

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD 10th September 2021

The meeting commenced at 10;00am at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

Present:

Councillor: Mike Smith (Stockton Borough Council) (In the Chair)

Councillors: Julie Craig (Redcar and Cleveland Borough Council
Eric Polano (Middlesbrough Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer
Jo Stubbs, Democratic Services Officer

1. Apologies for Absence

Apologies were submitted by Councillor Cameron Stokell (Hartlepool Borough Council)

2. Declarations of interest by Members

None

3. Minutes of the meeting held on 2nd March 2021

Minutes received

4. CEPU Action Plan 2021-2022 (*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 action plan (which was appended to the report) was comprised of 66 tasks compiled using statutory requirements, national guidance and good practice. The actions had been compiled under 12 headings including Local Authority resilience, ITC/Cyber planning and CEPU Internal functions and ways of working post Covid. Quarterly updates would be provided to members. The Chief Emergency Planning Officer noted that the action plan for 2020-21 had been significantly impacted by the Covid pandemic and it was expected that this impact could continue to a lesser degree in 2021-22 limiting the amount and range of work the unit could undertake. Of the 66 actions so far 17% had been completed. In order to assist any members new to the Committee the Chief Emergency Planning Officer indicated he would arrange for guidance around Emergency Management to be sent to all Committee members.

Decision

- I. That the CEPU Action Plan be approved and members seek involvement and clarification where appropriate.
- II. That members be updated on progress on the action plan at future meetings and any additions or amendments to it.

5. Financial Management Update Report (*Director of Resources and Development and Chief Emergency Planning Officer*)

Purpose of report

To provide details of the outturn position for the financial year ending 31st March 2021.

Issue(s) for consideration by the Committee

A summary of the outturn position at 31st March 2021 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. This was lower than had been anticipated due to a reduction in the expected amount of income due to reduced REPPIR fees to the nuclear power station and an increase in employee costs. A favourable variance of £52,000 on the budget for the Local Resilience Forum (LRF) had been achieved following the receipt of additional Brexit funding of £116 thousand allocated between 2018 and 2020 along with an additional covid grant of £200 thousand. £50 thousand of this additional funding had been used to fund emergency mortuary provision while £200 thousand had funded the cost of additional

management and support from a range of LRF members chargeable to the covid grant.

Decision

That the financial outturn for 20/21 be noted.

6. Emergency Planning Joint Committee Constitution (Chief Emergency Planning Officer)

Purpose of report

To provide an opportunity to review the Committee constitution.

Issue(s) for consideration by the Committee

A copy of the Committee constitution was appended to the report for members' attention. The Chief Emergency Planning Officer highlighted in particular issues around meetings being quorate and asked members to consider nominating named deputies to stand in for them when unavailable. The Chair requested clarification as to whether deputies for those authorities that ran a Cabinet system of governance needed to be a Cabinet member.

Decision

That the constitution and terms of reference be noted and the designation of deputy members clarified.

7. LRF Pilot Funding (Chief Emergency Planning Officer)

Purpose of report

To inform members of the recent pilot funding made available to the Local Resilience Forum and its intended utilisation.

Issue(s) for consideration by the Committee

In May 2021 the Government had confirmed that £209,089 would be made available to Cleveland LRF for use in capacity building and capability building. This funding would be for 12 months and was intended to be used to increase LRF capacity by enabling the recruitment of strategic resources and to enhance LRF capability to address national and local resilience priorities including the strengthening of intelligence, information and data

sharing. Detailed information on the proposed utilisation of funding was appended to the report. As the funding was for 12 months only officers felt unable to utilise it for staffing and recruitment as they could not guarantee a permanent position moving forward.

Members queried whether COMAH sites and other major industries contributed to LRF funding separately in addition to local business rates. The Chief Emergency Planning Officer advised that PD Ports contribute to the LRF on a voluntary basis, but whilst there is a mechanism whereby recharges to industry can be made for emergency planning duties undertaken by the Local Authority there is no mechanism for contributions to the LRF. The CEPO noted that a number of sites operate separate funds to assist communities (e.g. grants to community groups. Members felt that businesses could be encouraged to be more proactive in contributing to the community. Members also praised the inclusion of community risk mapping and requested that high priority be given to the commission of an activation system.

Decision

That the purpose and limitations of the pilot funding be noted.

8. Function and Operation of Cleveland LRF (*Cleveland LRF Chair*)

Purpose of report

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

Issue(s) for consideration by the Committee

Members were given details of the role and function of the LRF, including funding, membership and information on the basic 3 tier structure. The Cleveland LRF was embedded within the Emergency Planning Unit which enabled access to wider resources and out of hours support when required. The current acting chair was Hartlepool's Director of Regeneration and Neighbourhoods. A copy of the LRF terms of reference and annual report for 2020-21 were appended to the report. Members had previously requested that the LRF chair attend meetings of the Committee to ensure appropriate oversight of the LRF given its usage of public money and it was hoped that this would happen in the future.

Decision

That the report be noted.

9. Incident Report – 6th February 2021 – 13th August 2021 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of incidents reported and responded to by the Cleveland Emergency Planning Unit between 6th February and 13th August 2021.

Issue(s) for consideration by the Committee

Members were given details of incidents of note during the period in question.

Decision

That the report be noted

The meeting concluded at 11:25am

H MARTIN

CHIEF SOLICITOR

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