

# **EMERGENCY PLANNING JOINT COMMITTEE**

## **MINUTES AND DECISION RECORD**

**27<sup>th</sup> June 2018**

The meeting commenced at 10.00am at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

**Present:**

Councillor: Lewis Young (Middlesbrough Borough Council) (In the Chair)

Councillors: Marjorie James (Hartlepool Borough Council)  
Mike Smith (Stockton Borough Council)

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

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

None

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

None

### **3. Minutes of the meeting held on 21<sup>st</sup> February 2018**

The minutes were received.

### **4. Financial Management Outturn Report for Period Ending 31<sup>st</sup> March 2018** *(Chief Finance Officer and Chief Emergency Planning Officer)*

**Purpose of report**

To provide details of the financial outturn for the year ending 31<sup>st</sup> March 2018.

### **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 £10,000 on the main Emergency Planning Unit (EPU) budget had been achieved. The budget for the Local Resilience Forum (LRF) had been fully spent.

A member highlighted previous requests that they be more involved in the decisions taken by the LRF given the fact that taxpayer money was being spent by the group. The Chief Emergency Planning Officer advised that the Chair of the LRF would attend the October meeting of this Committee.

### **Decision**

That the latest outturn be noted.

## **5. CEPU Proposed Action Plan 2018-2019** (*Chief Emergency Planning Officer*)

### **Purpose of report**

To provide the Committee with the action plan of the Emergency Planning Unit and assist members in overseeing the Unit's performance, effectiveness and value to the four unitary authorities.

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

The proposed plan was comprised of 22 strategic objectives (tier 1) each containing various objectives (tier 2) and elements (tier 3). These were compiled using statutory requirements, national guidance, good practice and lessons identified locally and nationally. The strategic objectives were based on 4 priorities as follows:

- Ensuring that the authorities incorporate the lessons from the recent tragic incidents including Grenfell and Manchester;
- Ensuring that the authorities remain in a position to respond and resource a protracted incident;
- Maintaining compliance in line with the requirements of industrial legislation and ;
- Undertaking a gap analysis against the relevant elements of the forthcoming Resilience Standards

The tier 1 and 2 actions of the draft action plan were appended to the report. Quarterly updates on action plan progress in respect of tiers 1 and 2 would be provided to members.

With respect to Grenfell and Manchester the Chair queried whether officers were waiting for the official reports on these incidents before taking any measures deemed necessary. The Chief Emergency Planning Officer indicated that an independent report on the Manchester bombing had been considered by the LRF membership and as further lessons became available these would be considered. The Grenfell enquiry was ongoing and any recommendations coming out of that would be assessed and acted upon.

A member made reference to a recent policy change made by one of the partner authorities whereby the inclusion of sprinkler systems must be considered for certain buildings including houses of multiple occupation, buildings of 3 storeys and above, schools, hospitals and local government buildings. This was felt prudent in order to save lives and buildings. As this was now Council policy the Education and Skills Funding Agency were required to provide funding.

A copy of the Cleveland LRF annual report for 2017/18 was also appended for members' attention. Included within it was the action plan and LRF priorities for 2018/19. A member highlighted concerns around partner contributions being paid into the LRF, particularly the discrepancy between the amount being paid. The Chief Emergency Planning Officer commented that this was something that could be discussed with the Chair of the LRF at the October meeting.

### **Decision**

That the action plan be approved and members updated on its actions at their quarterly meetings.

## **6. Activity and Incident Report – 1<sup>st</sup> February – 31<sup>st</sup> March 2018** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To inform members of the activities, incidents reported and warning communications received and dealt with by the Unit between 1<sup>st</sup> February and 31<sup>st</sup> March 2018

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

Between 1<sup>st</sup> February and 31<sup>st</sup> March –

- 37 warning communications had been received
- 7 incidents of note had taken place
- 4 training events had been held
- 3 training exercises had been held

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

Reference was made to a recent spate of threatening hoax e-mails which had been sent to schools across the country. The Principal Emergency Planning Officer advised that the Unit worked closely with schools to provide advice on how to respond to such threats, including advice on how to spot a probable hoax and what action they should take if the threat is credible. They would also provide advice on emergency evacuation plans.

### **Decision**

That the report be noted.

## **7. Activity and Incident Report – 1st April – 31st May 2018** *(Chief Emergency Planning Officer)*

### **Purpose of report**

To inform members of the activities, incidents reported and warning communications received and dealt with by the Unit between 1st April and 31st May 2018

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

Between 1st April and 31st May –

- 16 warning communications had been received
- 6 incidents of note had taken place
- 4 training events had been held
- 4 training exercises had been held

Information was also given regarding community resilience activities and LRF activities. A member highlighted that there was no representation on the LRF for some of the larger housing providers. The Chief Emergency Planning Officer indicated that the legislation covering membership of the LRF had been written in 2004, at which time such organisations had not been classed as either Category 1 or 2 responders. However the LRF did work closely with housing providers. The member felt that these organisations should be involved with the LRF and provide a financial contribution to it as in the event of an emergency situation they might require LRF assistance as much as other partners. Their expertise should be harnessed. The Chief Emergency Planning Officer indicated he would raise the role of housing providers and the LRF with the Government department responsible.

**Decision**

- a) That the report be noted
- b) That further investigation be undertaken into the possibility of a role on the LRF for the larger housing providers.

The meeting concluded at 10:50am.

**H MARTIN**

**INTERIM CHIEF SOLICITOR**

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