

JOINT RESILIENCE COMMITTEE

(Civic Centre, Port Talbot)

Members Present:

6th July, 2012

**Neath Port Talbot
County Borough**

Council: Councillors J.R.Bryant, Mrs.D.Jones, R.G.Jones
and P.A.Rees

**City and County
of Swansea:**

Councillors Mrs.M.H.Jones and N.Ronconni-Wollard

Officers in Attendance:

**Neath Port Talbot
County Borough
Council:**

G.Jones, J.Stephens, S.Burgess, O.Jenkins and
Ms C.Grocutt

Apologies for Absence:

Councillors:

Mrs.S.M.Penry (Neath Port Talbot County Borough
Council), Mrs.G.Tanner, M.Theaker and D.G.Sullivan
(City & County of Swansea)

Officers:

S.Phillips and J.Straw

1. APPOINTMENT OF CHAIRMAN FOR 2012/13

RESOLVED: that Councillor P.A.Rees (Neath Port Talbot County
Borough Council) be appointed Chairman of the Joint
Resilience Committee for the ensuing municipal year
2012/13.

2. APPOINTMENT OF VICE CHAIRMAN FOR 2012/13

RESOLVED: that the appointment of Vice Chairman of the Joint
Resilience Committee for the ensuing municipal year
2012/13, be deferred until the next meeting.

3. **MINUTES OF THE MEETING HELD ON THE 9TH MARCH, 2012**

The Minutes of the Joint Resilience Committee held on the 9th March 2012, were received and noted.

Matters Arising

4. **TATA STEEL**

Members expressed their gratitude regarding the site visit to Tata Steel, Margam which had been very interesting and which had included a visit to the recycling facilities associated with the storage of the residual waste from the 2011 Fforestfach fire. Members were advised that a decision would need to be made shortly on whether to continue storing the residual waste at Tata Steel as the temporary planning consent was due to expire. It was noted that a Task and Finish Group had been set up following the Fforestfach fire to look at all potentially hazardous sites across Neath Port Talbot and Swansea.

Comments were made on the excellent partnership working with Tata Steel and the professional way that they handled the residual waste from the Fforestfach fire.

Joint Report of the Lead Heads of Service for Resilience for Neath Port Talbot County Borough Council and the City and County of Swansea

5. **TERMS OF REFERENCE**

RESOLVED: that the Terms of Reference contained in Appendix 1 of the circulated report be approved, subject to review on an annual basis.

6. **JOINT RESILIENCE UNIT (JRU)**

Mr. Graham Jones advised Members of the staffing structure which had been downsized back in August 2011, due to budget pressures, as detailed in the circulated report, together with the current budget available to operate the Joint Resilience Unit. Members noted that although funding had been reduced over the past two years there had been significant efficiency gains achieved. Regular updates would be presented to the Committee in relation to the JRU's role and activities.

RESOLVED: that the report be noted.

7. **JOINT RESILIENCE POLICY**

Members received an overview of the updated Joint Resilience Policy for both local authorities, as set out in Appendix 2 of the circulated report. It was noted that all the Directorates within Neath Port Talbot County Borough Council and the City and County of Swansea were undertaking business continuity planning.

RESOLVED: that the Joint Resilience Policy contained in Appendix 2 to the circulated report be approved, subject to an annual review.

8. **MEMBERS' INDUCTION PACK**

Members had each received the Resilience Induction Pack, which was aimed at providing information on the Joint Resilience Unit together with a guide on Emergency Preparedness for Members. This included the 'do's and don'ts' should an emergency occur in an Elected Member's Ward.

It was noted that training regarding the communication element during an emergency and what information Members should or should not provide to the press/public would be arranged in due course. It was vital, in order to protect themselves and their Local Authorities, that Members follow the protocol set out in the induction pack. An example of this was during the Gleision Mines incident whereby local Members were correctly providing comfort and other support to the public, but not interfering with the work of the emergency services.

There had been five major incidents in Wales over the last 12 months or so and, consequently, a Joint Member Seminar would be held for both Authorities as soon as possible to ensure that all Members are made aware of the importance of the resilience protocol.

Mr. Shaun Burgess was thanked for putting together the very informative Induction Pack. Members were asked to forward any further comments to Mr. Shaun Burgess.

RESOLVED: that a Joint All Member Resilience Seminar be arranged to be held in November 2012.

9. **RESILIENCE WEBSITE'S OFFICIAL LAUNCH**

Shaun Burgess gave Members a presentation of the new Resilience website which had been developed. It contained useful information for residents and businesses within Neath Port Talbot and Swansea, including advice on how to prepare and respond to local risks, together with a Met Office weather widget and a link to the new JRU Twitter feed which would be a useful tool to communicate and update large numbers of people during incidents. A Welsh Language site was also currently being constructed.

There was also a children's section on the Resilience website and a positive response had been received from schools regarding this development.

A further presentation of the secure website to be given at the next meeting and a hyperlink of the website would be sent to all Members of the Committee.

Mr. Shaun Burgess and his team were thanked for the excellent work undertaken to develop the website. Members were again invited to provide any further feedback directly to Mr Shaun Burgess.

RESOLVED: that the new Resilience website be endorsed.

10. **ANNUAL RESILIENCE REPORT 2011**

A copy of the Annual Resilience Report was set out at Appendix 3 to the circulated report, which summarised the key activities of the JRU during 2011.

RESOLVED: that the Annual Resilience Report for 2011 be noted.

11. **JRU FORWARD WORK PROGRAMME – 2012/2013**

Members received details of the JRU Forward Work Programme for 2012/2013 which was contained in Appendix 4 to the circulated report.

Issues were raised regarding the impending closure of the Coastguard Station in Swansea and Members felt that this could be a potential risk should there be an emergency. The issue of contingency plans for the new PDR at Margam was also raised. It was noted that Shaun Burgess was currently working with SWTRA which would include plans being put in place should there be an incident on the new PDR.

- RESOLVED:**
- (i) that the proposed JRU Forward Work Programme for 2012/2013 be approved, subject to periodic progress reports being submitted to Members;
 - (ii) that the issue of the closure of the Coastguard Station in Swansea be raised to the RLF as a possible risk.

12. **JRU SERVICE SPECIFICATION**

- RESOLVED:** that the initial Service Specification set out in Appendix 5 of the circulated report be approved, subject to the Lead Resilience Heads of Service for both local Authorities being authorised to agree any changes which may be required.

13. **JRU DUTY OFFICER CALL OUTS**

The circulated report contained details of the number of emergency / potential emergency calls the JRU had responded to between March and May 2012, as set out in Appendix 6 to the circulated report.

- RESOLVED:** that the report be noted.

14. **DATES OF FUTURE MEETINGS**

The dates of future meetings were noted as follows:-

14th September 2012 (Swansea)
30th November 2012 (Port Talbot)
18th January 2013 (Swansea)
22nd March 2013 (Port Talbot)
3rd May 2013 (Swansea).

15. **URGENT ITEM**

Mr. Jeremy Stephens gave Members a DVD presentation on the Olympic Torch Procession through Wales. Members recognised that a lot of preparation and hard work had gone into protecting the Torch and helping the procession run smoothly. All agreed that it had been a great success.

RESOLVED: that the presentation be noted.

CHAIRMAN