

# EMERGENCY PLANNING JOINT COMMITTEE

## MINUTES AND DECISION RECORD

11<sup>th</sup> September 2019

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

### Present:

Councillor: Barry Hunt (Redcar and Cleveland 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

### 3. Apologies for Absence

Apologies were submitted by Councillor Dorothy Davison (Middlesbrough  
Borough Council)

### 4. Declarations of interest by Members

None

### 5. Minutes of the meeting held on 24<sup>th</sup> July 2019

Minutes received.

### 6. Financial Management Report (*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  
2019 and the latest budget position and forecast outturn as at 31<sup>st</sup> July  
2019 for the current financial year.

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

A summary of the outturn position at 31<sup>st</sup> March 2019 was provided as set out in the report. A favourable variance of £8,000 on the main Emergency Planning Unit (EPU) budget had been achieved. The budget for the Local Resilience Forum (LRF) had been fully spent. For 2019/20 a favourable variance of £47,000 on the main Emergency Planning (EPU) budget was forecast. An additional £78,000 had also been allocated to the LRF by the Government to assist in Brexit preparations. This was in addition to the £38,000 allocated for this purpose the previous year. A strategy for the use of this additional funding was currently under development. The Chief Emergency Planning Officer assured members that the LRF had been preparing for a range of scenarios following the UK's exit from the EU and had a framework in place to ensure that emerging issues could be identified and fed into the LRF partnership and Government as required. Officers had no specific concerns from a budget standpoint the unit was in a strong position.

### **Decision**

That the 2018/19 outturn and latest forecast for 2019/20 be noted.

## **7. CEPU Proposed Action Plan 2019-2020** (*Chief Emergency Planning Officer*)

### **Purpose of report**

To provide the action plan of the Emergency Planning Unit to assist in overseeing the performance and effectiveness of the Unit and its value to the four authorities.

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

The proposed plan was comprised of 385 actions and objectives and their associated indicators, compiled using statutory requirements, national guidance and good practice. The actions had been compiled under 16 headings including Local Authority Preparedness, CEPU Internal Functions, and Training and Exercising. The proposed action plan was appended to the report along with details of the LRF priorities and actions. Quarterly updates on both would be provided to members. The Chair of the LRF had will attend a future meeting of the Committee to update members on the work of the partnership.

### **Decision**

That the proposed action plan be approved and quarterly updates and additional information as requested by members be provided by the Chief Emergency Planning Officer.

**8. Activity Report (2<sup>nd</sup> February 2019 - 31<sup>st</sup> March 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. 9 training events and 5 training exercises had taken place. Members' attention was drawn to the delivery of training to schools and councils and work undertaken in anticipation of the update to the Radiation Emergency Preparedness Public Information Regulations 2019. A member referred to future training of officers and suggested that part of the reserves be set aside specifically to fund training courses. They also referred to people and institutions who might be able to work with the CEPU to develop training courses. The CEPO advised that he would be keen to discuss potential opportunities further with the relevant points of contact.

**Decision**

That the areas of work undertaken be noted

**9. Activity Report (1<sup>st</sup> April 2019 – 30<sup>th</sup> June 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. 20 training events

and 8 training exercises had taken place. Members' attention was drawn to the winter preparedness annual review and the additional Resilience Direct training provided to partner organisations by CEPU officers to enable file sharing in planning and emergency response situations.

### **Decision**

That the areas of work undertaken be noted

## **10. Activity Report (1<sup>st</sup> July 2019 – 27<sup>th</sup> August 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. 2 training events and 1 training exercise had taken place. Members' attention was drawn to the development of the North East Yorkshire and Humber cyber plan and the response to the Marton Country Club Fire and subsequent debrief. In light of the events at the Marton Country Club members queried what action could be taken to ensure publically and privately-owned derelict buildings were properly secured. The Chief Emergency Planning Officer acknowledged their concerns and advised that following the debrief, discussions were ongoing reference the multi-agency work that may reduce the likelihood and aid the response to incidents at derelict buildings.

### **Decision**

That the areas of work undertaken be noted

**11. Incident Report (2<sup>nd</sup> February 2019 – 30<sup>th</sup> June 2019)**  
(Chief Emergency Planning Officer)

**Purpose of report**

To assist Members in overseeing the performance and effectiveness of the Unit, to inform 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. The Chief Emergency Planning Officer paid particular tribute to the work of Middlesbrough Council and the British Red Cross in providing support to residents during and following the Marton Country Club fire.

**Decision**

That the areas of work undertaken be noted

**12. Incident Report (1<sup>st</sup> July 2019 – 27<sup>th</sup> August 2019)**  
(Chief Emergency Planning Officer)

**Purpose of report**

To assist Members in overseeing the performance and effectiveness of the Unit, to inform 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.

**Decision**

That the areas of work undertaken be noted

The meeting concluded at 11:10am.

**H MARTIN**

**CHIEF SOLICITOR**

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