

JOINT RESILIENCE COMMITTEE

(Civic Centre, Swansea)

Members Present:

2nd July, 2010

**Neath Port Talbot
County Borough
Council:**

Councillors J.R.Bryant, Mrs.A.P.Davies, S.J.Mason
and B.Roblin

**City and County
of Swansea:**

Councillors D.G.Sullivan, L.G.Thomas,
D.A.Robinson and R.J.Lloyd

Officers in Attendance:

**Neath Port Talbot
County Borough
Council:**

G.Jones and Mrs.T.Davies

**City and County
of Swansea:**

J.Stephens, P.Thomas, Ms.S.Perrett, Ms.K.Evans and
B.Cromie

Apologies for Absence:

Councillors:

Mrs.S.M.Penry, Mrs.M.Jones, R.J.Lloyd
and L.G.Thomas

Others:

P.Smith and S.Phillips

1. APPOINTMENT OF CHAIRMAN FOR 2010/2011

RESOLVED:

that Councillor Mrs.A.P.Davies (Neath Port Talbot
County Borough Council) be appointed Chairman of
the Joint Resilience Committee for 2010/11.

2. **APPOINTMENT OF VICE CHAIRMAN FOR 2010/2011**

RESOLVED: that Councillor Mrs.M.H.Jones (City and County of Swansea) be appointed Vice Chairman of the Joint Resilience Committee for 2010/11.

3. **MINUTES OF THE MEETING HELD ON 23RD APRIL 2010**

The Minutes of the Joint Resilience Committee held on the 23rd April 2010, were received, however Members noted that due to the amount of outstanding issues, the meeting of 2nd July 2010, would be part adjourned for a months time (date to be confirmed) in order for a Joint Resilience Unit report to be prepared covering these issues.

4. **FUTURE MEETING DATES**

The Committee noted the future dates of the Joint Resilience were as follows:-

10th September 2010, Swansea
19th November 2010, Port Talbot
21st January 2011, Swansea
4th March 2011, Port Talbot
13th May 2011, Swansea.

5. **TERMS OF REFERENCE**

Members discussed the way forward for the Joint Resilience Committee and the proposed amended Terms of Reference, which were contained in the circulated report. It was suggested that the priority work programme of the JRU be the main focus of the bi monthly meetings, with one main area chosen for discussion on each occasion.

It was agreed that the point in the Terms of Reference which reads “To build and develop through Community Leadership the awareness and need for more resilience within our own communities” should read “..... need for more resilience **and cohesion** within our own communities”.

Members agreed it was important to engage more with Town and Community Councils and the possibility of using the County Borough

Council/Community Councils Liaison Forum or local PACT meetings to promote the work of the Joint Resilience Unit. Members were also keen for the Chief Executives of both Local Authorities to be actively involved in awareness events involving Elected Members.

6. **MEMBERS EMERGENCY PROTOCOL PRESENTATION, KATIE EVANS, JRU**

Members received a presentation from Ms.K.Evans regarding the role of Elected Members during an emergency response.

Ms. Evans gave Members a draft handbook which was aimed at providing an understanding of the Civil Contingencies Act 2004 and NPTCBC/City and County of Swansea's emergency response arrangements. Members were also given a prompt card with the 'do's' and 'don'ts' of what to do when an emergency occurs in the Elected Members ward, which summarised the accompanying PowerPoint presentation.

Members agreed that when a handbook for each Authority had been finalised, it would be prudent to hold a joint NPTCBC/City and County of Swansea All Member Seminar to promote the leaflet.

7. **BUSINESS CONTINUITY PLANS PRESENTATION, BEN CROMIE, JRU**

Members received a presentation from Mr.B.Cromie regarding the Joint Resilience Units' current Business Continuity Exercise Programme.

Mr. Cromie explained that in total there were 120 ongoing business continuity plans, each requiring a training exercise. The exercises would take up until December 2011 to complete, and will cover 5 phases which will incorporate all Directorates of Neath Port Talbot County Borough Council and City and County of Swansea. The business continuity exercises meet the required British Standards (BS25999), and will help to identify future training needs and areas of improvements.

8. **ANY OTHER BUSINESS**

- (i) Members noted a proposed agenda item for the meeting dated 10th September 2010 – Introduction to the CONTEST Strategy – a presentation from Richard Knill of WECTU.
- (ii) Sunday, 26th September 2010, had been agreed as the date the live exercise at the high flood risk area of Canalside would take place. More information would be available nearer the time. It was suggested that the ward Members for the Canalside area be invited to the Joint Resilience Committee meeting dated 10th September 2010.
- (iii) Mr.P.Thomas distributed two handouts to Members:-
 - Joint Resilience response to local incidents log (July 2009 – June 2010) and
 - An Aide Memoir for BOC Gases, Margam, Port Talbot, COMAH off site plan.

CHAIRMAN