

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

9<sup>th</sup> September 2015

The meeting commenced at 1.00pm at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees

**Present:**

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

In accordance with Council Procedure Rule 4.2 Councillor Julia Rostron substituted  
for Councillor Charles Rooney, Middlesbrough Borough Council

Officers: Stuart Marshall, Chief Emergency Planning Officer  
Rachael Campbell, Principal Emergency Planning Officer  
Jonathan Hepworth, Group Accountant  
Jo Stubbs, Democratic Services Officer

### **39. Meeting inquorate**

Members noted that the meeting was inquorate however it was decided to  
proceed

### **40. Apologies for Absence**

Apologies were submitted by Councillors Charles Rooney (Middlesbrough  
Borough Council) and Mike Smith (Stockton Borough Council)

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

None

### **42. Minutes of the meetings held on 19<sup>th</sup> May and 17<sup>th</sup> June 2015**

Received

#### **43. CEPU Action Plan 2015/16** (*Chief Emergency Planning Officer*)

##### **Purpose of report**

To provide members with an update on the progress of the Cleveland Emergency Planning Unit against the 2015/16 action plan

##### **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 set in May 2015. He was confident that all actions would be delivered. Details were also given of key themes which were being progressed alongside the action plan.

##### **Recommendation**

That the report be noted

#### **44. Local Resilience Forum Accountability** (*Chief Emergency Planning Officer*)

##### **Purpose of report**

To provide an overview of the accountability of the Cleveland Local Resilience Forum (LRF)

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

The purpose of the LRF is to support the delivery of statutory duties placed upon Category 1 responders under the Civil Contingencies Act 2004. Funding is based upon contributions from public money via a number of contributing agencies including local authorities, emergency services, NHS England and PD Ports. £40,500 is received each year, £20,000 of which comes from local authority contributions. The finances are held by Hartlepool Borough Council under a budget code of the CEPU. The accounts are audited and an annual report provided to LRF members outlining income and expenditure. Decisions on expenditure (typically involving training and exercise costs, travel costs and provision of services to support responders) are split between the Chief Officer Group, Chair and LRF Manager with smaller amounts being approved solely by the LRF Manager. The CEPU recharge a management fee and administrative fee to cover the support provided by its officers. The annual LRF action plan is reported to the Committee for information and annual public report produced by the LRF.

The Chief Emergency Planning Officer advised members that he had communicated with the LRF chair prior to the meeting and that she had been receptive to the recommendations contained within the report namely that the committee receive reports regarding the activities of the LRF, that financial mechanisms be developed and that constituent LRF agencies consider their own internal reporting lines to ensure appropriate democratic oversight of the LRF function. In terms of the financial mechanisms the Chief Emergency Planning Officer was keen to develop these and would include a scheme of delegation and thresholds of expenditure in the the LRF handbook.

Following discussion at the pre-meeting the Chief Emergency Planning Officer also suggested that elected member training might be beneficial. The Chair of the LRF was keen to support this and had offered the use of facilities at Police Headquarters Ladgate Lane to facilitate this. The Chair asked that this training be opened up to include all elected members from the four authorities and members of the Cleveland Fire Authority.

### **Recommendation**

That the Emergency Planning Joint Committee receive reports as deemed appropriate by the Chair and LRF manager regarding the activities of the LRF

That the LRF Manager develops the LRF financial mechanisms for inclusion in the LRF handbook

That a recommendation is made at the strategic LRF meeting that constituent LRF agencies consider their own internal reporting lines to ensure appropriate democratic oversight of the LRF function and seek assistance from the LRF Manager where required.

## **45. Discussion – Community Resilience** *(Principal Emergency Planning Officer)*

### **Purpose of report**

To stimulate debate on the role and future of community resilience within Cleveland with the intention of drawing key issues into a local strategic framework.

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

Community resilience is about communities using local resources and knowledge to help themselves during an emergency in a way that complements the local emergency services. Recent examples include the Duke of Cornwall's Award, Crucial Crew and the Learn and Live road safety campaign. Ultimately it was hoped that a strategy would be developed for

the longer term sustainable implementation of Community Resilience

The Chair suggested that the optimum time to target organisations to become involved in Community Resilience, both financially and practically, was following an incident or potential incident as this would be the time when they would be aware of what could happen and the benefits of joining with other organisations. She identified that she saw the Resilience officers as having the access to open discussions on longer term solutions between the authorities, business and the communities in the immediate post incident phase. The community as a whole would also need to be involved for the strategy to be successful. An example of defibrillator machines in the community was discussed highlighting the benefits of such approaches both at an individual level and the application in the event of a major incident. The Chief Emergency Planning Officer was fully in favour of such community resilience initiatives which potentially reduce the impact on services during a major incident.

The Chair advised that an additional £20,000 had been allocated to the existing flood focused community resilience project over the next 15 months but that this was not a huge amount of money and other contributions would be needed. She requested that a report be submitted to a future meeting of the committee focusing on future community resilience and funding plans.

#### **Recommendation**

That the report be noted

### **46. 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 CEPU between 7<sup>th</sup> May and 8<sup>th</sup> August 2015.

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

Between 7<sup>th</sup> May and 8<sup>th</sup> August 2015 the Cleveland Emergency Planning Unit received 2 weather warnings, 1 heatwave warning and 1 flood alert. No flood warnings were issued. 12 notification blue alerts were issued but no red alerts. Details of 2 incidents of note were appended to the report.

#### **Recommendation**

That the report be noted

## **47. Quarter 1 Revenue Financial Monitoring Report 2015/2016 (Chief Finance Officer)**

### **Purpose of report**

To provide details of progress against the Committee's overall revenue budget for 2015/2016

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

The Group Accountant outlined the performance and progress of the Emergency Planning Unit (EPU) against the approved 2015/16 revenue budget. There was a forecast favourable variance of £26,000 on the main Emergency Planning budget mainly due to savings from an internal staffing restructure. It was proposed that this favourable variance be transferred to reserves to support future service delivery. A further unfavourable variance of £16,000 was identified in the main budget due to the accommodation move. Reserves had been released for this purpose. A favourable variance of £2,000 was expected on the Enterprise budget due to income generation activity while £20,000 would be taken from the current reserves for the Training and Enterprise Budget.

Following the Government's 2015 Spending Review officers were modelling the impact of the announcement of the annual 1% pay increase for 4 years and the phased implementation of a National Living Wage given that staffing costs account for approximately 65% of running costs. Further details on a range of scenarios of funding over the next 5 years would be provided in the next quarters report.

It was noted that as the meeting was inquorate the recommendations would be deferred to a future meeting

### **Recommendation**

That the report be noted and any approvals for transfers to and from reserves dealt with at outturn.

The meeting concluded at 1:45pm.

**P J DEVLIN**

**CHIEF SOLICITOR**

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