

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

5th December 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)

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

8. Apologies for Absence

Apologies were submitted by Councillor Mike Smith (Stockton Borough Council)

9. Declarations of interest by Members

None

10. Meeting inquorate

As the meeting was inquorate it was agreed that it would be adjourned to a future date

Meeting adjourned at 10.15am.

The meeting recommenced on Tuesday 5th February 2019 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
Jon Hepworth, Group Accountant (Regeneration and
Neighbourhoods)
Jo Stubbs, Democratic Services Officer

11. Apologies for Absence

None

12. Declarations of interest by Members

None

13. Minutes

The minutes of the meeting held on 11th October 2018 were received.

14. Function and Operation of Cleveland Local Resilience Forum *(Cleveland Local Resilience Forum Chair)*

Purpose of Report

To provide background information on the structure and operation of Cleveland Local Resilience Forum.

Decision

That the report be deferred to the next meeting. The Chair requested that a report on current LRF activity be submitted by the LRF Chair.

15. Financial Management Report for period ending 31st October 2018 *(Chief Finance Officer and Chief Emergency Planning Officer)*

Purpose of Report

To provide details of the revenue outturn forecast as at 31st October 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 £5,000 on the main Emergency Planning (EPU) budget was forecast while the Local Resilience Forum budget was expected to be fully spent. Members were pleased to note the current budget stability.

Decision

That the latest forecast outturn be noted

16. Audit of Cleveland Emergency Planning Unit *(Chief Emergency Planning Unit)*

Purpose of report

To update members on the recent internal audit of Cleveland Emergency Planning Unit.

Issue(s) for consideration by the Committee

An independent internal audit had recently been carried out on the EPU in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the UK, as part a 3 yearly audit timetable. It showed “Satisfactory assurance”, the highest level of Audit return under the scheme and demonstrated that the risks were well controlled. Five areas for improvement were identified. Details of these and the action undertaken in response were appended to the report.

With respect to concerns around information sharing a member asked if it would be possible to hold a member briefing on this specific issue. The Chief Emergency Planning Officer advised that the plan was to produce a single updated Information Sharing Agreement document to apply across the North East responders upon receipt of new sector specific guidance

from Central Government. He would be happy to share this agreement document with members when it was completed but was unable to confirm when this would be. However the next tactical business group of the LRF would be looking at this issue in detail.

Decision

That the outcome of the internal audit and work undertaken by CEPU officers be noted.

17. Activity and Incident Report (1st September – 31st October 2018) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the activities, incidents report and warning communications received and dealt with by the Cleveland Emergency Planning Unit between 1st September and 31st October 2018.

Issue(s) for consideration by the Committee

Between 1st September and 31st October –

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

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

A Member referred to potential power outages in the area covered by the Unit and queried the impact this could have on industrial premises. The Chief Emergency Planning Officer confirmed that all had the ability to shut down safely and would not be reliant on intervention. This was confirmed by another member with first-hand experience of such a shut down.

A member requested more information on the '3 meetings with the voluntary sector' referred to in the Action Plan. The Chief Emergency Planning Officer indicated that these were organisations covering all 4 local authorities and tended to be focussed on the emergency sector. He was keen to establish links with the wider voluntary sector.

A member asked whether the Unit had made preparations for new member inductions following the May 2019 local elections. The Chief Emergency Planning Officer confirmed that awareness training would be provided in

each borough with an additional LGA emergency awareness course for new councillors due to take place in Newcastle.

Decision

That the report be noted

The meeting concluded at 10.20am.

H MARTIN

CHIEF SOLICITOR

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