



**Minutes of the North West Branch Meeting
Friday 23rd October 2015**

Held at Cumbria Fire & Rescue Service - Penrith

Attendees:

Andrew Swapp – Chair
Jenny Jones – Secretary
Julie Ferguson
Rachel Hutchinson
Bernard Kershaw
Joanne Tarpey
Andrew Sharrock
Chris Briggs
John Williams
Mark Bartlett
Julie Stables
Karen Watson
Colin Singleton
Paul Herbert
Emily Dixon
Chris Kyles
Stuart Hankey
David Snaith
Paul Thompson
Matt Roy
John Blundell
Audrey Sabourin
David Hooley

| 1. Welcome & Introductions | Actions |
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| <p>Andrew Swapp welcomed all members of the branch to the meeting & thanked Bernard Kershaw for arranging the event. The morning session featured two separate presentations, one from Chris Briggs who spoke to the group about Resilience Direct and a second presentation from Jonathon Burgess about the role of the Mountain Rescue. Andrew thanked both presenters for their excellent presentations.</p> <p>The following apologies were received: Alan Murray Suzanne Pritchard Nicola Mayor Collette Taylor Martin Blackburn Matt Croft</p> | |



Mark Taylor
Ewan Hall
Carole Billington
Mike Cullen

2. Branch Executive

Andrew advised the group that this was his first meeting as Chair after Mark Taylor stood down in June in order to focus on his new role as an EPS Director. Andrew then introduced the new Executive branch members as follows:

Julie Ferguson – Vice Chair
Rachel Hutchinson – Communications Officer
Bernard Kershaw – Events Co-ordinator
Jenny Jones – Secretary

3. National AGM/NOC update

Andrew gave the following updates from the AGM/Conference which was held at The Emergency Planning College on the 29th & 30th September.

New Directors were appointed following the departure of a number of Directors last year, new Directors included Martin Blackburn, a North West member, who has taken on the role of Director of Finance.

Andrew welcomed Matt Roy to the meeting. Matt is based at Sellafield and a member of the Scottish Branch and has recently taken on the role of Director for Membership & Development.

Matt advised the group that he was looking at streamlining the process of upgrading from associate to member and also to allow applicants to join at member level if they have the appropriate experience. He advised that he feels the process needs to be easy & quick to do so that more people will upgrade. He also advised the group that he is looking at membership fees and asked the groups opinion on whether the current fees were at the right level. He advised that he was looking at a possible freeze on fees for 5 years and then to review them but this was not yet confirmed. The group were asked to consider both membership upgrades and fees and to send any comments to Jenny Jones or Andrew Swapp to be forwarded to Matt.

Andrew reported to the group on some of the work and decisions of the National Operating Committee (NOC) and advised that the National Professional Working Groups (PWG's) looking at specific topics such as Humanitarian Assistance, COMAH, CBRN, Business Continuity are to be re-energised to

**All to consider
membership
upgrades & fees**



ensure that they deliver more to the membership on the various specialist areas of emergency planning. This would include encouraging more members to join the specialist groups and to ensure that the groups are current and this will then lead to more detailed and up to date information and news being delivered to members.

Andrew advised that the (NOC) had created a draft national business plan to look at a number of key areas, these included:

- Membership – gaining new members and encouraging lapsed members
- Events strategy
- Maintain Society's rules & regulations
- Marketing & Communications
- Finance

Branch chairs were then asked to go away and review and develop further the draft business plan based on the above. In line with this the Branch Executive will start to look at creating a North West Branch business plan.

Andrew advised that The EPS website was discussed and it was identified that the site needs to be refreshed. Cost implications mean that the site won't be able to be re-designed completely but updates will take place to make it more user friendly.

Andrew advised that it was identified that some branches are currently inactive, one of these is the Northern Branch which currently has no chair. The branch borders on both our branch and the Yorkshire & Humber Branch and so it was agreed that we will include their members in any communications so that they are getting something for their membership fees. Jenny Jones will be obtaining members details and will include them in future communications.

Andrew advised that a National EPS twitter account has now been created and currently work is taking place to create branch accounts as well. Rachel Hutchinson will take charge of the North West Account when it is set up and this will be communicated to members when it is created. The group queried whether there is a Facebook or linked in account for the North West branch? Rachel agreed to look into this and feedback.

4. Joint Branch Training Event

Andrew Swapp advised the group that the next Joint Branch Training Event has now been planned for 4th February 2016. The event will be run jointly with the Yorkshire & Humber Branch

Branch Executive to create business plan

Jenny Jones to include Northern Branch in any communications

Rachel Hutchinson to set up Twitter account & to look at Facebook/Linked In accounts



& will be held at West Yorkshire Police Public Order Training Centre at Wakefield. The topic for the event will be Mass Fatalities and the group have currently secured Dr Lucy Easthope as a guest speaker and are in the process of confirming a second speaker, hopefully Dr Ann Ayres. The event will be opened by Jo Gillespie from RED North. Further information about booking will be released shortly.

5. Future events

Andrew Swapp asked the group for ideas for future North West Branch training events. He advised that he was in discussions with Manchester Airport about holding a training day there, looking at the Emergency response for the airport and also possibly at the faith work. David Hooley advised the group that he had recently heard a presentation from a clinical nurse who had worked in Sierra Leone during the Ebola crisis which was very interesting and he agreed to pass the details to Bernard Kershaw to progress

Paul Thompson advised that he had recently attended a presentation from Kate Cochran of Newcastle Council in relation to recovery and she was a very passionate speaker, Paul also agreed to pass her details to Bernard Kershaw. Paul also advised that the Environment Agency would be happy to host an event at either their Penrith or Preston premises. Paul also suggested that if National Working Groups are being reinvigorated then it may be useful to use the groups as topics for future events to ensure that the learning is being disseminated. Chris Brigs advised the group that he may be able to arrange a Sellafield visit as a future event and agreed to liaise with Bernard Kershaw in relation to this.

Andrew advised the group that at the AGM there were discussions about topics for Webinars and it was opened up to members to advise what subjects they felt would be useful. Paul Thompson advised that the webinars should be based on Horizon Scanning nationally to look at up and coming/high risks & could also be used to deliver updates on specific topics such as the new COMAH regulations that were issued in summer 2015.

6. AOB

Andrew Swapp thanked everyone for their attendance & advised that he would look forward to seeing people at the next North West event.

All to consider future event topics/speakers and forward details to Bernard Kershaw

Andrew to feed comments back to the NOC