

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD 27th February 2019

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: 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

18. Apologies for Absence

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

19. Declarations of interest by Members

None

20. Minutes of the meeting held on 5th December 2018

The minutes were received.

21. Future reporting on the operation of Cleveland LRF (Cleveland LRF Chair)

Purpose of report

To provide members with an understanding of the level of information available on the LRF as a means of increasing oversight of the function.

Issue(s) for consideration by the Committee

Members were reminded of the need to ensure effective delivery of the LRF's duties under the Civil Contingencies Act 2004. Following previous requests by Members of the Committee and after discussions between the LRF Chair and LRF Manager it had been suggested that the LRF Chair attend 1 meeting of the Emergency Planning Joint Committee per year to give an overview of the annual plan. An additional report would be provided on a half yearly basis outlining actions completed to date and future proposed action. The current quarterly updates on training, exercising and key events would continue.

Decision

That future reporting of the LRF be as follows:

- I. Annual LRF Report to be presented by LRF Chair on a yearly basis
- II. Six-monthly update report to be provided by LRF Chair
- III. Quarterly updates on training, exercising and key events to be provided

22. EPJC Constitution (*Chief Emergency Planning Officer*)

Purpose of report

To provide an opportunity to review the Emergency Planning Joint Committee constitution and terms of reference as per the agreed Cleveland Emergency Planning Unit work plan.

Issue(s) for consideration by the Committee

A copy of the current Terms of Reference and constitution of the Emergency Planning Joint Committee were appended to the report. Members were asked to consider whether they wished to make any amendments to the current document. Following discussion the following inclusions within the document were proposed:

- a) The option to include deputy or substitute members
- b) Details of the rotation of the Chair amongst the 4 local authorities on a biannual basis
- c) That it be explicitly stated that the next local authority on the rota automatically take the Vice-Chair role
- d) That it be explicitly stated that deputy or substitute members will not chair the meeting even those deputising for the Chair

Members also requested that an annual report be provided to the Committee based on the elements of the terms of reference, detailing any changes in staffing or accommodation and proposed amendments to the terms of reference and constitution as were felt necessary. They asked that this report be provided at the Autumn meeting in order to tie in with budget requirements.

Decision

- I. That the following be added or specifically stated within the terms of reference and constitution of the Emergency Planning Joint Committee:
 - a) The option to appoint deputy or substitute members
 - b) That said deputies or substitutes cannot Chair the meetings even if they are deputising for the current Chair
 - c) The rotation of the Chair of the Committee amongst member local authorities on a biannual basis
 - d) The next local authority on the rota automatically be appointed as Vice-Chair
- II. That an annual report on the terms of reference and constitution be brought to the Committee

23. Activity Report (1st November 2018 – 1st February 2019) (Chief Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the activities undertaken during the period in question and to provide oversight of the actions undertaken by the Cleveland LRF.

Issue(s) for consideration by the Committee

Details were given of the progress made during the period against the CEPU Action Plan and key LRF activities undertaken. 5 training events and 2 training exercises had taken place. Members' attention was drawn to a review of the CEPU website and the delivery of Resilience Direct training to a number of LRF partners. Members commented upon the current stability of the Unit. The Chief Emergency Planning Officer commented that this was a direct result of long-term staff being given the opportunity to build up knowledge and relationships. Emergency Planning Officers were now required to diversify as part of their development meaning that during leave periods any eventuality could be covered. Many of the staff was local

meaning travel expenses were minimal.

Decision

That the report be noted.

24. Incident Report (1st November 2018 – 1st February 2019) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the incidents reported and warning communications received and dealt with by the Unit during the period in question.

Issue(s) for consideration by the Committee

Details were given of the communications received and incidents of note during the period. A member noted the reference to traffic disruption caused by protests, commenting that this had resulted in a fatality due to an emergency vehicle being held up. The Chief Emergency Planning Officer referred to a recent fire in a derelict building and identified the role of the Unit in ensuring appropriate response from the local authority e.g. structural engineers or fencing.

A member commented on the benefits of Fire Officers having advanced awareness of any structural flaws in buildings in advance of an incident, and suggested that there may be benefit in EPJC members being provided with footage and information relating to a previous fire at a block of flats in Billingham at the next meeting of the Committee.

Decision

That the report be noted and that further information be brought to the next meeting of the Committee.

25. Financial Management Report for Period Ending 31st January 2019 (Chief Finance Officer and Chief Emergency Planning Officer)

Purpose of report

To provide details of the revenue outturn forecast as at 31st January 2019.

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 £8,000 on the main Emergency Planning (EPU) budget was forecast. In addition a grant of £38,000 had been awarded to the LRF to assist with EU Exit planning. These monies would be ring fenced.

Decision

That the latest outturn be noted.

26. Cleveland LRF EU Exit Preparedness *(Chief Emergency Planning Officer)*

Purpose of report

To provide background information on the LRF preparations for a “no deal” EU exit scenario.

Issue(s) for consideration by the Committee

Members were advised that all LRFs had been asked to consider, plan and prepare for a “no deal” EU exit. Within Cleveland a task and finish group had been established by the LRF Strategic Board. Given the amount of uncertainty the current focus was on effective information flow, coordinated public communications mechanisms and the application of existing LRF plans and mechanisms where appropriate. The LRF’s focus is on the immediate/short-term period around any exit. As previously discussed a grant of £38,000 had been made available to the Cleveland LRF to assist in this planning.

Members queried whether the additional monies would need to be returned if they were not spent. The Group Accountant indicated that anything not utilised would be fed into the Emergency Planning reserves.

Decision

That the report be noted.

The meeting concluded at 10:50am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 4th March 2019