

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

5th August 2014

The meeting commenced at 10.00am in the Emergency Planning Unit,
Riverside Park, Middlesbrough

Present:

Councillor: Marjorie James (Hartlepool Borough Council) (In the Chair)

Councillor George Dunning (Redcar and Cleveland Borough Council) was in attendance as substitute for Councillor Steve Goldswain and Councillor Julia Rostron (Middlesbrough Borough Council) was in attendance as substitute for Councillor Charles Rooney

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

1. Apologies for Absence

Apologies were submitted by Councillors Steve Goldswain (Redcar and Cleveland Borough Council), Charles Rooney (Middlesbrough Borough Council) and David Rose (Stockton Borough Council)

2. Declarations of interest by Members

None

3. To receive the minutes of the meeting held on 6th May 2014

Noted

4. Quarter 1 Revenue Financial Monitoring Report 2014/2015 *(Chief Finance Officer)*

Purpose of report

To provide details of the progress against the Joint Committee's overall revenue budget for 2014/2015.

Issue(s) for consideration by the Committee

The Group Accountant outlined the performance and progress of the Emergency Planning Unit (EPU) against the approved 2014/2015 revenue budget. There was currently a adverse variance on the main Emergency Planning budget caused by income being received later than expected. This was offset by salary costs being lower than budgeted and a current favourable variance on other direct costs primarily relating to premises expenditure which would now be incurred later than anticipated. It was expected that the majority of the budget would be spent by the end of the financial year leaving a small favourable variance of £24,000. The variance primarily related to salary savings owing to some employees not yet reaching their maximum scale point.

It had been noted that a partner agency had contributed a disproportionately large amount into the training and exercise budget that other partners, including the EPU, were unable to match. Therefore the decision had been made to cap this budget at £5,000 and return an agreed amount to Cleveland Police currently held in reserve which reflects the higher contributions made in previous years. **Councillor Dunning declared an interest as a member of the Police and Crime Panel.** Further funding would be used to support a large scale training exercise planned for January 2015. Further details would be provided in due course.

Decision

That the report be noted and the underspend be transferred to reserves to support future service delivery.

5. Potential Income Generation Activity *(Chief Emergency Planning Officer)*

Purpose of report

To provide an overview of the income generation activity being undertaken by the Cleveland Emergency Planning Unit and proposed for the future

Issue(s) for consideration by the Committee

Following the identification of a £35 thousand budget shortfall by 2016/17 members had requested information on income generation activity being undertaken by the Cleveland Emergency Planning Unit now and in the future. The Chief Emergency Planning Officer outlined a number of activities as follows:

- Review of recharge costs for statutory activities – although the Unit were not allowed to profit from statutory activities it had been identified that actual costs had been underestimated and did not take into account such things as length of meetings, travel time and associated follow up actions. This equated to an average additional cost recovery of £8,000 per annum
- Coping with school emergencies package – previously school awareness sessions had been offered free of charge however from 2013/14 a small cover charge had been applied which it was anticipated would lead to yearly revenue of £1700. Investigations would be undertaken into the possibility of offering similar packages for the care sector
- Provision of Emergency Planning College (EPC) training to partners – this would be offered at significantly reduced rates and was expected to generate £8,800 this year
- Provision of non-statutory training to industry – expected to result in £810 so far this year

Members queried what impact this shortfall would have on staffing levels. The Chief Emergency Planning Officer indicated that it was hoped that the income generation discussed and future anticipated savings from the premises move would mitigate against the need for redundancies. The Group Accountant confirmed that the reserves had been deliberately bolstered to ensure ongoing service delivery and manage future budget reductions.

Decision

That the report be noted and the income generation be supported and monitored.

6. CEPU Action Plan Update *(Chief Emergency Planning Officer)*

Purpose of report

To provide an overview of progress made towards the delivery of the CEPU action plan submitted at the Emergency Planning Joint Committee meeting

held 6th May 2014.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer provided an overview of progress made against the Cleveland Emergency Planning Unit Action Plan submitted to members at their meeting in May 2014. Particular attention was drawn to ways in which the Unit could support communities at organised events and during emergency incidents. A more detailed report would be submitted to the next meeting.

The Chair requested that further information be provided on sub sea de gasification and associated risks to Cleveland. She outlined concerns regarding the proximity of proposed sites to Cleveland ((Sunderland / Seaham) and the impact that an incident could have on communities within Cleveland. The Chief Emergency Planning Officer to bring a report to the next meeting.

Decision

That the report be noted

7. 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 12th April 2014 and 18th July 2014.

Issue(s) for consideration by the Committee

Between 12th April and 18th July 2014 the Cleveland Emergency Planning Unit received 1 weather warning. No flood alerts were issued. 43 notification blue alerts were issued and 4 red alerts. All 4 of the red alerts related to a fire at a Seal Sands industrial site. Details of 5 incidents of note were appended to the report.

Decision

That the report be noted

The meeting concluded at 10:35am

P J DEVLIN

CHIEF SOLICITOR

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