

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the meeting of the Emergency Support Sub-Committee held on 7th October 2022 at 4.30pm

Start: 4.30pm

Finish: 5.20pm

Councillors present: Goode, Heseltine, Winnard
Non-member Councillors: None
In attendance: Eve Haskins (Town Clerk)
Non councillor members: None
Members of the public: None

2223/01 Election of Chair for 2022-23

Resolved to elect Councillor Heseltine as Chair of the Emergency Support Sub Committee for the municipal year 2022-23.

2223/02 Apologies for absence

Apologies for absence received, and reasons for absence approved, from Councillors Carney, Fenton and Kirdale and Bradford Council Emergency Planning Officer, Mick Birro (MB).

2223/03 Disclosures of interest

None.

2223/04 Minutes of previous meeting

Resolved to confirm as a correct record the minutes of the meeting held on 15th February 2022.

2223/05 Public Participation

None.

2223/06 Emergency Plan

Resolved to agree the following regarding the Emergency Plan:

- Amend to indicate this is Version 5.
- Councillor Heseltine agreed as Lead Contact.
- 1.1.2 'Training and Exercising': Need to contact MB regarding overdue training, for both Responders and volunteers.
- 1.2 'During an emergency – on being made aware of the incident': Need to contact MB regarding what 'rationale' needs adding to the 'Initiate logging of incident' section; and to determine what the 'Joint Decision-Making Model' is.
- 1.2 'During an emergency – dealing with an escalating situation': Need to contact MB regarding what 'rationale' needs adding to 'Log all decisions and actions', to determine the nature of the emergency which would decide whether to place volunteers on 'standby' or 'activating' them under 'Alert volunteers and appropriate resource holders' and to add 'collate availability' here, to liaise with Mick Birro regarding necessary 'volunteer welfare checks'; and to add 'See section 1.7 of this Plan' to 'Open the most appropriate Control Room' and 'See section 1.6 of this Plan' to 'Access Emergency Box'.

- 1.2 'Close of event': Remove 'until an Emergency Management Team Officer arrives to represent it', as advised by MB.
- 1.3 'Structure and Tasks' – 'Second Tier of Incident Management': Remove the line 'Prepare for incident if necessary', and contact MB to determine how the Town Council could engage with Bradford Council's Press Office.
- 1.4 '(M)Ethane (assessment)': need to contact MB to request training on this.
- 1.5 'Contact Details of Responders': agreed this needs to be up to date and live; Town Clerk to add Councillor Heseltine as Chair/Lead Contact, Councillor Kirdale as Responder and to arrange for the contacts for the Emergency Management Team at Bradford Council and Station Commander (and Deputy in case they are absent) at Bingley Fire Station to be verified and updated regularly.
- 1.6 'Emergency Box': Amend to indicate that the Box is held at the Hub, and to include Hub key holders; Town Clerk to arrange for the verification of the contents of this Box, including checking of batteries etc. (also listed in 2.8).
- 1.7 'Primary (Preferred) Rest Centre' and 1.8 'Secondary Rest Centres': Town Clerk to arrange for all the details therein to be verified, email addresses added, and updated regularly (e.g. twice a year); to add that 'although the first option would be for people to go to family and friends', prior to considering options such as hotels and reception centres.
- 2.2 'Local Community Profile' and 2.3 'Map of local flooding': Contact MB to determine whether they would be able to provide online links to the flooding maps, as well as large hard copies for use during the incident.
- 2.5 'Neighbouring Communities and Contacts': Town Clerk to arrange for these to be verified and amended to include other parish councils.
- 2.6 'Vulnerable Establishments': Town Clerk to arrange for the status and contacts details of each to be verified, including addition of email addresses, and regularly updated; and to contact MB to determine how Bradford Council categorise the vulnerable properties.
- 2.7 'Other useful notes including historical incidents': To liaise with the lower take up of warning percentages to encourage engagement – contact MB for advice on this.
- 2.7 'Historic Flood Events': To check with the residents here that the pumps are still in working service/ready in necessary.
- 2.9 "SBAR' (reporting) form' and 2.10 'Debrief form': To arrange with MB for some training on the completion of these forms.
- 2.11 'Register of Local Resources and Assets': Town Clerk to arrange for all contacts to be verified and obtain an emergency out of hours number, including Facebook groups; to update to delete Sainsbury's, Anmol, include mini market in Cottingley etc. and amend Ward Councillor details.
- 2.12 'Useful phone numbers': Town Clerk to arrange for all contacts to be verified, including those of power companies, gas supply companies etc. (to expand the number base to include emergency number/out of working house numbers), and to contact MB to determine whether there are any more emergency numbers which should be included here.
- To consider a mechanism for informing all Town Council members, via group text or similar, in case of incident.
- Town Clerk to make agreed amendments accordingly; to contact MB regarding the several queries and training; to organise for all the contacts to be verified and updated regularly; to contact the local emergency WhatsApp group admin/flood resilience group leader to verify whether they still operate the group, to liaise with them regarding other emergency contacts/network/information and to determine who does what (e.g. Flood Response Group, Emergency Planning Group etc.); and to contact the former, now retired, Emergency Planning Officer, to determine whether he would be available to join the Emergency Support Sub Committee as a non councillor member.

2223/07 Emergency kit

Resolved to agree the following:

- a) The staff team to undertake an inventory of the emergency kit items, to ensure all items correspond to the Emergency Plan list (including to check batteries etc.).
- b) Any missing items/items that need replacing to be included in recommendations to the Finance and General Purposes Committee.
- c) To undertake this check on annual basis, at the beginning of September each year.

2223/08 Date of next meeting

Date of the next meeting, to be held at the Hub, Myrtle Place, Bingley, to be organized via email: MB to be invited also (Fridays good for everyone; could be an informal briefing meeting if necessary).