

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

30th November 2016

The meeting commenced at 1.00pm at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

Present:

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

Councillors: Alec Brown (Redcar and Cleveland Borough Council)
Mike Smith (Stockton Borough Council)
Mick Thompson (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

20. Apologies for Absence

There were no apologies.

21. Declarations of interest by Members

There were no declarations of interest.

22. Minutes of the meeting held on 14th September 2016

Minutes received

23. Financial Management Report – as at 30th September 2016 *(Chief Finance Officer and Chief Emergency Planning Officer)*

Purpose of report

To provide details of progress against the overall revenue budget for
2016/2017

Issue(s) for consideration by the Committee

An overall picture of the performance and progress of the EPU against the approved 2016/20/17 revenue budget was provided. A favourable variance of £44,000 on the main Emergency Planning Unit (EPU) budget had been achieved due to staffing savings and reductions in running costs. The Local Levy Fund was also under spent by £15,000. It was recommended that these savings be transferred to the main Emergency Planning Reserve, the Local Levy Fund reserve and the LRF reserve.

Members were reminded of the ongoing budget pressure being faced by all 4 local authorities and the obvious impact this would have on funding the Unit. An agreement had previously been made to reduce the contribution for each Local Authority by 5% per year until March 2018. In addition the Local Levy Fund arrangements were due to end on 31st March 2017. A service review was looking at future options for the EPU such as ceasing non-statutory activities, ending the 5% reduction to local authority contributions and using reserves to balance the budget.

Members queried whether it would be possible to acquire additional funding through the Tees Valley Combined Authority. The Chair felt this might be possible through their access to European funding. Additional funds could also be sought through income generation. The Chief Emergency Planning Officer acknowledged that the unit lacked skills and awareness in identifying and applying for funding streams. Members expressed their support in favour of the EPU reviewing the re-charging of both industry and academies for their services in future.

The Chair referred to the Environment Agency plans to directly employ a resilience worker to deal with flooding and coastal issues to be based at the EPU. She queried whether funding could be found for another resilience worker to look at other non-flood related issues. Reference was made to the administrative apprentice whose 1-year contract was due to terminate and whether this apprenticeship could be extended in order to broaden their involvement to include resilience support work as the apprenticeship needed to be meaningful. Members were broadly supportive of this.

Decision

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

24. Youth Engagement in Community Resilience (*Chief Emergency Planning Officer*)

Purpose of report

1. To assist members in overseeing the delivery of a sustainable approach to engaging the youth demographic in resilience building activities that are beneficial to their communities.
2. To inform members of the short and long term benefits of the engagement of the youth demographic throughout Cleveland
3. To provide assurance that the work stream is relevant and required within Cleveland as well as in line with both national policy and academic theory
4. To receive the agreement and support of members for building resilience within communities by engaging with youth demographics

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer gave a brief précis of the work being undertaken to engage the young people in the region in resilience building activities. These included work in schools, youth groups (such as scouts, guides and police and fire cadets) and activities such as Crucial Crew and Exercise Aurora (as part of the Duke of Cornwall Community Safety Award). Reference was made to the benefits of these activities for the young people and the community as a whole. Members queried whether it would be possible for the Unit to work with their individual authorities community safety partnerships on this. The Chief Emergency Planning Officer advised that this involvement was already in place in most cases but he would be happy to engage further if possible. The Chair felt this was an area where Members could champion the work of the Unit more within their own authorities

Decision

1. That Members support the implementation of an inclusive and sustainable strategy for improving the resilience of the youth demographic throughout Cleveland
2. That a set of resources be developed for use by schools, youth groups and parents or guardians to inform and educate children on the risks in Cleveland and how they can be resilient to them
3. That the Cleveland strategy for youth engagement align with current national and academic thinking and be flexible enough to adapt

when needed

4. That any strategy used in Cleveland is monitored to ensure that it is not tokenistic, discriminatory and achieves its targets

25. Activity and Incident Report (*Chief Emergency Planning Report*)

Purpose of report

1. To assist Members in overseeing the performance and effectiveness of the Unit and its value to the four unitary authorities
2. To inform Members of the activities and incidents reported and warning communications received and dealt with by the Unit between 27th August and 4th November 2016
3. To provide oversight to Members of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland LRF

Issue(s) for consideration by the Committee

Between 27th August and 4th November 2016 –

17 warning communications had been received
6 incidents of note had taken place
11 training events had been held
10 training exercises had been held

Information was also given regarding community resilience activities and LRF activities as well as a summary of progress carried out as part of the CEPU Action plan.

The Chair asked what was being done to protect frontline workers in the event of a pandemic and which workers were defined as frontline and therefore in need of protection.

Decision

That Members note the areas of work undertaken and seek further clarification as appropriate from the Chief Emergency Planning Officer

26. Industrial Emergency Planning Update (*Chief Emergency Planning Officer*)

Purpose of report

1. To assist Members in overseeing the performance and effectiveness of the Unit and its value to the four unitary authorities
2. To inform Members of the duties relating to industrial legislation including the Control of Major Accident Hazard Regulations 2015, Pipeline Safety Regulations 1996 and the Radiation Emergency Preparedness and Public Information Regulations 2001
3. To provide assurance that the requirements of the legislation are being effectively met through the Unit's annual work plan

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer updated Members on the work undertaken by the Unit to ensure the authorities responsibilities under legislation relating to the area's REPPIR sites, upper tier COMAH sites and major accident hazard pipelines were being maintained.

Decision

That Members note the areas of work undertaken in meeting the needs of industrial legislation.

27. Elected Members training session (*Chief Emergency Planning Officer*)

Purpose of report

1. To assist Members in overseeing the performance and effectiveness of the Unit and its value to the four unitary authorities
2. To make members aware of the recent Elected Members seminar provided for the four local authorities
3. To seek feedback from Members with regard to future events

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer advised Members that an Elected Member awareness session had taken place on 12th October. A range of

topics had been discussed and Member queries had been answered.

The Chair suggested that the Unit be more involved in the induction process for new members in the future. By doing so she felt that this may give Members more insight into the function of the Unit and a greater appreciation of its benefits to the individual authorities. Members queried whether the Unit ever reported back to their individual scrutiny arrangements as they felt this could also be beneficial in raising the Unit's profile. Both the Chief and Principal Officers advised that there had been occasions where the unit had contributed to scrutiny panels within authorities including on the PowerStation and the preparation and response to adverse weather.

The Chief Emergency Planning Officer also indicated that 3 audits on the work of the Unit were due and would be reported back at the next meeting.

Decision

That Members note the training session and support future awareness raising activities.

28. Transparency of the LRF (*Chief Emergency Planning Officer*)

Purpose of report

To update Members regarding the agreement reached on providing increased transparency of the LRF

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer informed Members that agreement had been reached that following Member requests the Chair of the LRF would attend the Committee twice yearly to update Members.

Decision

That members support the proposed approach.

The meeting concluded at 2:30pm

CHIEF SOLICITOR

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