



## Minutes of the North West Branch Annual General Meeting Tuesday 27<sup>th</sup> September

Held at Highways England North West Regional Control Centre

### Attendees:

Andrew Swapp – Chair  
Jenny Jones – Secretary  
Julie Ferguson  
Rachel Hutchinson  
Bernard Kershaw  
Mark Taylor  
Phil Stockford  
Andrew Sharrock  
Collette Taylor  
Paul Thompson  
Karen Drury  
Anthony Dempsey

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<p><b>1. Welcome &amp; Introductions</b> Andrew Swapp welcomed all members of the branch to the Annual General Meeting. He then thanked Bernard Kershaw for arranging the event &amp; Phil Stockford for hosting the event. The morning session featured presentations from 3 staff from Highways England detailing their response capabilities and also looking at some case studies. The following apologies were received:</p> <p><b>2. Apologies</b> The following apologies were received: Norman Powell Suzanne Pritchard Martin Blackburn Sarah Riley Andy Ive Carole Billington</p> <p><b>3. Minutes of the last meeting</b> The minutes of the last AGM dated 25<sup>th</sup> June 2015 were agreed by Bernard Kershaw and seconded by Julie Ferguson.</p> <p><b>4. National update (AGM and conference)</b> Andrew Swapp gave the following updates: <b>Directors updates:</b> <b>Membership Director</b> – Matt Roy advised that the new EPS website is still in the process of being developed as feedback was that it needed to be more user friendly with large sections for each branch. He then advised that a new membership upgrade system</p>	



will be trialled in early 2017 whereby Associate members will be able to upgrade to a full Member by using an enhanced CV Application which will be reviewed by a dedicated assessment team. The upgrade from Member to Fellow will also change and will now be by invitation from Branch Chair and at least 2 other members. He also advised that the Society were seeking to do more to encourage Student members and all University's that run Disaster Management courses will be contacted and provided with information about the work of the society.

**Professional Working Groups Director** – Steve Gallagher advised that he is new to this post and is currently trying to get up to speed with all of the groups, some are currently inactive and so he is looking to revisit all groups and to possibly create new specific working groups such as Cyber Security.

**Finance Director** – Martin Blackburn presented the accounts and advised that the society is operating at a surplus of £53,000. Income is slow but is compensated by good housekeeping to keep outgoings to a minimum.

**Branches Director** – Mark Taylor advised that as well as being Branches Director he also manages the EPS Head Office and has been busy trying to embed the society into the Emergency Planning College by placing literature in all bedrooms. A new part time member of staff has also now been appointed to support Sue Bagge in the head office function which involves supporting branches and individual member's queries. 'No reply' emails will be used more frequently to update members on what's going on or what's new on the websites etc. A request was made to all members to provide articles for the Resilience Magazine. A bigger focus is also being placed on Social Media and Twitter & Linked In EPS accounts will be reviewed to see if they can be improved.

**EPS Chairman** – Tony Thompson presented his annual report which can be found in the resources section of the EPS website. There has been slight changes to the Vision, Mission & Values Statement and this provoked some discussion amongst members. CPD is also being looked at to see how it could be made more user friendly.

AS then advised the group that the North West Branch were successfully shortlisted for the Branch of the Year Award reflecting the commitment and activities run by the Branch during the previous 12 months and in particular the number and focus of the training sessions that have been organised for members. On this occasion the award went to the East Midlands Branch but the work of the North West Branch was noted by the Chairman.

MB advised that he would like to nominate Community Funds for Lancashire for an award at next year's event in recognition of all their hard work supporting communities since Storm's Desmond & Eva. A discussion followed and the group were unsure whether there was a category that this nomination could be made under &

**JJ to liaise with Sue Bagge about nomination.**



JJ agreed to liaise with Sue Bagge to see what would be our best option.

AS advised that the conference which followed the AGM was also successful and all of the presentations will be available on the EPS website.

## 5. Branch update

AS gave the following updates:

**Membership** – The North West Branch membership has remained fairly static with 109 members broken down as follows:

- Student – 0
- Associate – 67
- Member – 33
- Fellow – 6
- Retired – 3

JJ agreed to email all of the students who had attended the morning event from Manchester University with details of EPS Membership.

### Finances

AS advised that an agreement was previously agreed for each branches finances to be managed by Head Office and branches can ask for funds as required. In 2015 the annual branch grant was £200 and then a further £3.50 per member was allocated, giving us a budget of £543 for the year. Some finances were spent on the Joint Study day and some on catering for our North West training events.

### Communications

RH advised that she has issued 2 Newsletters but made a plea to all members to provide stories for the newsletter. Due to the previous lack of stories RH asked whether members would be in agreement to change the timing of the newsletter from every 3 months to every 6 months to allow for a more informative document. All were in agreement. RH also advised that she has now set up the NWEPS Twitter account (@TheEPSNorthWest) which has 5 followers. Members were encouraged to sign up to the Twitter account.

AS thanked RH for all her hard work with the Communications work and in particular the Newsletters.

### Future Events

BK advised that a provisional date has now been set for the Manchester Airport training session, this will be held on the 14<sup>th</sup> March 2017 and will comprise of an overview of the Airport, Emergency Planning arrangements & faith & welfare support followed by a short NW EPS Branch meeting. Finalised details will

**Jenny Jones to send EPS details to Students**

**All to look to sign up to Twitter account**



be sent out in early 2017.

BK then advised that PT has offered use of the Environment Agency Offices at Penrith for a session about the role of the EA beyond flooding, a date has not yet been set for this event. The group also discussed the possibility of holding a 'lessons learnt' session to look at learning from some large scale incidents over the last 18 months to include the winter floods 2015, the Bosley Mill Fire and the M56 tanker fire incident.

AS advised the group that he would like to hold another annual joint study day with the Yorkshire & Humber Branch in spring 2017. As the last event was held in Wakefield it is anticipated that the North West Branch will host this event. AS & BK will meet with Katie Fisher, Chair of the YH Branch to scope out the event but the possibility of using the 'lessons learnt' theme could be explored as a theme for the event.

#### **6. Branch Executive – election of officers**

AS advised the group that the current executive committee has now been in post for 12 months and so he sent out an email prior to this meeting to ask if there were any nominations for any of the posts. None were received and all current members have agreed to stand for a further year as follows:

Chair – Andrew Swapp  
Vice Chair – Julie Ferguson  
Communications Officer– Rachel Hutchinson  
Events Co-Ordinator– Bernard Kershaw  
Secretary/Treasurer – Jenny Jones

The group were in agreement of the executive committee membership remaining the same.

MB added that he felt that the branch had changed over the last 12 months and the new executive committee have worked hard together to provide a good branch to be part of and he thanked the executive group for their work.

#### **7. AOB**

No items were raised under any other business.

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