



National Operational Committee Meeting Minutes

Tuesday 26th October 2021 at 13:00 via Zoom

Minutes

Attendance

Andy McCombe	East Midlands / Dep Chair NOC
Darren Nugent	Yorkshire and the Humber Branch / NOC Minutes
William Read	West Midlands Branch
David Bright	Scottish Branch
Tom Crellin	South Eastern Branch
Ian Cameron	South Western Branch
Andy Swapp	North Western Branch
Roy Chape	Welsh Branch
Peter Cheesman	Human Aspects PWG
Phil Emonson	Flooding PWG
Louise Elstow	CBRN PWG
Barry Moss	CBRN PWG
Amanda Coleman	Communications PWG

Apologies

Chris Chapman	Health PWG
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1. Welcome, Opening Remarks, Introductions & Apologies

PWG Chairs have joined the NOC as Operational Leads.

2. Actions from previous minutes dated 09 July 21 – Andy McCombe

Reviewed.

3. Board Update Email update from Jeannie Barr

One of the things I did want to talk about was the end of year awards ceremony and event.

Format would be some speakers from the Annual Conference to either do workshops or sessions. Wondered if PWG's wanted to put together some workshops based on the programme of webinars delivered this year or whatever you would like we can have them open to members and non-members or just members. This would then be followed by an Awards do and Xmas party with quiz.

Have already had many folk put their names forward to help but would be good to get some input from yourselves on programme awards and workshops.

The awards are for folk who have made a difference to each other, branch, PWG society or the community these can be funny awards or just a genuine acknowledgement or recognition of 'thank you' alongside the more formal award of fellow and honorary fellow which can be nominated from branches and PWG's.

Also wanted to see if we have anyone interested in undertaking mentoring roles within the PWG's and branches. We shared the policy and guidance with everyone at the AGM. We will have training available if you are interested.



Can we also get any comments on the branches handbook anything missing that needs to be added?

The board is due to have a Strategic day in January to look at the business plan and look at priorities for the next year. Anyone interested in facilitating that meeting would be most welcome we would pay any accommodation and travel expenses incurred.

Work is ongoing on the CCF and learning pathway.

Scoping document also being done for the vocational qualifications and we will be looking to put together a group to look at these prior to them going forward to SQA Offqual etc. Anyone interested in being part of the group let me know. We are looking for approx. 4 folk from all over the UK.

Thoughts on the annual report for next year. Could chairs of branches and PWG's start gathering notes of key moments and achievements, events or anything else you would like included in the report please. Would be great if you could put together your own contribution to the report.

Bob Wade is starting together articles for the resilience magazine would be great if we could have some sections for branches and PWG's included for like an end of year wash-up please.

Also be good to get some progress reports for board meetings. It would then give us an idea of how things are progressing or where additional support is needed. Would also be good to have some focus groups to look at future PWG's special interest groups possibly at the beginning of 2022?

Other highlights from the board meeting.

Page set up on website for Code of Professional Conduct

Development of landing page for the website to include our mission vision annual report etc Membership leaflet will be updated.

Members' update reduced to one a month

Awards – looking at an event for the end of year and for next year a larger live award event as part of the annual conference and AGM.

30-year anniversary plans ongoing for that Debbie Lewis is leading this.

Blogs articles and adverts being developed for CRJ, RD and other publications

Blogs and interviews to go on website for board and would be great if we could get some interviews with chairs from PWG's and branches just telling potential new members about the society and your branch or PWG's

Page on website providing links to all the consultation reports that we have participated in this year

Page to include all the recordings and FAW and learning reports from all webinars and events we have held this year.

Passport to be developed for new recruits with specific things they require to achieve when they join including attending induction contacting chairs finding out about branches and PWG's CPD etc.

Branding looking at options with logos change to name etc to be shared with branches and PWG's prior to agreeing

Induction evenings for new members would be great if we could have some input from chairs from branches and PWG's we can provide the dates of the next few coming up.



Restructure of society one of the new directors will take on the co-ordination of this. Proposals have been developed by the initial group and these will be presented during the strategic day prior to being shared with branches and PWG's for comment. New PWG being formed for Comms and Media Potential other PWG's?

ACTION: Chairs of branches and PWG's to start gathering notes of key moments and achievements, events or anything else to be included in the end of year report.

ACTION: Four volunteers wanted to support Jeannie develop the vocational qualifications work prior to them going forward to SQA Offqual.

Board Update Discussion

Branch Handbook

Review of Section 3.2 NOC to include that PWG Chairs attend the NOC along with the Branch Chairs.

AM is the current NOC representative and holds the board to account as per the handbook.

LE - PWG's don't have a handbook, it is good that PWGs have been invited to this NOC. It was noted that there is no Director of PWGs listed in the handbook.

AM We could expand the handbook to include TORs for PWGs.

ACTION: combine all operational activity into one Operational Handbook.

EPS Tactical Management

Discussion about NOC working at an operational level and that there is no tactical level in the EPS – this could be a team of Deputy Directors to support the Directors and provide the tactical planning and outputs.

BM Support the proposal for a Tactical level of Deputy Directors. BM cited the example of three new proposed PWG's (planning; active shooter; reinforced concrete) and had no feedback from these suggestions. These are examples of things that we should be doing and we need that tactical level to put them in place.

AM put forward another example is his idea of restructuring the branches which has not progressed for 12 months.

Future candidates for Board of Directors could then evidence working at the tactical level in the EPS if they wish to apply for a Director's post.

Proposal: Create a EPS Tactical Level with Assistant Directors to support the Strategic Directors and implement strategic decisions.

End of Year Award Event

- PWGs asked to consider giving talk at the end of year awards event. (no date known)
- NOC agreed Non-members should be charged and reimbursed if join EPS.
- Awards event is of more interest to members as it is inward looking.
- It was noted that events should be announced whilst they are being organised rather than at the end so that members can plan at the earliest notice.

4. Branch updates

East Midlands

AM

No events this year due to COVID, and small committee. Focus next year is a FloodEx 22 next September, with workshops linked to the event. Scenario will include River Trent and East Coast at same time. Also an International Drones Event.



Eastern

No committee.

London

No committee.

North Western

AS

The branch has held Executive meetings and are looking at running a survey of members to find out their interests and what branch activity they would like to see. (EPS member from Derbyshire Constabulary) to present on Toddbrook Reservoir incident, and also a Cyber workshop and exercise for its members. Suggested make these events available on line to all.

Northern

No committee, currently included in Yorkshire and the Humber activities.

Northern Ireland

No committee.

Scotland

DB

Board have been struggling to get engagement from members. Main efforts are on trying to get engagement with members in Scotland.

South Eastern

TC

AGM scheduled for the first week of December, there are 5 on the committee and all up for re-election. Visit to Dungeness Power Station delayed and now planning for Spring 2022. There are three or four other events being planned.

Southern

No Committee.

South Western

IC

Virtual AGM Study Day scheduled for 12 November. Amanda and Claire two new EPS directors are joining in. Future activities include sharing the lessons learnt from the mass shooting in Plymouth last August, a visit to Hinkley Power Station, and working on a RNLI event with maritime themes.

Welsh

RC

Welsh branch are still delivering conferences virtually, the next one on 8 November

West Midlands

WR

The next committee meeting is next Monday (virtually) and the AGM is in January. WR is standing down as Branch Chair at the AGM.

Yorkshire & The Humber

DN

Branch AGM held, new Deputy Chair, Secretary and Treasurer. Richard Howes has stood down as Treasurer and retired from the profession. Events are still running virtually. Recently



there was a CBRN presentation by David Crouch from the CBRN PWG, and the next event in November is on flooding. The Branch Committee meet once a month.

5. PWG updates

CBRN

LE

A busy schedule of events has been planned including: CBRN planning vs reality; visit to the national CBRN Centre; a CBRN event in Manchester – based in a hospital. Members of group happy to present at Branch meetings (see Yorkshire & The Humber above). CBRN PWG would like to be part of AGM study-day next year.

Human Aspects and Community Resilience

PC

The PWG used to meet 4 times a year in London until the pandemic. There are 35 members - 3 categories of members: core members; associates; liaison. There are non-EPS members where resilience is not their core role but can contribute to the PWG, e.g. social services, children's services. The PWG has run a number of webinars, and hosted huddles.

Flooding

PE

There are about 50-60 members. June saw the launch of their 'food for thought' webinar series. Four have been run so far with good attendance. Currently finalising the Winter programme. Next year looking at regional events with South West and Yorkshire and Humber branches, and a focus on the release of the Flood and Coastal Resilience Innovation Programmes funding.

Communications

AC

This is a new PWG that is being messaged to the EPS through the EPS email comms today. Very early days and so are looking at what the work will be beneficial to the members.

6. Any Other Business

Board members' tenure.

AM Two 3-year tenures is the current limit. A current Director is approaching the tenure limit with no-one showing interest in taking the role on. All agreed proposal that if no one volunteers for the role then the Director stays on for another year and then up for re-election, and that this can carry on each year if necessary.

Protect, Prevent and Prepare

BM The Society needs to get ahead of these issues. Recommend members are aware of the following links in relation to the Protect Duty and Martyn's Law.

Protect Duty:

<https://www.gov.uk/government/consultations/protect-duty>

Martyn's Law:

https://democracy.manchester.gov.uk/documents/s13150/Appendix%20%20-%20Martyns_Law_Final_Report.pdf

7. Next Meeting

1pm, Tuesday, 14 December 2021 via Zoom (changed to 3 Dec 21)