- A07 To seek continued compliance with the Pipeline Safety Regs
- A08 Maintain understanding of Seveso III and COMAH
- A10 Conduct/participate in multi-agency exercises under COMAH/Pipelines/REPIR

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

Local Authorities have a duty to produce and maintain emergency response plans for COMAH (Control of Major Accident Hazard) establishments and Major Accident Hazard Pipelines falling within their area. Within the

Cleveland area there are 31 top tier COMAH sites and 50 major accident hazard pipelines. The report provided updates on actions A06, A07, A09 and A10 within the CEPU action plan. The Chief Emergency Planning Officer indicated he wished to have all required plans and tests completed by March 2014. He also outlined the benefits of “live” testing of statutory plans in comparison to table top exercising and outlined how this could be maintained with increasingly limited resources.

### **Decision**

- I. That the COMAH Offsite plan and Pipelines plan updating process continues in its current format
- II. That exercising and testing continue under the guidance of the Exercise Planning Group for the coming financial year
- III. That the Cleveland Emergency Planning Unit maintain its seat on the EPS COMAH / Pipelines Emergency Planning Liaison Group

## **42. CEPU internal learning from the 5<sup>th</sup> December Tidal Surge** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To provide an overview of the learning from the CEPU internal debrief following the Tidal Surge.

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

The Chief Emergency Planning Officer gave an overview of the actions taken by the Cleveland Emergency Planning Unit during the recent tidal surge and the lessons learned from the internal debrief following the incident. The key issues learned were appended to the report as follows:

- Information Sharing
- Rest Centre
- Staffing
- Communications

The Chair praised the work of the responders during the 2 day event. The Chief Emergency Planning Officer advised that the work undertaken by some housing providers had been very effective and that he would anticipate that they would be happy to share this information with other housing providers as best practice.

A Member referred to the Facebook page ‘Incidents in Teesside’ and suggested that further communication be undertaken between the Emergency Planning Unit and the proprietors of the website. The Chair identified that dialogue between the group and the unit had been established. The Chief Emergency Planning Officer identified that there is

an informal relationship between the group who are supportive of the relay of public information.

A discussion took place in relation to policies on sandbag provision and it was agreed that the Local Resilience Forum would consider the issue.

### **Decision**

- I. That the role of the Cleveland Emergency Planning Unit throughout the Tidal Surge event be noted
- II. That the implementation of action plans be noted where issues, areas for improvement and good practice had been identified
- III. That the Local Resilience Forum consider policies across local authorities relating to use of on sandbags.

## **43. Reported incidents and warnings received** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To inform members of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit between 9<sup>th</sup> November 2013 and 22<sup>nd</sup> January 2014.

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

Between 9<sup>th</sup> November 2013 and 22<sup>nd</sup> January 2014 the following incident warnings had been received by the Emergency Planning Unit

- 15 weather alerts
- 2 severe weather warnings
- 51 flood alerts
- 18 flood warnings

In addition there had been 13 notification blue faxes issued alerting responders of an incident on an industrial site. No red faxes requiring action had been issued. Details on 5 incidents of note had been appended to the report, including 2 tidal surges and a fire on a wood pile which had burned for nearly 3 weeks. A Member noted that the licence for the premises in question had allowed for a significantly higher volume of wood to be stored on site and therefore the incident could have potentially been much more serious. The Chief Emergency Officer advised that there had been a number of incidents at similar sites across the area and nationally and that the LRF had facilitated awareness on emergency planning with site operators. The Chair highlighted the value of the reclamation industry to the

local economy and the environment but asked that the concerns of the Committee regarding the risks and management of incidents at the sites be written down and forwarded to the relevant government department. The Chief Emergency Planning Officer indicated that he would ask for input from the fire brigade and other LRF members before contributing to the letter to be submitted by the Chair.

A Member referred to the blue faxes which could be difficult to read. The Chief Emergency Planning Officer advised that the system would be upgraded to email, the current timescale is March.

### **Decision**

- I. That the report be noted
- II. That a letter detailing the concerns of the Committee regarding the need for safety legislation/measures on recycling / reclamation sites be forwarded to members for their approval prior to submission to the relevant government department.

## **44. 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.

A Member referred to the current consultation of the fire service and asked whether members wished to make an official contribution on behalf of the Committee. The Chief Emergency Planning Officer highlighted the tight timescales for the consultation and noted that the briefings had been provided to industry and the Local Resilience Forum Business and Policy group which requested that agencies input into the consultation. Members felt it was not the remit of the Committee to contribute to the consultation as an official body.

The meeting concluded at 11:55 am

**P J DEVLIN**

**CHIEF SOLICITOR**

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