

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD 21<sup>st</sup> June 2017**

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

### **Present:**

Councillor: Mick Thompson (Middlesbrough Borough Council) (In the  
Chair)

Councillors: Alec Brown (Redcar and Cleveland Borough Council)  
Marjorie James (Hartlepool Borough Council)

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

### **1. Apologies for Absence**

Apologies were submitted by Councillor Mike Smith from Stockton Borough  
Council.

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

None

### **3. Minutes of the meeting held on 29<sup>th</sup> March 2017**

Received.

### **4. Financial Management Outturn Report 2016/17** (*Chief Finance Officer and Chief Emergency Planning Officer*)

#### **Purpose of report**

1. To provide details of the revenue outturn for the Cleveland  
Emergency Planning Joint Committee for 2016/17

2. To provide a medium term financial forecast for 2017/18 to 2022/23 and make recommendations for addressing the effect of annual 5% reductions in Local Authority contributions and removal of Local Levy Fund income in 2017/18.

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

A summary of the outturn position was provided as set out in the report. A favourable variance of £48,000 on the main Emergency Planning Unit (EPU) budget had been achieved while the Local Levy Fund was also under spent by £14,000 both due to staffing savings. It was recommended that these savings be transferred to the main Emergency Planning Reserve and the Community Resilience Reserve.

In terms of the future it was proposed that the 5% reduction in contributions from the four local authorities cease as of March 2018. In order to balance future budgets it was suggested that contributions be fixed at the levels identified in Appendix 1. It was further suggested that there was scope to refund monies back to the individual authorities given the amount of money in the reserves. A total refund of £280,000 would still leave £50,000 as a cushion for any risks in relation to income and other future unforeseen financial pressures. This refund would be broken down into percentages based on the area covered by the local authority and subsequent contributions paid by them. Details of the potential refund were contained within the report. It was noted however that any decisions regarding contributions and subsequent refunds could only be agreed with the consensus of the local authorities. Members were therefore asked to begin discussions with their Chief Executives and Leaders to agree a medium term funding strategy for the Unit.

Members indicated their willingness to aid in opening dialogue on these matters within their individual authorities. They praised the vital work carried out by the Unit particularly in the current climate, feeling it was preferable to retain a shared unit with its experience and expertise rather than separate into four individual authorities which would undoubtedly be more costly overall.

### **Decision**

1. That the outturn position be noted
2. That the transfer of £71,000 to the general reserve and £14,000 to the Community Resilience Reserve be approved
3. That the medium term financial outlook be noted
4. That discussions take place between members and the Leaders and Chief Executives of their Councils to agree a medium term funding

strategy for the Unit.

## **5. CEPU Proposed Action Plan 2017-2018** (*Chief Emergency Planning Officer*)

### **Purpose of report**

To assist members in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

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

The proposed plan contained 107 actions/objectives and their associated indicators which would be progressed through the year with a summary overview of the areas which the actions fell under provided within the report. An outline of the Local Resilience Forum annual plan was also appended.

The Chair queried whether the action plan would be shared among the four local authorities. The Chief Emergency Planning Officer confirmed that each local authority had a designate Emergency Planning Officer who reported to himself and the authority's Director. He highlighted plans to hold an elected members seminar in September, information on which would be shared with the designate officers. Members asked for details of the date and time of the seminar to give them an opportunity to publicise it in their individual authorities. They referred to a previous suggestion that the work of the unit be included in new member inductions, something which they felt would be of benefit particularly in light of current events. The Chief Emergency Planning Officer advised that member induction formats varied between authorities. However all those members that had attended the 2016 seminar had found it useful and welcomed it.

### **Decision**

1. That the annual action plan be approved and that the Chief Emergency Planning Officer continue to develop it throughout the year
2. That members be updated on the actions/objectives contained within the plan at the quarter Emergency Planning Joint Committee meetings.

## **6. Activity and Incident Report 5<sup>th</sup> March 2017 – 26<sup>th</sup> May 2017** (Chief Emergency Planning Officer)

### **Purpose of report**

1. To inform members of the activities, incidents reported and warning communications received and dealt with by the Unit between 5<sup>th</sup> March and 26<sup>th</sup> May 2017.
2. To provide oversight of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum.

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

Between 5<sup>th</sup> March and 26<sup>th</sup> May –

16 warning communications had been received  
13 incidents of note had taken place  
3 training events had been held  
3 training exercises had been held

Information was also given regarding community resilience activities and LRF activities.

Members referred to concerns at the sale of Council properties due to budget cuts and the resultant lack of venues to serve as rest centres in the event of an emergency. The Chief Emergency Planning Officer advised that he was aware that for a number of venues a clause had been written into the sale/outsourcing contract for the larger buildings requiring the new owner to make them available for use as rest centres or similar if required. While this was not something that could be done for smaller privately owned buildings such as schools and community centres history had shown that in times of need these buildings tended to be made available to the wider community if required.

### **Decision**

That the report and areas of work contained therein be noted

The meeting concluded at 2pm.

**P J DEVLIN, CHIEF SOLICITOR**

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