

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

3<sup>rd</sup> February 2015

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

**Present:**

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

Councillors: Charles Rooney (Middlesbrough Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer  
Jon Hepworth, Group Accountant (Regeneration and  
Neighbourhoods)  
Rachael Campbell, Principal Emergency Planning Officer  
Jo Stubbs, Democratic Services Officer

### **16. Apologies for Absence**

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

### **17. Meeting inquorate**

It was noted by the Members present that in accordance with the agreed constitution and terms of reference for the joint committee, the meeting was Inquorate. The Members present agreed to proceed as all items were for information.

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

None

### **19. Receipt of the minutes of the meeting held on 11<sup>th</sup> November 2014**

Minutes received

## **20. Quarter 3 Revenue Financial Monitoring Report 2014/2015** *(Chief Finance Officer)*

### **Purpose of report**

To provide details of 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. A favourable variance of £2,000 was anticipated at year end. This was less than assumed in the previous report mainly owing to an increase in short term staffing costs following an internal restructure. However this would result in savings long term

Significant savings were also expected to be made as a result of the anticipated sale of Aurora Court and proposed move of the Emergency Planning Unit to shared premises. Members queried how the move would be funded. The Chief Emergency Planning Officer advised that reserves would be used to fund the initial move while the ongoing costs would be covered by the anticipated revenue savings which would be made as a result of the move. Members queried whether the proposed new premises would allow for training to be given on site as this had been identified as a potential income generator. The Chief Emergency Planning Officer advised that the new building had a conference room which could be utilised while there was larger accommodation available in other LRF buildings.

### **Decision**

That the report be noted, in particular that the under spend to be transferred to reserves as approved at the previous meeting would be lower than originally forecast.

## **21. Update on CEPU Actions Quarter 3 2014** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To provide an update on the progress of the Cleveland Emergency Planning Unit and its achievement against the performance indicators identified in the 2014/15 Action Plan

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

- 2 The Chief Emergency Planning Officer provided an overview of progress made against the Cleveland Emergency Planning Unit Action Plan set in April 2014. He was confident that the remaining actions in the 2014/15 plan would be achieved with the following exceptions:
- The updating and testing of the business continuity plan. It was felt that it would be more beneficial to wait until the move to alternative premises had been finalised before completing this objective.
  - The reduction of the emergency planning liaison meetings with the power station from 4 to 2. This was suggested due to the initial focus of the meetings (of developing exercises) having been met.

A training exercise was due to take place on 26<sup>th</sup> February at the Rainbow Leisure Centre in Middlesbrough to test rest centre and emergency accommodation protocols. A flood products day had taken place the previous week resulting in positive feedback while a review of Exercise Sandpiper was ongoing.

### **Decision**

That the report be noted

## **22. Cabinet Office and SOLACE Local Authority Emergency Planning Guidance** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To make members aware of the guidance issued by DCLG and Society of Local Authority Chief Executives (SOLACE) regarding local authority preparedness and provide Members with the assurance that the issues identified within the guidance are being met by the four local authorities and that where areas for improvement have been identified these are being progressed.

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

In November a guidance document 'Local authority preparedness for civil emergencies: a good practice guide' was produced by the DCLG and SOLACE. Based on the existing Civil Contingencies Act 2004 guidance it sets out the type of issues local authorities should consider in order to be fully prepared to respond to a civil emergency. Copies were provided for members' attention. The Chief Emergency Planning Officer explained how

the key themes covered in the guide were being met at a local level. Further issues covered in the guidance would be considered as part of the work plan for the coming year.

Members referred to the current training programme. The Chair suggested that in future combined training take place involving officers and members from the four local authorities, scheduled to coincide with the start of the new municipal year. This would enable officers from neighbouring authorities to network prior to an actual incident. The Principal Emergency Planning Officer added that consideration was being given to e-learning in Redcar due to the massive variance in attendee numbers at previous events.

### **Decision**

That the report be noted

## **23. COMAH and Pipelines Report 2014/15** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To update members on the progress of the CEPU action plan specifically actions relating to industrial emergency planning.

### **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 29 top tier COMAH sites and 57 major accident hazard pipelines. The report provided updates on actions A06, A07, A08 and A10 within the CEPU action plan.

### **Decision**

That the report be noted

**24. 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 11<sup>th</sup> October and 26<sup>th</sup> December 2014.

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

Between 11<sup>th</sup> October and 26<sup>th</sup> December 2014 Cleveland Emergency Planning Unit received 5 weather warnings and 14 flood alerts. 23 notification blue alerts were issued but no red alerts. Details of 1 incident of note were appended to the report.

**Decision**

That the report be noted

The meeting concluded at 10:30am.

**P J DEVLIN**

**CHIEF SOLICITOR**

**PUBLICATION DATE: 6<sup>th</sup> February 2015**