

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

WEDNESDAY 11 JUNE 2008

AT 9.30 am

AT THE EMERGENCY PLANNING UNIT,
MIDDLESBROUGH FIRE STATION,
PARK ROAD SOUTH MIDDLESBROUGH

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council: - The Mayor, Stuart Drummond
Middlesbrough Borough Council: - Councillor B Coppinger (Chair)
Stockton Borough Council: - Councillor T Laing
Redcar and Cleveland Borough Council: - Councillor D McLuckie

1. APOLOGIES FOR ABSENCE
2. TO RECEIVE ANY DECLARATIONS OF INTEREST
3. CONFIRMATION OF MINUTES OF MEETINGS HELD ON 5 MARCH AND 7 MAY 2008
4. ITEMS FOR DECISION / INFORMATION
 - 4.1 Revenue Outturn Report and Annual Return to Audit Commission for 2007/08 – *Chief Financial Officer*
 - 4.2 Results of the Performance Indicators 2007/08 – *Chief Emergency Planning Officer*
 - 4.3 EPU Annual Plan 2008-09 – *Chief Emergency Planning Officer*
 - 4.4 Reported Incidents / Cleveland Communications Strategy - *Chief Emergency Planning Officer*
5. ANY OTHER ITEMS THE CHAIR CONSIDERS ARE URGENT

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

5 March 2008

The meeting commenced at 9.30 a.m. in the Emergency Planning Unit,
Middlesbrough

Present:

Officers: Denis Hampson, Chief Emergency Planning Officer
David Cosgrove, Principal Democratic Services Officer

Apologies for Absence

Councillor Barry Coppinger (Middlesbrough BC), The Mayor, Stuart Drummond (Hartlepool BC), Councillor Terry Laing (Stockton-on-Tees BC) and Councillor David McLuckie (Redcar and Cleveland BC)

Abandonment of Meeting

In the absence of any appointed members of the Committee, the meeting was abandoned.

CHAIR

EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

7 May 2008

The meeting commenced at 11.00 a.m. in the Emergency Planning Unit,
Middlesbrough

Present: Councillor Barry Coppinger (Middlesbrough BC)
The Mayor, Stuart Drummond (Hartlepool BC)
Councillor Terry Laing (Stockton-on-Tees BC)

Officers: Denis Hampson, Chief Emergency Planning Officer
Stephen Barber, Assistant Chief Accountant
David Cosgrove, Principal Democratic Services Officer

18. Apologies for Absence

Councillor David McLuckie (Redcar and Cleveland BC)

19. Declarations of Interest

None.

20. Confirmation of the minutes of the meeting held on 7 November 2007

Confirmed.

21. Ambulance Control Room *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer on the implications of the proposed transfer of the Tees Control Room of the North East Ambulance Service from its present location at Police Headquarters, Ladgate Lane, Middlesbrough to new premises in Hebburn on Tyneside.

The Chief Emergency Planning Officer set out in detail in the report the current situation in regards to Ambulance control, and the fact that a “fall back” control centre had until recently been provided by the Emergency Planning Unit, the consultation exercise undertaken by the North East Ambulance Service (NEAS) which had not included the Emergency Planning Unit or this committee, and the proposed control arrangements.

The Chief Emergency Planning Officer highlighted in the report some very

serious concerns that he considered needed to be addressed by NEAS. These included: -

- Potential to make the Cleveland area less resilient.
- Potential loss of local knowledge of Control Room staff.
- The large and differing risks and risk scenarios within the Cleveland area.
- Inadequate knowledge by Control Room staff of the risks and dangers associated with incidents at the chemical sites and/or nuclear power station.
- Need for specialist knowledge of how Ambulance Accident and Emergency crews should respond to chemical and nuclear incidents.
- The “mechanical system” of dispatching ambulances quickly to a scene to arrive within 8 minutes needs to be reconsidered when dealing with many of the risks in Cleveland, particularly chemical industry related incidents.
- The Tees Control Room is an integral contributor to the operation of both the Cleveland Communications Strategy and the Chemical Emergency Advice Scheme (CEAS) and this involvement could be lost or diluted, as there are not similar schemes within the rest of the area covered by NEAS.
- The new legislation on Corporate Manslaughter is a factor for consideration by NEAS management/ board.

The Chief Emergency Planning Officer set out some of the detailed risks associated with the Cleveland area that he considered were not being accounted for in the move proposed by the NEAS such as: -

- Chemical Industry – 37 top tier sites regulated by the Control of Major Accident Hazard Regulations (COMAH). Cleveland is “home” to the second largest chemical complex in Europe.
- Chemical Transportation – previous surveys show that at least 700 road tankers, most carrying hazardous material, start and finish a journey in Cleveland each day. Further, the Wilton International site is creating new facilities to cater for the estimated 1000 road tankers and other heavy goods vehicles that will arrive daily at the site by the year 2010.
- Hartlepool Nuclear Power Station and the transportation of spent nuclear fuel rods.
- Flooding incidents.
- The potential for oil and chemical pollution on land, river, sea or air.
- Pipeline incidents – a large number of pipelines transverse the Cleveland area carrying various hazardous chemicals and gases either in liquid or gas form. Cleveland is “home” to three major ethylene pipelines. One of the main gas pipelines from the North Sea and the Ecofisk North Sea oil pipeline both come ashore in Cleveland.

Member expressed their extreme concern at the move proposed by the NEAS and particularly in relation to the lack of consultation with the Emergency Planning Unit. Members were very concerned at the potential

loss of local knowledge for dealing with the incidents that could arise in this area. Members queried what steps had already been taken to raise these concerns with NEAS and were informed that all the Cleveland area Members of Parliament had expressed their concerns and Dari Taylor, MP for Stockton South, had arranged a meeting with the Secretary of State for Health, to which the other MP's had been invited, to put the case for the retention of the local control centre.

Cleveland Police, who currently provided free accommodation for the Cleveland Ambulance Control Centre, had indicated that they would continue to provide free accommodation at the Ladgate Lane Headquarters and any replacement HQ building, including an increase in the number of control desks from 36 to 40.

The Committee was particularly interested in the references made by the Chief Emergency Planning Officer to the new corporate manslaughter legislation which could, potentially, have an impact should an incident not be addressed appropriately by responding ambulance crews directed by a control centre without the necessary level of knowledge and background.

The Committee likened the effective down-grading of the ambulance response in Cleveland to that of the reduction in the central government grant to the Fire Brigade which appeared to downgrade the risks in the area at a time when they were actually increasing.

The Committee supported the Chair writing to the North East Ambulance Service setting out in the strongest terms the concerns of the committee and their strong objection to the NEAS proposals. The Chair indicated that he would raise with NEAS the issues raised in the Chief Emergency Planning Officers report and would also seek to support the Fire Brigade in raising their concerns at the effective downgrading of the risk status of the Cleveland area.

Decision

That the Chair be authorised to write on behalf of the Committee to the North East Ambulance Service setting out the committee's concerns at its proposal to close the Cleveland Ambulance control centre and relocate it to Hebburn on Tyneside.

22. Strategic Business Plan 2008-2011 *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer submitted the Strategic Business Plan for the three years 2008 - 2011. The plan is prepared to inform the four unitary local authorities of the services that the Cleveland Emergency Planning Unit intends to deliver on their behalf over the forthcoming three years. The business plan also included the agreed budget for the unit and the Chief Emergency Planning Officer highlighted that there would be a nil growth budget for 2008-09. Thereafter there would be a 2% increase in each of the following two years to meet pay rises and non-pay inflation.

The proposed budget arrangements had been approved by the four Chief Executives.

Decision

That the Strategic Business Plan for 2008 - 2011 be endorsed.

23. Learning Lessons from the 2007 floods (*Chief Emergency Planning Officer*)

The Chief Emergency Planning Officer informed Members of the interim report entitled “Learning Lessons from the 2007 Floods” by Sir Michael Pitt which was published in December 2007 following his review of the severe floods in 2007. The ‘Pitt Report’ contained fifteen recommendations and the Chief Emergency Planning Officer set out in his report the Cleveland position in respect of the recommendations and the further action being undertaken by the Cleveland Local Resilience Forum, the Emergency Planning Unit and other agencies.

It was considered that in general, the Cleveland area was ‘ahead of the game’ in relation to many of the recommendations set out in the interim report and the only major concern related to Northumbrian Water and surface drainage matters.

Decision

1. That the recommendations made in the Pitt report and acknowledge the actions being undertaken by the Cleveland LRF as set out in appendix ‘A’ to the report be noted.
2. That the issues raised within the Pitt report which were set out in appendix ‘B’ to the report and the actions that are being undertaken by/through the Local Resilience Forum or Groups be noted.
3. That the discussion points set out in Appendices ‘A’ and ‘B’ to the report detailing that the Cleveland area already have processes, plans and systems in place that address several of the recommendations and many of the other significant points/issues raised by Sir Michael Pitt in his report be noted.
4. That it is acknowledged that each local authority has an adverse weather and flooding plan and were active participants in the Cleveland Adverse Weather Protocol.
5. That the Emergency Planning Unit multi-agency training day held at Police Headquarters on 5th February 2008 attended by over 80 participants on the theme of adverse weather and flooding (Exercise Soak) be noted.

24. Multi-Agency Exercise Calendar 2008-09 *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer reported on the multi agency exercise and training calendar for 2008-09 that had been prepared with strategic partners and gave an overview of the multi-agency exercises which have taken place during 2007-2008 and those that will occur over the period 2008-09.

Decision

That the schedule of exercises for 2008 – 09 be endorsed.

25. Community Risk Register *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer updated the Committee on the current situation and new format for the Community Risk Register. Within the current Cleveland Community Risk Register, each identified risk consists of four pages; together with a further two risk assessment sheets which contain the evidence behind the risk score. Presently there are 77 risks on the register. As part of the review, which was well underway, it is intended to produce the next version of the Cleveland Community Risk Register in a different format but which will fit with the guidance document "Emergency Preparedness".

Decision

That the on-going review of the Community Risk Register be noted and the new format endorsed.

26. Scientific and Technical Advice Cell (STAC) *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer informed Members that the Emergency Planning Unit and Health Protection Agency on behalf of the Local Resilience Forum had produced a STAC plan in response to the requirement and guidance issued by the Civil Contingences Secretariat. That requirement was for the establishment of a new group that will co-ordinate scientific or technical advice and provide advice within Gold Command / Strategic Co-ordinating Group during a major incident. Members were advised that the STAC replaced the current HAT (Health Advisory Team) arrangements.

The Chief Emergency Planning Officer reported that an exercise involving the new STAC had been scheduled for October to review the arrangements. A review of the exercise would be reported to the Committee.

Decision

That the Scientific and Technical Advice Cell plan be noted.

27. Recovery Plan *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer reported on the production of the Cleveland Recovery Plan that incorporates the changes following the work of the National Recovery Steering Group and the issue of a national template. It was highlighted that the plan would be available on the Emergency Planning Unit's website and would be subject to review after six months.

Decision

1. That the changes to the plan which now followed the national template be noted and endorsed.
2. That the plan be placed on the CEPU website and reviewed on a six-monthly basis and updated yearly or after invocation of the plan to ensure all lessons learnt from incidents / usage were included.

28. Reported Incidents / Cleveland Communications Strategy *(Chief Emergency Planning Officer)*

The Chief Emergency Planning Officer updated Committee on the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit. This report covered the four month period between 1st November 2007 and 22nd February 2008 and those incidents of particular note were briefly set out in the report.

Decision

That the report be noted.

29. Annual Return to Audit Commission for 2006/2007 *(Chief Emergency Planning Officer / Chief Financial Officer)*

The Chief Financial Officer reported that the Audit Commission has notified Hartlepool Borough Council that smaller relevant bodies in England must complete an annual return summarising their annual activities at the completion of each financial year. Smaller relevant bodies are those defined in the Accounts and Audit Regulations 2003. This committee, as a joint committee of more than one authority, fell within the definition of a smaller relevant body and must therefore complete a return. The detailed return was available at the meeting for Members inspection. In light of the timescales, the Chair had previously signed the return so that it could be forwarded to the Audit Commission.

Decision

That the statement of accounts and annual governance statement be approved.

CHAIR

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

Report to: Cleveland Emergency Planning Joint Committee
Report from: Chief Financial Officer
Date: 11th June, 2008
Subject: Revenue Outturn Report and Annual Return to Audit Commission for 2007/2008

1. **PURPOSE**

1.1 To provide details of the Emergency Planning Revenue Outturn and Annual Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2007/2008.

2. **BACKGROUND**

2.1 At the end of each financial year an annual revenue outturn report is submitted to this committee. In addition, for the first time for 2006/2007, an annual return summarising the committee's annual activities, was submitted to the committee and returned to the Audit Commission. This is a requirement under the Accounts and Audit Regulations 2003 for all smaller relevant bodies in England. This committee, as a joint committee of more than 1 authority, falls within the definition of a smaller relevant body and must therefore complete a return.

2.2 For 2007/2008 it is proposed that outturn details and the return to the Audit Commission are considered at the same time, in this report. Details of the outturn are included in the Statement of Accounts detailed at Appendix A. The Audit Commission return is a paper document that must be completed and signed by the appropriate responsible Officers and Members. A copy of the return will be circulated at the meeting. The return covers: -

- A summary statement of accounts
- An annual governance statement
- An annual internal audit report

3. **RECOMMENDATION**

3.1.1 That Members approve the 2007/2008 revenue outturn and 2007/2008 Audit Commission return.

Agenda item 4.1

Appendix A

Cleveland Emergency Planning Joint Committee

Statement of Accounts 2007/2008

Agenda item 4.1

Appendix A

TABLE OF CONTENTS

Chief Financial Officer's Foreword

Income & Expenditure Account

Balance Sheet

Notes to the Financial Statements

Chief Financial Officer's Foreword

This foreword provides details of the 2007/2008 outturn position for the Cleveland Emergency Planning Unit. The Unit is involved in several initiatives and these include the standard operation of the unit, its function as a Beacon Authority and as the lead for the Local Resilience Forum. Each of these initiatives has its own funding arrangements and these are detailed below.

Standard Operations of the Unit

The majority of the funding of the Unit derives from contributions from the four local authorities, each of which is allocated resources from the Government through the annual grant settlement.

The authorities contributions to the joint services are calculated according to an agreed arrangement based on population. For 2007/2008 the contributions were as follows: -

Hartlepool	£76,679
Middlesbrough	£121,161
Stockton-on-Tees	£139,994
Redcar & Cleveland	£108,165

The contributions from the authorities were supplemented by contributions from Cleveland Police and North East Ambulance Service (NEAS), to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.

Additional income was received during 2007/2008 from charges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999, although this was less than anticipated. Consequently the total income from all sources received in 2007/2008 was less than expected and totalled £480,603.

Expenditure was £491,708 and this was in line with budget. The shortfall in income of £11,105 was met through a contribution from the accumulated reserves of the Unit, that were built up for this purpose. This reduced the available reserves from £91,990 to £80,885. Details of expenditure and income are set out below:

Agenda item 4.1

Line No	Description of Expenditure	2007/08 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£ 000's	£ 000's	£ 000's
1	EMERGENCY PLANNING EXPENDITURE Employees	394.8	391.7	(3.1)
2	Premises	25.2	26.9	1.7
3	Transport	15.4	15.4	0.0
4	Supplies & Services	35.6	34.5	(1.1)
5	Third Party Payments	4.5	4.2	(0.3)
6	Support Services	17.6	19.0	1.4
7	TOTAL EMERGENCY PLANNING EXPENDITURE	493.1	491.7	(1.4)
	<u>EMERGENCY PLANNING INCOME</u>			
8	Local Authority Contributions	(369.3)	(369.3)	0.0
9	Cabinet Office ECN Telephone Line Recharges	(0.2)	(0.1)	0.1
10	Fee - COMAH Regulations	(29.4)	(13.5)	15.9
11	Contribution from Reserves	0.0	0.0	0.0
12	Other Income	(94.2)	(97.7)	(3.5)
13	Total Emergency Planning Income	(493.1)	(480.6)	12.5
12 (7+13)	Gross Outturn	0.0	11.1	11.1
13	Transfer from Reserve Account	0.0	(11.1)	(11.1)
14	Net Outturn	0.0	(0.0)	(0.0)

Beacon Authority

The Beacon Scheme identifies excellence and innovation in local government. It is unique amongst award schemes because not only is it an accolade for excellence and new ways of working, it is also about sharing knowledge and experience for the benefit of everyone. The unit joined forces with Cleveland Police and Cleveland Fire Brigade to highlight the successful inter-agency partnership arrangements operating in the area, and was awarded Beacon status. A grant of £102,500 was received in 2007/2008 and is held by the unit on behalf of the successful partnership. The costs of £25,057 that were incurred in 2007/2008 were funded from the grant, and the £77,443 balance of unspent grant has been carried forward as income in advance.

Local Resilience Forum

The Forum is the body that oversees emergency planning and civil contingencies across the four unitary local authority areas of Hartlepool, Stockton, Redcar and Cleveland and Middlesbrough and is co-terminous with the boundary of Cleveland Police and Cleveland Fire Brigade. It comprises of senior officials representing all Category 1 Responders, as defined under the Civil Contingencies Act, together with key partners.

The costs of the Forum are met by contributions received from its Members and totalled £22,000 in 2007/2008. These were used to fund the costs of £4,084 that were incurred in 2007/2008, with the balance of £17,916 being carried forward as income in advance.

Income & Expenditure Account

2006/2007 Net Expenditure £000		2007/2008 Gross Expenditure £000	2007/2008 Gross Income £000	2007/2008 Net Expenditure £000
5	Central Services to the Public	491	480	11
5	Net Cost of Services	491	480	11
5	Net Operating Expenditure			11
5	(Surplus) / Deficit for the Year			11

Balance Sheet

31st March 2007 £000		31st March 2008 £000	31st March 2008 £000	NOTE
	CURRENT ASSETS			
95	Bank	194		
95			194	
	CURRENT LIABILITIES			
3	Creditors and other balances	113	113	1
92	TOTAL ASSETS LESS LIABILITIES		81	
92	Earmarked Reserves	81		2
92	TOTAL EQUITY		81	

Notes to the Financial Statements

1 Creditors and Other Balances

2006/2007 £000		2007/2008 £000
0	Income in Advance	95
3	General & Other Creditors	18
3	Total	113

The Income in Advance comprises £77,000 Beacon Authority Grant and £18,000 Local Resilience Forum contributions

2 Earmarked Reserves

Balance at 31st March 2007 £000		Receipts in Year £000	Payments in Year £000	Balance at 31st March 2008 £000
92	Emergency Planning General Reserve	0	11	81
92	Total	0	11	81

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date : 11th June 2008
Subject: **RESULTS OF THE PERFORMANCE INDICATORS
2007/08**

1. PURPOSE OF REPORT:

To inform the Joint Committee of the results and progress made on achieving the performance indicators set down in the 2007/08 Annual Plan of the Cleveland Emergency Planning Unit.

2. BACKGROUND:

- 2.1 To manage and continually improve our service and performance and determine if the Emergency Planning Unit is meeting its aims and objectives, a number of realistic and meaningful performance indicators were set through which we could monitor and review our progress and performance.
- 2.2 This report details the progress made towards achieving those performance indicators during the period 1st April 2007 to 31st March 2008.
- 2.3 Administrative processes enable the performance indicators to be effectively monitored and the indicators are also a standing item on the agenda for the monthly team meeting. They also form part of the discussions on the three monthly work programme individually agreed between each of the Emergency Planning Officers and the Chief Emergency Planning Officer.
- 2.4 There was a total of 20 performance indicators for 2007/08 and all indicators have been achieved, either in full or part. Most of the indicators had several targets within them.
- 2.5 Emergency Planners have striven to achieve the targets set and this provides evidence of the commitment of the staff within the Emergency Planning Unit to meeting the targets set, several of which were strengthened and enhanced from the previous year, especially to meet new requirements under the Civil Contingencies Act and the additional commitments being consistently placed upon staff by the Regional Resilience Team within the Government Office for the North East.

2.6 There were three cross cutting indicators which compared points of the Emergency Planning Unit with the Neighbourhood Services Department of Hartlepool Borough Council. The EPU results were in line with or better than those for the Department.

3 RECOMMENDATION:




3.1 That Members note the report

Report Author: Denis Hampson
Chief Emergency Planning Officer




Date: 29th May 2008

AGENDA ITEM : 4.2




PERFORMANCE INDICATORS 2007/08

NO	INDICATOR	OUTCOME	2007/ 08 TARGET	PROGRESS
<p align="center">1</p> 	<p>Develop and review emergency planning arrangements in each local authority</p>	<ul style="list-style-type: none"> • To ensure each authority has an effective and up to date Major Incident Response Plan • To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan • Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> • Each Local Authority MI Response Plan to be reviewed at least once • Review 75% of key elements of service area / departmental plans 	<p>A review of each MI Response plan for the four councils w as completed.</p> <p>Target achieved.</p>
<p align="center">2</p> 	<p>Meet requirements of the Beacon status award, in conjunction with the Improvement & Development Agency (ID^eA)</p>	<ul style="list-style-type: none"> • Promote the best practices of Cleveland to other local authorities across the country • Meet the objectives of the emergency planning Beacon's learning and improvement strategy 	<ul style="list-style-type: none"> • Give 2 presentations at national seminars / conferences • Produce at least 2 case studies to be disseminated through the Beacon forum • Provide quarterly reviews to ID^eA 	<p>Target exceeded</p> <p>Development & Improvement Agency provided with 2 case studies w hich appear on their w ebsite.</p> <p>Quarterly reports submitted on time.</p>
<p align="center">3</p> 	<p>Number of plans produced/reviewed for COMAH establishments</p>	<ul style="list-style-type: none"> • Meet statutory duties under the Control of Major Accident Hazard Regulations • Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents • Validity of plans produced to satisfaction of Competent Authority 	<p align="center">8</p>	<p>8 plans reviewed and 1 new plan produced</p>


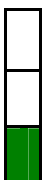
AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/ 08 TARGET	PROGRESS
<p align="center">4</p> 	<p>Provide an efficient duty officer scheme – 24/7 x 365</p>	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively 	<p align="center">98%</p>	<p>Achieved</p>
<p align="center">5</p> 	<p>Rest Centre procedures and exercises</p>	<ul style="list-style-type: none"> • To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	<p>One exercise or training programme undertaken in each Council</p>	<p>Achieved – exercises took place in Hartlepool, Redcar & Cleveland and Middlesbrough. Training of new Rest Centre Managers occurred in Stockton</p>
<p align="center">6</p> 	<p>Provision of an effective Cleveland Community Risk Register</p>	<ul style="list-style-type: none"> • To ensure the local authorities' have identified and prioritised emergency risks in their area • Allows the public to be made more aware of the risks that could lead to a major incident • Provision of a Project Leader who will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> • Complete & incorporate 10 local risks into CRR • Put risk register on web site and review 6 monthly • Hold 4 meetings of Risk Sub Group to monitor and review the register • Report to Local Resilience Forum annually 	<p>Achieved</p> <ul style="list-style-type: none"> • CRR reviewed and all local risks incorporated. • CRR on website – reviewed twice. • Register is under constant review – four risk groups held, but there still a need to generate more interest within some agencies • Report given to LRF in Dec 07



AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/ 08 TARGET	PROGRESS
<p align="center">7</p> 	<p>Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPIR Regulations</p>	<ul style="list-style-type: none"> • To ensure those involved are better prepared to respond • Ensure plans work in practice • Lessons learned and required actions are taken forward 	<p>10 COMAH exercises & 1 level 2 Nuclear exercise</p>	<p>Target exceeded</p> <ul style="list-style-type: none"> • 12 COMAH exercises completed • Exercise Jordan completed
<p align="center">8</p> 	<p>Provision of an effective internet website for both the Cleveland Emergency Planning Unit and the Cleveland Local resilience Forum (LRF)</p>	<ul style="list-style-type: none"> • Improved interaction with public/customers • Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate • Provide focal point for public to gain information on emergency and civil contingencies planning 	<ul style="list-style-type: none"> • Web site reviewed at least every 28 days • New 'cover story' on CEPU website on a quarterly basis • Project Leader to place new items on website within 5 days of receipt 	<p>Achieved.</p> <p>Number of new articles, particularly around business continuity added to website.</p> <p>Number of dedicated 'hits' significantly increased.</p>
<p align="center">9</p> 	<p>Provide information to the public / residents on responding to and dealing with emergencies</p>	<ul style="list-style-type: none"> • To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware • Provision of advice and guidance • Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • Produce 3 pieces of information material • Material made available on CEPU and LRF websites • Briefing note to category 1 & 2 responders twice yearly 	<p>Achieved</p> <ul style="list-style-type: none"> • 4 Business Continuity items produced and put on website. • Briefing note on Hartlepool bus crash circulated to Cat 1 & 2s and put on website.



AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/ 08 TARGET	PROGRESS
<p>10</p> 	<p>Time to complete an off-site emergency plan under the Control of Major Accident Hazard Regulations (COMAH), Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR)</p>	<ul style="list-style-type: none"> • Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPIR • Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents 	<p>40 working days</p> <ul style="list-style-type: none"> • (from commencement of writing plan to sending draft out for consultation) 	<p>Achieved</p>
<p>11</p> 	<p>Training of Local Authority and Emergency Planning Unit staff</p>	<ul style="list-style-type: none"> • Best Value • Staff better able to respond effectively to incidents • Ensure effective use of resources 	<ul style="list-style-type: none"> • 8 local authority staff to attend external courses • 20 local authority staff to receive “in house” training • Hold 4 Local Authority Exercises • Emergency planning staff to receive average of 3 days of training • Provision of 3 multi-agency training days 	<p>Achieved</p> <ul style="list-style-type: none"> • 8 staff have attended courses. • Over 40 LA staff received in house training. • 6 LA exercises held. • Target of 3 days training for EPO’s exceeded, especially due to new staff. • 3 multi-agency training days held.



AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
<p>12</p> 	<p>Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities</p>	<ul style="list-style-type: none"> • Best Value. • Crucial to ensure effective deliver & improvement of service • Provide awareness that Elected Members and Council employees can impart to persons within their community • Public through awareness are better prepared to protect themselves and their property and understand the reality of situations / emergencies. 	<ul style="list-style-type: none"> • Seminar to be held in each Local Authority for Elected Members • EPU Display Boards to be on show in Council buildings for 3 months • 1 Elected Member to attend Emergency Planning College • Minimum of 3 EMRT meetings to be held 	<p>Targets achieved.</p> <ul style="list-style-type: none"> • Seminar held but in some areas, poorly attended. • Display Boards – target achieved. • Councillor Laing has attended EPC • EMRT target achieved
<p>13</p> 	<p>Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines</p>	<ul style="list-style-type: none"> • Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. • Comply with statutory requirements 	<ul style="list-style-type: none"> • Review and/or test 2 plans 	<p>Partially achieved. 3 ethylene pipeline plans reviewed – however, no plans actually tested.</p>




AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
<p>14</p> 	<p>Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local resilience Forum</p>	<ul style="list-style-type: none"> • Sharing Information • Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely • Dissemination of minutes to interested parties • Provision of an effective Local Resilience Forum through the CEPO as Secretariat to the LRF 	<ul style="list-style-type: none"> • 4 meetings of the Local Resilience Forum • 4 meetings of the Local Resilience Working Group • 4 meetings of the Media Emergency Forum • 4 Ad hoc meetings • Meet milestones & targets set in LRF implementation plan for the Civil Contingencies Act 	<p>All targets achieved. (How ever the September meeting of the Media Forum was cancelled due to no agenda items)</p>
<p>15</p> 	<p>Increase involvement of the 'voluntary sector' in emergency planning</p>	<ul style="list-style-type: none"> • Best Value • Improve liaison, knowledge and understanding between all parties • Meets central government guidance 	<ul style="list-style-type: none"> • Hold 3 meetings with Voluntary Agencies • Involve one or more agencies in 2 exercises • 4 training sessions / presentations to or with Voluntary Agencies 	<p>All targets achieved. The sector has taken part in various exercises and actual events e.g. 10K road race.</p>

AGENDA ITEM : 4.2




NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
<p>16</p> 	<p>Promote Business Continuity Management to medium and small enterprises (SMEs)</p>	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Promotes awareness to the wider community • Provision of shared information • Greater community involvement • SME's are more able to recover from the effects of an emergency 	<ul style="list-style-type: none"> • Create working relation with Tees Valley Business Link & NE Chamber of Commerce • Produce 4 pieces of literature for dissemination to SMEs • Form and hold 4 meetings of a Business Continuity Sub Group • Hold seminar / conference for SMEs • Create working relations with PCTs 	<p>All targets achieved.</p> <ul style="list-style-type: none"> • Liaison with Business Link & Chamber of Commerce established. • Literature produced and put on website. • 4 meetings of BCM sub group held. • Seminar held at Wynyard rooms for Care/Residential homes • Relationship with PCTs established through PCT EPO
<p>17</p> 	<p>Meetings with Partnership Agencies and Organisations within the North East region</p>	<ul style="list-style-type: none"> • Sharing information • Improve liaison, knowledge and understanding thereby assisting agencies to work more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> • 3 meetings with Regional Resilience Team (GONE) • 8 meetings with regional operations groups e.g. CBRN, Media, Utilities • 4 Ad hoc meetings 	<p>Targets achieved.</p> <p>Number of meetings being generated by GONE / RRT has steadily increased throughout the year.</p>

AGENDA ITEM : 4.2

NO	INDICATOR	OUTCOME	2007/08 TARGET	PROGRESS
<p>18</p> 	<p>Business Continuity Plan for the Emergency Planning Unit</p>	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Ensure staff can react effectively to an incident affecting the EPU • Best Value 	<ul style="list-style-type: none"> • Complete a review of the plan for the CEPU • Conduct an exercise involving the plan. 	<p>Partially achieved. Plan reviewed and training given, but exercise not undertaken. Carried forward</p>
<p>19</p> 	<p>(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans</p>	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<ul style="list-style-type: none"> • Invoices processed/sent within 5 days • EPO's to provide costing within 7 days of exercise or plan completion 	<p>Targets achieved.</p>
<p>20</p> 	<p>Circulation of minutes of meetings and other information received within the unit</p>	<ul style="list-style-type: none"> • Good administrative practice • Allows information to be shared • Actions are identified and dealt with • Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> • Circulated within 8 working days of meeting date • Circulation of other material within 5 days 	<p>Targets achieved. The date when minutes are circulated is shown in 'footer' at bottom of pages of minutes.</p>

AGENDA ITEM : 4.2

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2006/07	EPU 2006/07	PROGRESS
1 	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%	All appraisals for 2007 have been completed
2 	Average number of days training per employee within the Emergency Planning Unit	3	3	Target exceeded due to new staff within the EPU.
3 	Average number of days lost to sickness within the Emergency Planning Unit	10.19	10.00	Achieved. Sickness level of 7.44.

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 11th June 2008
Subject: **EPU ANNUAL PLAN 2008 - 2009**

1. PURPOSE OF REPORT

1.1 To present to Members of the Cleveland Emergency Joint Committee the Annual Plan for the Emergency Planning Unit for the year 2008-09.

2. BACKGROUND

2.1 The plan is prepared to inform the four Local Authorities of the service that the Cleveland Emergency Planning Unit intends to deliver on behalf of the four "Cleveland" unitary local authorities for the twelve month period from 1st April 2008 to 31st March 2009.

2.2 It provides details of what the Unit is doing now and the work-streams and priorities it will deliver over the next 12 months and how the Unit will do it. It will sit alongside the Strategic Business Plan 2008-11 previously endorsed by the Committee.

2.3 The principle aims of the Emergency Planning Unit are to:

- Ensure the councils meet their statutory duties under primary legislation, in particular those as required by the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999 (COMAH);
 - Pipeline Safety Regulations 1996;
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR)
- Work with local partner agencies, particularly those defined as category 1 responders under the Civil Contingencies Act, to provide and maintain robust and resilient multi-agency response capabilities.

2.4 The plan reflects the changing priorities within emergency planning resulting from national and local trends and risks, many of which are as a direct consequence of the Civil Contingencies Act and the greater emphasis being placed by Central Government on the Local Resilience

Forum to locally drive issues forward. The plan has taken into account this new focus and the risks and challenges that lie ahead.

- 2.5 As you are aware, the EPU on behalf of the four local authorities gained Beacon Status for Emergency Planning in 2007 and this highlights the large amount of good practice that exists within the EPU, together with the new initiatives we are consistently developing. Beacon work will continue throughout the next 12 months.
- 2.6 The workload of the EPU continues to increase, particularly through the workstreams emanating from the duties under the Civil Contingencies Act and the Local Resilience Forum and there is little, if any, spare capacity to absorb further work that may be generated by new legislation or government initiatives. The need for additional staff will be reviewed as time progresses and if considered necessary, a further report will be brought to the Committee.
- 2.7 Section 2 of the plan identifies 13 significant theme areas upon which the EPU will focus during the year, together with the objectives shown within the performance indicators documented within the plan. Many of these themes are integral objectives within the performance indicators. We will pursue these themes and objectives to enhance the capabilities and reputation of the EPU.
- 2.8 Whilst all these issues are important, three strands are at the forefront of the work of the EPU in 2008-09. They are:
- Firstly, the developing role of the Cleveland Local Resilience Forum (LRF), particularly in the area of risk assessment and overseeing that the requirements of the Civil Contingencies Act are met by the four local authorities and other local responders. This work is being driven by the Chief Emergency Planning Officer who personally provides the secretariat function to the Cleveland LRF.
 - Secondly, the writing and reviewing of emergency plans, particularly the Borough Major Incident Response plans, Rest Centre plans and Adverse Weather and Flood plans. The latter need to be re-written to take account of national criteria imposed by Defra and Central Government upon which the local authorities will be scrutinised. Plans and protocols are also being developed in respect of enhancing our arrangements towards vulnerable persons. This work will ensure that the local authorities have the appropriate levels and standards of preparedness, with plans and procedures in place and with roles and responsibilities of staff clearly identified.
 - Thirdly, the planning around the Tall Ships' Race will gather momentum throughout the year. The Chief Emergency Planning Officer as the Chair of the Safety Advisory Group for the event will attempt to ensure that health and safety and command and control issues are fully developed.

- 2.9 It is the intention of the EPU, working in partnership with other Category 1 responders involved in emergency and contingency planning, especially the emergency services, to ensure that the local authorities have the appropriate levels and standards of preparedness to be able to effectively respond to any major incident. This will be tested through a number of exercises and training events within each of the four boroughs.
- 2.10 Whilst 2007-08 saw the Cleveland Emergency Planning Unit move progressively forward, delivering a full work programme on behalf of the local authorities, the current year will again present new challenges and a full but varied work schedule that will be delivered through the aims, objectives and realistic but meaningful performance indicators set in the Annual Plan. The performance of the EPU will be judged and monitored against these indicators as the year progresses.

3. BRIEF REVIEW – 2007/08

- 3.1 Looking back at 2007-08, the Unit performed well in striving to meet the aims and objectives and there was success in all of the performance indicators, with targets exceeded in some cases.
- 3.2 There were also a number of notable achievements during the year which reflect the standard and professionalism of the EPU staff, including:
- The structure, format and content of the emergency response plans produced by the CEPU for compliance with the Control of Major Accident Hazard Regulations (COMAH) are seen as national best practice by the Competent Authority, so much so that the HSE are to use the Cleveland COMAH plan writing template and the Testing and Exercising with Industry Protocol and Procedures document within their own internal guidance document as an example of best practice. This document will be issued to HSE Inspectors across the country;
 - The multi-agency training days have continued to receive excellent feedback. Four events took place with different scenarios, including ones based on a serious fire and explosion at a school and a serious adverse weather event.
 - The usage of the Unit's website has shown remarkable progress with over 5000 unique 'hits' being recorded monthly. The website has been given a 'facelift' to ensure it is more user friendly and informative. It is linked to the website of the Cleveland Local Resilience Forum. Four members of staff have received specialist training (Dreamweaver) on how to develop and best utilise the websites;
 - The Major Incident Procedures Manual is acknowledged as a primary source document and this is reflected in the large number of times it has been downloaded from the EPU website;

- Evidence from questionnaires have highlighted that the “Prepare for Emergencies” leaflet (Z card) that was produced and distributed to the vast majority of households across the Cleveland area continues to receive excellent responses and this initiative has captured the interest of numerous other authorities when presented at Beacon events around the country;
- Seven “Beacon” events have been held collectively by the seven Emergency Planning Beacon Authorities across the country at locations ranging from Exeter to Edinburgh. Of the six themes delivered at these events, three have focused on the best practices within Cleveland. The themes are Incident Management, Communicating with the Public and Training and Exercising.

3.3 Again, like previous years, during 2007-08 there were numerous small incidents, many of which had the potential to escalate into major emergencies but through planning, preparation and training by all concerned, the effects of those incidents were minimised.

4. RECOMMENDATION

4.1 That Members note the report and endorse the 2008- 09 Annual Plan.

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report date: 29th May 2008

CLEVELAND EMERGENCY PLANNING UNIT

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date : 11th June 2008
Subject: **REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY**

1. PURPOSE OF REPORT:

- 1.1 To inform Members of the Emergency Planning Joint Committee of the incidents reported, weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit.
- 1.2 This report provides year end figures for the 12 month period between 1st April 2007 and 31st March 2008
- 1.3 The report also covers the period from 5th March to 31st May 2008 (period since previous report to the Committee)

2. FLOOD and WEATHER WARNINGS – 1st April 2007 to 31st March 2008 (12 month period)

- 2.1 During the 12 month period the Emergency Planning Unit received a total of 36 early warnings of severe weather:
 - 20 early warnings of heavy rain
 - 9 early warnings of severe gales and/or blizzard conditions
 - 5 early warnings of heavy snow
 - 2 early warnings of severe icy road conditions
- 2.2 During the 12 month period the Emergency Planning Unit received and dealt with a total of 19 Flash warnings of severe weather:
 - 7 flash warnings of heavy rain, likely to lead to surface water or river/stream flooding
 - 4 flash warnings of heavy snow falls
 - 6 flash warnings of severe gales and/or blizzard conditions
 - 2 flash warnings of dense fog
- 2.3 During the 12 month period 4 heatwave alerts (level 1) were received.

AGENDA ITEM : 4.4

2.4 In the same period, there were 12 Flood Watch and 10 Flood Warning messages issued from the Environment Agency, both in respect of potential fluvial and coastal flooding. The flood warnings were issued for Lustrum Beck at Stockton and the coastline, particularly Redcar and Saltburn areas. The flood warning messages were linked to incidents where debris and sand was washed onto Redcar Seaford and near the bottom of Saltburn Bank and there were instances of slight overtopping experienced from Lustrum Beck in the "normal" places.

2.5 All clear messages were also received in respect of the flood warnings and flood watch messages.

3. FLOOD and WEATHER WARNINGS – 1st April 2008 to 31st May 2008 (2 month period)

3.1 In the past 2 months there has been two warnings received:

- 2 flash warnings for heavy snow and icy road conditions (5th and 6th April)

4. COMMUNICATIONS STRATEGY – PERIOD 1st APRIL 2007 TO 31st MARCH 2008 (12 month period)

4.1 During the 12 month period the Emergency Planning Unit received and dealt with 136 'blue' faxes which had been issued by the Operators or Agencies involved with the strategy. They range from information about:

- Unexpected alarms sounding which can be heard off site
- Excessive flaring
- Small releases of chemicals.
- Unexpected fumes / smoke from chimneys / plants

4.2 All were blue faxes which are for information only but where appropriate, the local authorities were advised and therefore able to 'field' questions from either the media or the public.

4.3 47 of these faxes (just over one third) were received out of normal hours and dealt with by the EPU Duty Officer.

4.4 There were no red faxes issued.

5. COMMUNICATIONS STRATEGY – PERIOD 1ST APRIL 2008 TO 31ST MAY 2008 (2 month period)

5.1 During the past 2 month period a total 36 blue faxes have been issued by the Operators or Agencies involved with the strategy. Again, like last year they range from information about excess flaring, unexpected fumes, unexpected alarms, etc. The recent "shut down" of the Sabic Petrochemicals site on Wilton attracted 6 of these faxes.

AGENDA ITEM : 4.4

5.2 Should this trend continue, more faxes will be issued in the current 12 month period than the previous one. Nearly half of these faxes were received "out of hours" by the EPU Duty Officer.

6. INCIDENTS OF NOTE – 1st APRIL 2007 to 31st MARCH 2008 (12 month period)

6.1 In the 12 month period up to 31st March 2008 there were 27 incidents of note in which the Emergency Planning Unit became involved and on some occasions saw the deployment of staff to the scene or Incident Command Rooms to represent the Local Authority. Over two thirds of these incidents occurred out of normal office hours.

6.2 This compared to 23 incidents during the previous 12 month period (1st April 2006 – 31st March 2007)

6.3 All the incidents have been subject to inclusion in previous reports to the Committee.

7. INCIDENTS OF NOTE – 1ST APRIL 2008 to 28TH MAY 2008 (2 month period)

7.1 In the first two months of the current fiscal year there have been 8 incidents of note in which members of the EPU have become involved with:

- 3rd April – Explosion in a tank on a chemical site on Seal Sands resulting in a toxic release. Chemical involved with Nitric Acid effluent. Seal Sands Road was closed for a time and workers on nearby sites placed in toxic refuges.
- 8th April – Large fire in disused factory in Hartlepool, resulting in structural collapse of building. Nearby roads closed and barriers erected.
- 9th April – Large fire in garage at Hartlepool. Evacuation of area occurred due to oxycetylene bottles at scene and nearby roads closed.
- 10th April – A19 road near Kirkleavington. Leak of chemical from tanker. One carriageway closed until vehicle recovered and road surface treated.
- 14th April – vessel at a chemical site on Seal Sands overheated and exploded. 8 staff received minor casualties and a further two received hospital treatment.
- 19th April – fly tipping of chemicals at Flatts Lane Country Park which resulted in one person's clothing being contaminated with a marine dye which was toxic. Main concern was that it had been dumped on top of the major ethylene pipeline which runs through the area and therefore normal removal of the soil to remove contamination had to be carefully managed.
- 27th May – leak of sodium hypochlorite from storage container at Saltburn Leisure Centre. Building evacuated and area cordoned off until leak was contained.

AGENDA ITEM : 4.4

- 28th May – major electricity outage over large area, with parts of Middlesbrough, Billingham and Stockton worst affected. This incident was part of a national power outage which occurred when two power stations in other parts of the country went off line within a short period of time of each other and there was not enough capacity in the national grid to cope. Power to all areas of Cleveland were restored within 2 hours.

7.2 A number of other incidents of a minor nature were also reported to Cleveland Emergency Planning Unit, some of which were dealt with by the Duty Officer 'out of hours'.

8. RECOMMENDATION:

8.1 That Members note the report

Report Author: Denis Hampson
Chief Emergency Planning Officer

Report dated: 1st June 2008

ANNUAL PLAN

Cleveland Emergency Planning Unit



April 2008 – March 2009



CONTENTS

	Page
Introduction	3
Mission Statement	5
Section 1 The Year Ahead	6
Section 2 Significant Themes 2008-09	7
Section 3 Staffing and Structure	12
Section 4 Budget	15
• Structure Flowchart	16
• Groups & Sub Groups Flowchart	17
Section 5 Aims and Objectives	18
Section 6 Performance Indicators	21

INTRODUCTION

Welcome to the Annual Plan for the Cleveland Emergency Planning Unit (CEPU) for the period 1st April 2008 to 31st March 2009.

The Emergency Planning Unit is the central unit delivering a comprehensive resilience, civil contingencies and emergency planning service to the four constituent unitary local authorities of Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar and Cleveland. It is financed through a joint arrangement with Hartlepool Borough Council being the 'lead' authority. The unit is co-located in the annex to Middlesbrough Fire Station, together with the Cleveland Police Emergency Planning Unit and Emergency Planning Officers from Cleveland Fire Brigade and the North East Ambulance Service. The premises are leased from the Fire Brigade.

This plan provides details about the Emergency Planning Unit; its work; what we intend to achieve over the forthcoming twelve months, and how we will do it. It will enable us to monitor our activities to determine whether or not we are achieving our aims and objectives and ensure that we achieve continuous improvement in our service delivery. It also helps to drive the individual work programmes of the emergency planning officers, reflecting new priorities and commitments and be used to identify appropriate training and development needs.

The CEPU is committed to the aims of:

- Ensuring the councils meet their statutory duties under primary legislation, in particular those as required by the:
 - Civil Contingencies Act 2004;
 - Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - Control of Major Accident Hazard Regulations 1999 (COMAH);
 - Pipeline Safety Regulations 1996;
 - Radiation (Emergency Preparedness and Public Information) Regulations 2001 (REPPIR)
- Working with local partner agencies, particularly those defined as category 1 responders under the Civil Contingencies Act, to provide and maintain robust and resilient multi-agency response capabilities.

Therefore we are committed to real outcomes in preparation for an emergency so that the public will be well served by their local authorities prior to, during and after an emergency.

The Civil Contingencies Act defines an "emergency" as:

- an event or situation which threatens serious damage to human welfare;
- an event or situation which threatens serious damage to the environment;
- war or terrorism which threatens serious damage to the security of the UK

This definition sets out a whole range of possible incident scenarios for which we must plan and prepare and includes not just serious or major incidents but also

something that may be classed initially as relatively minor but which has the potential to impact dramatically on the commercial, economical, societal and/or environmental wellbeing of the area and its communities. The consequences of any such incident have no respect for local authority boundaries, can be far-reaching and long lasting and the local authorities will be at or near the forefront of any response and the aftermath of any such incident.

This introduction also gives me the opportunity to report upon what has been an excellent year for the Emergency Planning Unit. The past year has seen us move progressively forward and built upon our status as an Emergency Planning Beacon. The award which identifies excellence and innovation in local government has created a number of opportunities to share our good practices with others across the country. This award and other significant outcomes reflect the standard and professionalism of all staff within the Emergency Planning Unit, especially as the year saw a turnover of over 60% amongst emergency planning officers. As emergency planning is such a specialist subject, new staff are subject to a steep learning curve which is necessary to gain the knowledge and experience appropriate to competently undertake the role and responsibilities of their post.

Again, like previous years, there have been numerous incidents, some of which had the serious potential to become major emergencies, but through planning, preparation and training by all concerned, these incidents were effectively dealt with and any effects minimised.

The present arrangements of a joint emergency planning unit covering all four authorities is seen nationally as 'best practice' and will continue to provide real benefits in terms of value for money and the deliverance of integrated emergency management and response.

More information about the Cleveland Emergency Planning Unit can be found on the web site at: www.clevelandemergencyplanning.info

Denis Hampson

Chief Emergency Planning Officer

April 2008



MISSION STATEMENT



Disasters or major civil emergencies can strike suddenly, unexpectedly and anywhere. We will therefore assess the risks, plan and prepare on behalf of the Local Authorities to ensure that our response is effective, efficient and protects the public from the effects of emergencies.

SECTION 1 OVERVIEW OF THE YEAR AHEAD – 2008/09

- 1.1 The primary aims of the Emergency Planning Unit are to ensure that the four local authorities meet their legislative obligations in respect of resilience and civil contingencies, whilst ensuring that there is an effective response to all major incidents and emergency situations regardless of their cause.
- 1.2 Through the work of the Emergency Planning Unit (EPU), the local authorities are at the forefront of the preparedness for emergencies, working in partnership with other Category 1 responders. The building of frontline responders' capabilities to effectively plan for and respond to emergencies is a crucial element of the local resilience activity that is undertaken by the EPU on behalf of the four councils, with the objective to ensure safer communities through effective emergency planning.
- 1.3 As such, the EPU will ensure that appropriate plans are produced, reviewed, tested and exercised. But plans need effective staff to fulfil the roles and responsibilities identified within the plans and therefore an important role of the EPU will be to identify appropriate staff from within the local authorities and provide them with awareness or specialist training to ensure they have a general awareness of the plan(s) and understand their roles and responsibilities, thus giving them confidence in the plans and their own abilities to fulfil their roles.
- 1.4 The public need to be better prepared so they can sustain their own safety and that of their families and their neighbours, with an essential pre-condition being that they are aware of the risks in their area and know how they can protect themselves. A well informed public are considered to be better able to deal with the consequences of an emergency. Therefore we will ensure systems are in place to warn and inform the public prior to, during and after an emergency.
- 1.5 Nationally, regionally and locally, there is greater emphasis being placed upon emergency planning and civil protection, with the Local Resilience Forum (LRF) being seen at the helm. The Chief Emergency Planning Officer provides the secretariat function for the Cleveland LRF and this ensures that the local authorities and the EPU are at the forefront of LRF work-streams, plans and policies.
- 1.6 This increased emphasis on emergency planning is being reflected in the expectations and work being placed on emergency planners through the Civil Contingencies Secretariat in central Government, the need for regional plans and the greater involvement of the Regional Resilience Team at Government Office for the North East. Further, the present CPA programme, new national performance indicators and Audit Commission performance measures that will be examined through external audits of local authorities are all seeking evidence of the commitment by local authorities towards emergency and resilience planning.
- 1.7 All the primary aims of the EPU are supported by a number of objectives which are set out in later within this plan.

SECTION 2 SIGNIFICANT THEMES 2008-09

2.1 Much what we did over the previous twelve months will still be very relevant during 2008-09 but the following priorities will both support the overall aims of the Emergency Planning Unit whilst ensuring that the public are well served by the local authorities in the emergency planning sector. The present and future role of the CEPU demands strong leadership committed to the management of change and achieving efficiencies.

2.2 Working with Industry

Due to the industrial makeup of this area, there is a continuing requirement for the EPU to work with the chemical industry, British Energy, the Hazardous Installations Division of the Health and Safety Executive and Environment Agency to ensure detailed off-site emergency response plans are produced, reviewed and thereafter audited through a rigorous testing and exercising regime. This work which will ensure the local authorities meet their legislative duties is demanding, particularly in respect of time and commitment. The Cleveland area has 37 top tier sites regulated by the COMAH Regulations which is over 10% of all sites nationally together with 8 major pipeline operators. The EPU will also ensure that there are communication strategies in place to warn and inform the public in the public information zones around the chemical sites, thus complying with the duty under the Civil Contingencies Act.

2.3 Beacon Status

The EPU will build upon the Beacon award achieved in March 2007 on behalf of the four local authorities. The Beacon assessment team confirmed that there "is a unique and vibrant partnership between the authorities and a wide range of bodies in the public, private and voluntary sector and excellence was demonstrated in all areas". The EPU will strive to maintain this outstanding achievement, whilst demonstrating to others the outstanding areas of best practice that is apparent in the Cleveland area. This will be achieved throughout 2008 in a variety of ways including presentations at national conferences; involvement in learning exchanges; promotion of our learning activities that includes articles and other material for beacon purposes, and working closely with national bodies on emergency planning issues, including the Civil Contingencies Secretariat and the Improvement and Development Agency.

2.4 Civil Contingencies Act

To ensure that the impact of any emergency situation is reduced or mitigated against, the EPU will work towards meeting the civil protection duties that fall on Category 1 responders under the Act. Local authorities, together with the emergency services and others are defined as category 1 responders. Duties include:

- Co-operation between emergency responders;
- Information sharing between emergency responders;
- Completion of local risk assessments and the review of the Community Risk register that is available to the public;
- Emergency Plans are produced, tested and exercised;

- Maintaining public awareness and arrangements to warn, inform and advise the public.
- Promotion of business continuity management to the commercial sector, particularly small and medium sized enterprises and the voluntary organisations.

2.5 Partnership Working

To assist us to comply with our duty to plan for a wide range of civil protection scenarios across the 'Cleveland' area, the EPU will liaise with and develop links with partnership agencies, thereby providing a focal point for emergency management, best practice and advice throughout the local area. Much of our success depends upon this partnership working, both within the local authorities and also on behalf of them. The agencies we liaise with are many and varied and include the emergency services, voluntary sector, health, coastguard, harbour authority, military, environment agency, health and safety executive and regional and national government. The EPU will be involved in numerous arrangements to enhance close working and co-operation, including:

- Local Resilience Forum, of which the Chief Emergency Planning Officer provides the secretariat function
- Local Resilience Working Group, chaired by the Chief Emergency Planning Officer.
- Cleveland Media Emergency Forum, chaired by the Chief Emergency Planning Officer.
- Exercise Planning Group
- Temporary Mortuary Group
- Voluntary Agency's Group

A flowchart showing all the groups and the full extent of the links and involvement that the CEPU has with partner agencies and others is shown on page 17.

2.6 Tall Ships' Race

The delivery of the Tall Ships' Race in 2010 will require a vast amount of planning and detailed development and commitment of resources over a wide range of tasks. Whilst the race will centre on Hartlepool, it is clear that the event will have a knock on effect across the whole of the area and emergency planners are already having a significant involvement in the planning process and this will gather momentum over the next two years. The Chief Emergency Planning Officer has been appointed the Chair of the Safety Advisory Group for the event and he with other members of the EPU will be active members of both the Safety Advisory Group and the Event Technical Task Group, as well as providing an advisory role in other task groups.

2.7 Cleveland Local Resilience Forum (LRF)

The Chief Emergency Planning Officer will continue to provide the secretariat function to the LRF, which under legislation is seen as the principal mechanism for multi-agency co-operation between category 1 responders. The LRF is not a statutory body but it is a statutory process and through the work of the Chief Emergency Planning Officer, the EPU is at the forefront of what the LRF does and is a primary driver of the LRF process.

LRF work is an increasing but necessary feature of the work-streams within the EPU, providing the effective delivery of many of the duties under the Civil Contingencies Act and the strategies of the LRF, especially those that need to be developed in a multi-agency environment. The strategies of the LRF will be delivered through the Cleveland Local Resilience Working Group and the Cleveland Media Emergency Forum and their sub groups. Emergency planners will actively participate in and undertake work and responsibilities associated with these groups and sub groups.

2.8 Writing of Emergency Planning

Development of risk based major incident response plans which incorporate the responsibilities and functions to control or mitigate the effects of the emergency is an essential role of the EPU. The plans that will take precedence during the forthcoming year are:

- Review of the Borough Emergency Response Plan in each of the four councils
- Reviewing of Rest Centre Plans
- Severe Weather and Flood Response Plans to meet new requirements determined nationally by Defra and the Environment Agency
- Pandemic Flu plans to meet new requirements determined by the Cabinet Office / Civil Contingencies Secretariat
- Review of the Humanitarian Assistance plan
- Town Centre Evacuation plans, in conjunction with the Police.
- Evacuation planning for areas around potential hazards, for example, large chemical sites, so that evacuation assembly points are pre-identified, access/egress routes are planned and rest centres are known.
- Review of the Recovery plan
- Plans and protocols to consider 'vulnerable people' and diverse communities. Special consideration will be given to how they will be affected by specific emergencies and how they will be assisted during and after the event. Work will attempt to identify where vulnerable persons reside, the extent of their vulnerability, what extra resources would be required to assist them in the event of an emergency and a protocol for sharing such information in the event of an emergency including contact details.
- More action is required on media plans and protocols, including mutual aid arrangements and the pre-identification of "lead communicator" to a range of emergencies.

2.9 Voluntary Sector

The voluntary sector has an important role to play in supporting the Category 1 responders in response to many emergencies. It is therefore vital that we enhance our knowledge of all the voluntary agencies that may be able to assist both the local authorities and the emergency services during an emergency. We will build upon the work already undertaken to actively engage with voluntary groups to ensure that we are aware of the kinds of service the voluntary sector can offer and ensure their services are included in our local planning arrangements. This will include them being involved more closely with the

training and exercise regime operated within Cleveland. The voluntary sector could also provide valuable assistance in the work that will be undertaken in respect of vulnerable people.

2.10 Risk Assessment

Continuing work will be undertaken to achieve risk assessments in relation to all the hazards and threats that might give risk to an emergency in Cleveland and how that risk could impact upon the local geographical area and the delivery of services by the local authority and other responders. The assessment will show what actions have been taken to mitigate the hazard or threat from occurring and the response mechanisms to such risks

This risk assessment process will ensure that a comprehensive Community Risk Register is produced and subject to continual review and be available to the general public on the EPU website. This risk assessment process will ensure that emergency planning is risk based.

2.11 Business Continuity Advice and Guidance

The EPU fully undertakes on behalf of the four local authorities the duty to promote business continuity planning and management, particularly amongst small and medium sized enterprises. This will be aggressively progressed during 2008, including awareness raising activities, the production of advice literature and the production of a template that businesses can use to develop their own plan, thus helping them to help themselves in the event of an emergency. Seminars and workshops will be held and we will assist business continuity champions in the local authorities to prepare plans for their councils and service areas/departments to ensure they can deliver their emergency response capability.

2.12 Promoting Emergency Planning

To meet the requirements of both the Civil Contingencies Act, non legislative obligations and the new National Performance Indicator introduced for 2008 onwards (NI 37), the EPU will continue to develop initiatives to ensure the public are made aware of emergency planning issues, so they are better prepared to protect themselves. Existing Council survey methods will be used to gather information from the public.

Additional plans, protocols and procedures need to be worked upon to ensure the public are more aware about risks and prepared to respond to emergencies. This will involve publicity, advise information/leaflets, road shows, seminars, school visits, etc.

2.13 Auditing and Monitoring

Greater scrutiny and inspection of our functions is occurring involving both internal and external auditors and other agencies to determine how effectively emergency planning is being delivered. Internal control measures and review procedures will continue to be developed to compliment existing processes.

2.14 National and Regional Priorities

The Regional Resilience Team within the Government Office for the North East under the direction of a Deputy Director, together with a Regional Resilience Forum, is increasing placing additional demands on the EPU. The regional remit is to determine what the region needs to have in place to combat a major incident that affects more than one 'sub region' or which has a regional dimension, and consequently the EPU is increasing becoming involved with assisting in the development of regional plans and protocols, together with attendance at a myriad of meetings that sit alongside such planning. Such plans will include 'cross border' involvement in such projects as removal of large quantities of rubble; contamination of premises, contaminated debris, mass evacuation, etc.

The CEPU will continue to undertake work to plan for and provide resilience arrangements in respect of priorities that central government consider relevant and form part of the Governments national risk strategy. The present main priorities are:

- (a) Pandemic Flu
- (b) Terrorism and the threat of Terrorism
- (c) CBRN

The resilience capabilities work programme emanating from the Government is determining that these threats must be planned for, with stand alone plans and these plans will be exercised. This has created the need to develop further plans on mass contamination and mass casualties and the CEPU is involved in working as a partner agency on several of these issues.

SECTION 3 STAFFING AND STRUCTURE of the CEPU

3.1 The structure is:

- A Chief Emergency Planning Officer
- A Deputy Chief and Emergency Planning Officer
- Four Senior Emergency Planning Officers, each with dedicated responsibility to one of the local authorities
- Two Emergency Planning Officers
- A Senior Administration Officer and Two Administrative Assistants (job share). The Administrative Assistant works 50% of time for Cleveland Police Emergency Planning Unit.
- A Resilience Forum Assistant (part time) – this post is wholly financed from contributions from member organisations of the Cleveland Local Resilience Forum

The structure is shown on page 16.

3.2 The EPU is financed through a joint arrangement with Hartlepool Borough Council being the 'lead' authority. The performance and effectiveness of the CEPU is overseen by the Emergency Planning Joint Committee which is an Executive Committee that comprises of either the Mayor or an Executive Councillor from each local authority. The Chief Emergency Planning Officer also reports to the Tees Valley Chief Executive's Group.

3.3 To meet the challenges and demands of both the present and future requirements, there is the need for the EPU to:

- Be a committed and resourceful unit with a competent and motivated workforce;
- Have the correct structure with the right staffing levels;
- Have the right tools, including ICT, to do the job;
- Have the financial resources to be effective;
- Ensure there is clarity of purpose.

3.4 The Cleveland Emergency Planning Unit has fewer staff than any of its neighbouring emergency planning units and most other units within the country. When compared to the numbers of staff in other emergency planning units in the North East and the risks associated with those areas against the numbers of emergency planners and risks within the 'Cleveland' area, it is clear that staff in Cleveland have a greater workload than many of their counterparts.

With the existing work commitments, there is little spare capacity within the EPU to absorb further work which may be generated by new legislation or Government requirements unless staff numbers are increased.

The Chief Emergency Planning Officer anticipates that the future workloads of staff will increase and will therefore examine the structure of the EPU and make appropriate recommendations. This may include the need for additional staff.

- 3.5 Staff within the Unit are dedicated, skilled, knowledgeable and professional in their specialist field of work and to achieve our future strategy, there must be the organisational capacity to deliver, with staff possessing the requisite attributes and competencies and being pro-active in their duties. They must be able to make professional judgements on behalf of the local authorities.
- 3.6 Staff retention is essential as experienced emergency planners are difficult to recruit and it takes new staff between 18 months and 2 years in the role within Cleveland to undertake the role effectively. However, the salary grades of officers in the CEPU are on average lower than their counterparts in other units and this presents a potential risk when seeking to attract the right calibre of applicant when posts become vacant or to retain existing staff.
- 3.7 The Deputy Chief and Emergency Planning Officer has primary responsibility for business continuity promotion as required by the Civil Contingencies Act.
- 3.8 Individual Senior Emergency Planning Officers have primary responsibility for one of the four councils, working from the EPU into the designated Borough.
- 3.9 The emergency planner will act as an advisor to the Chief Executive and/or senior council officers during any incident and where appropriate attend 'Silver Command' and act as the local authority liaison officer. The Chief Emergency Planning Officer is likely to attend 'Gold Command'.
- 3.10 The two Emergency Planning Officers have lead responsibilities for specific aspects of emergency planning, for example, Community Risk Register, CBRN plans, Diseases of Animal plan and the Warn and Inform arrangements.
- 3.11 The EPU provides a Duty Officer scheme and this is an important function of the Unit. It operates on a 365 day x 24 hour basis and provides a single point of contact for the emergency services and other agencies e.g. Environment Agency, Met Office, Food Standards Agency in respect of advise and for alerting and activating the local authority in the event of an incident. The EPU acts as a filter for the local authorities, making judgements on the extent of the need for local authority involvement, whether it be for information purposes only or when action is required. The Duty Officer uses their wealth of experience, local knowledge and expertise in making such decisions.
- 3.12 Emergency planners work to a three monthly work schedule agreed with the Chief Emergency Planning Officer that is structured to meet the aims and objectives and performance indicators set out in the annual plan.
- 3.13 As previously mentioned, the Emergency Planning Unit is co-located with the Emergency Planning Unit of Cleveland Police in offices that are leased from Cleveland Fire Brigade. Emergency Planning Officers from the Cleveland Fire Brigade and the North East Ambulance Service (NEAS) are also based within

the Unit. The Cleveland Police Emergency Planning Unit consists of an Inspector, Sergeant, two Constables and a civilian support officer. Their offices are designated and equipped as the Fallback Control Room should communication facilities fail at either Police or Fire Brigade Communications Centres. This joint arrangement is unique to Cleveland and presents a professional image of emergency planning, raises the profile of the service and provides an environment conducive to integrated emergency management.

3.14 This co-located Emergency Planning Units provides a distinct advantage over those authorities who do not have such a facility. Further, having a Joint Emergency Planning Unit serving all four local authorities is a great advantage, provides economies of scale, helps to stop duplication of effort, assists in co-operation and information sharing and greatly assist in undertaking many of the duties. Other benefits of these arrangements include:

- Greater communication and involvement between all partners involved in emergency planning. This leads towards more 'joined up thinking' and engenders greater trust and confidence.
- Enhanced partnerships leading to greater collaboration, sharing of knowledge, expertise and a fuller integrated response to incidents.
- Developing improved protocols, linking into standard operating procedures and sharing best practice.
- Risk assessing to enable plans to be produced and reviewed with control measures identified to mitigate against major incidents.
- Horizon scanning and greater consultation to identify potential issues so that appropriate mitigation can be planned.

3.15 Emergency Planning Officers are intrinsically linked with a wide variety of groups or sub groups, often as chair person, which drive work associated with emergency and contingency planning. These include:

- Cleveland Local Resilience Forum (LRF). The Chief Emergency Planning Officer (CEPO) provides the Secretariat function to this forum.
- Local Resilience Working Group chaired by the CEPO.
- Cleveland Media Emergency Forum chaired by the CEPO.
- Cleveland Exercise Planning Group chaired by a Senior EPO.
- Temporary Mortuary Group jointly chaired by the Head of the Police Emergency Planning Unit and the Chief Emergency Planning Officer.
- Voluntary Agency's Group chaired by a Senior EPO.

The flowchart on page 17 illustrates the extent of the links and involvement that the EPU has with regional and local partner agencies.

At a North East regional level, the Chief Emergency Planning Officer is a member of the Regional Resilience Forum with the Chief Executive of Hartlepool Borough Council who represents all councils within the region. Emergency Planners from across the region are represented by the Chief Emergency Planning Officer on the Regional Media Emergency Forum (RMEF) and a Senior Emergency Planning Officer from Cleveland is also a member of the RMEF.

SECTION 4 BUDGET 2008-09

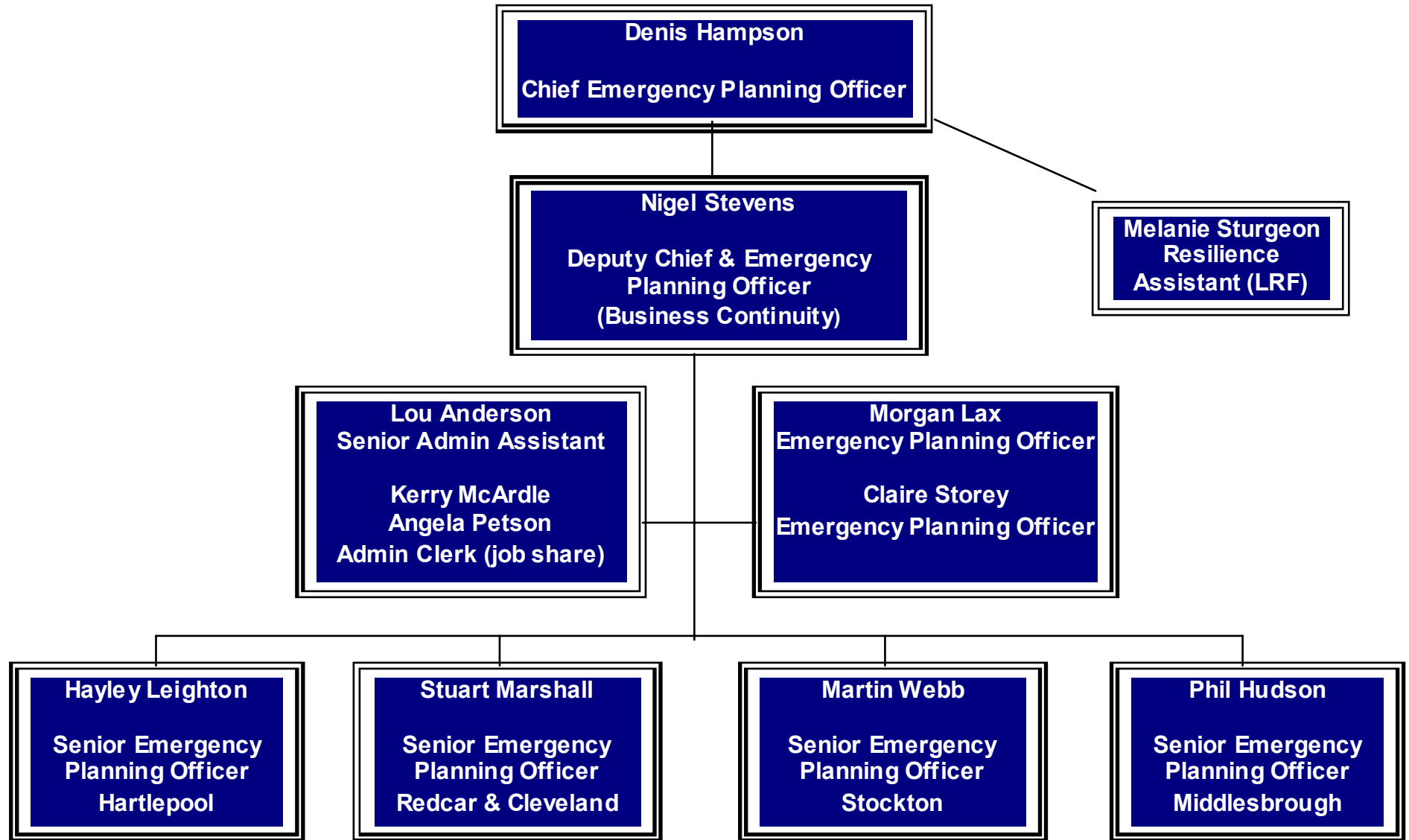
- 4.1 In line with joint arrangements for emergency planning, Hartlepool Borough Council as the lead authority administers the EPU budget, including the financial contributions towards the EPU from the four local authorities.
- 4.2 Funding for emergency planning mainly derives from contributions from the four local authorities which are allocated resources from Government through the annual grant settlement.
- 4.3 Contributions are recovered from Cleveland Police and the North East Ambulance Service to meet costs associated with the shared accommodation at the Emergency Planning Unit and the half salary of an administrative assistant.
- 4.4 The non-salary budget for the EPU has been kept at below inflation figures over the past 3 years. Over 75% of the budget is used to meet salary costs.
- 4.5 The Emergency Planning Joint Committee has approved a nil growth contribution from the four authorities for 2008/09, with contributions totally £445,999 being the same as for 2007/08 and will cover salary increments, pay rises and non-pay budget inflation. This means a decrease in 'real terms', with increases in salary costs and inflation being met from increased financial management and efficiencies.
- 4.6 The district contributions are based on population figures and apportioned at £0.41 of Band D council tax. This formula was agreed by the Chief Finance Officers and has been used over the past three years. It provides an equitable and robust principal for apportionment based on the risks and work performed in each of the local authorities. This same principal will continue to be used in future years to fix the impact at a standard amount based on band D council tax.

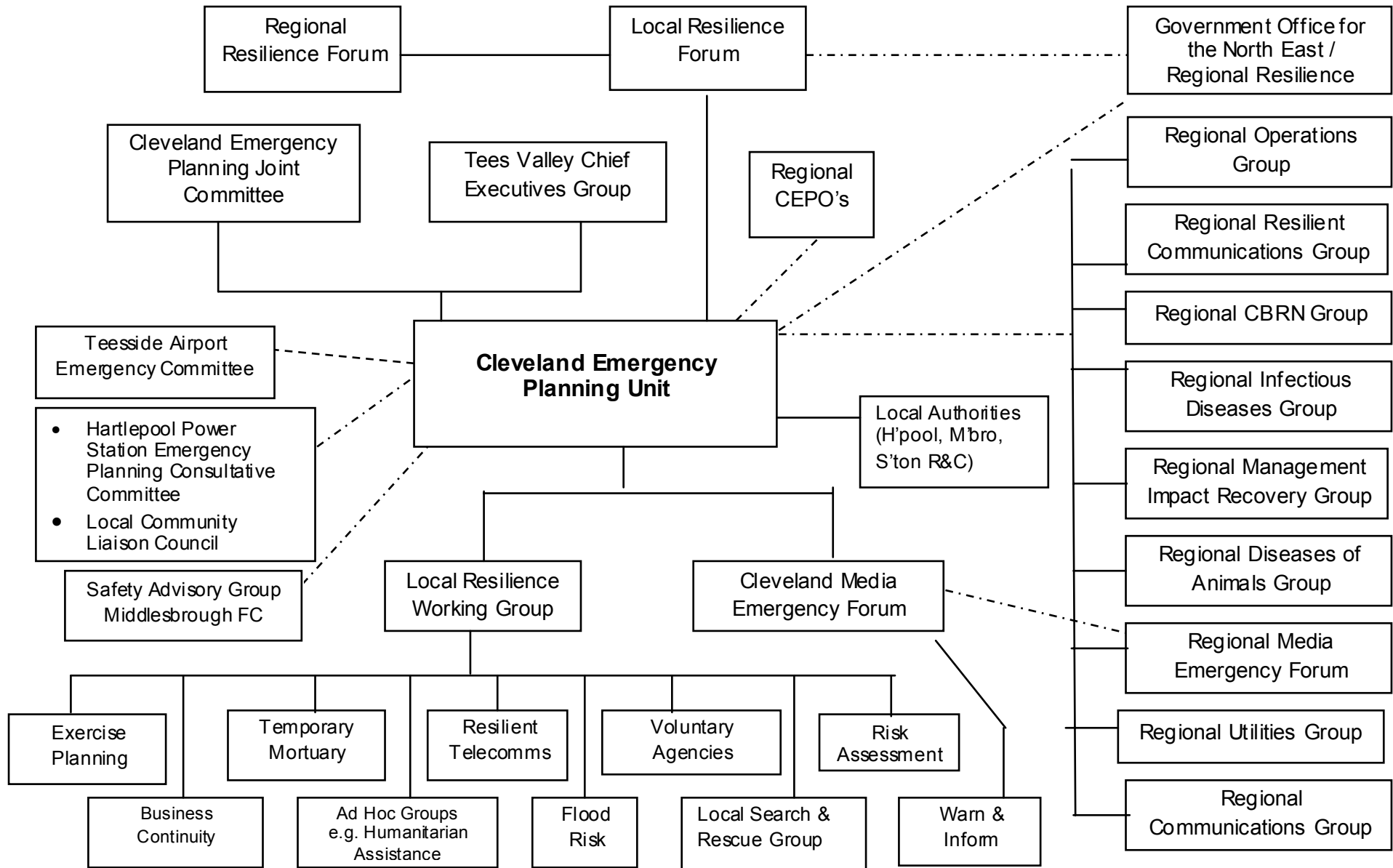
The district contributions for 2008/09 are:

Hartlepool	£ 76,679
Middlesbrough	£121,161
Redcar and Cleveland	£108,165
Stockton-on-Tees	£139,994

- 4.7 Money from reserves will be used to cater for presently unaccounted for demands that may be placed on the EPU by new legislation or external pressures e.g. additional demands from Government Office for the Regions.

STRUCTURE





SECTION 5 AIMS and OBJECTIVES of the CLEVELAND EPU

AIMS

The primary aims of emergency planning are:

1. To provide a comprehensive and effective resilience and emergency planning service to the four local authorities'.
2. To achieve an effective response to all major incidents and emergency situations regardless of their cause.
3. To ensure emergency response plans are produced, reviewed, tested and exercised.
4. To ensure the local authorities' meet their statutory obligations and duties under primary legislation, including:
 - (a) The Civil Contingencies Act 2004;
 - (b) The Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005;
 - (c) The Control of Major Accident Hazard Regulations 1999, as amended
 - (d) The Pipelines Safety Regulations 1996
 - (e) The Radiation (Emergency Preparedness & Public Information) Regulations 2001
5. To ensure communities are well prepared to respond to emergency incidents.

To achieve these aims we must also:

- Ensure we have planned and prepared an organised and practical response by the Emergency Planning Unit and Councils we service.
- Effectively contribute to the combined response of all the emergency services and other agencies.
- Have plans that are sufficiently flexible to deal with a range of situations that may increase in significance, duration and complexity.
- Be able to respond to incidents that are outside the normal experience of the local authority.
- Ensure that appropriate staff are identified, have the knowledge and expertise to enable them to respond effectively to a major emergency and receive the right training.
- Ensure the provision of a facility (emergency control centre) within each local authority from which co-ordination of an emergency would take place.
- Be an integral part of the Cleveland Local Resilience Forum structure.

OBJECTIVES

We will work towards a number of objectives, thus contributing to the achievement of the aims of the Emergency Planning Unit and the Local Authorities. Our primary objectives are:

- To ensure that the emergency planning service provided meets the needs of the four local authorities.
- To develop and review the emergency planning arrangements and response plans within the local authorities.
- To assess hazards and risks and plan accordingly, ensuring those risks are adequately represented in the Community Risk Register and the awareness of the public is raised to the risks within their area.
- To ensure that Emergency Planning Officers and appropriate local authority personnel receive appropriate training that allows them to develop the necessary knowledge and expertise, thereby enabling them to respond effectively to incidents.
- To establish, consolidate or improve partnerships with the emergency services and other agencies, particularly Category 1 and Category 2 Responders under the Civil Contingencies Act.
- To provide a robust and effective Secretariat function to the Cleveland Local Resilience Forum.
- To meet the statutory obligations placed on Local Authorities in respect of civil protection.
- To develop a robust and effective assessment and monitoring regime.
- To provide information to the general public on responding to and dealing with emergencies, thus ensuring they are better prepared for and can protect themselves and others in the event of a major incident.
- To ensure communication strategies and procedures are in place to deal with major incidents and service continuity planning.
- To provide an effective duty officer scheme, thereby ensuring an Emergency Planning Officer is always available.
- To ensure Senior Managers and Elected Members are informed of emergency planning and procedures and identified risks.
- To promote business continuity management within the local authorities but also to businesses and voluntary organisations through the provision of provide advice and assistance.

ETHOS

The characteristic spirit of the Cleveland Emergency Planning Unit is epitomised by our values and culture.

VALUES

To provide a professional and efficient service we will follow a number of core values that will be applied to all our activities.

- We will act with integrity, openness and respect to all users of our service.
- We accept responsibilities that flow from our work.
- We will continually strive to improve our service and performance.
- We will foster good working relationships with the emergency services, together with other agencies and stakeholders involved in the emergency planning process.
- We are conscientious, hard working, loyal and positive in all our tasks.

CULTURE

Culture is “the way things are done”. Within the Emergency Planning Unit our culture is based upon the following principles:

- A “can do” organisation.
- Team working and collaboration.
- Effective partnership working.
- Empowerment of staff.
- Openness to new ideas and initiatives.

SECTION 6 PERFORMANCE INDICATORS

To help manage and continually improve our performance and service and determine if we are meeting our aims and objectives, it is important that we have in place a number of performance indicators through which we can monitor and review our progress.

These indicators are all linked to our aims and objectives and to the priority themes for our service planning discussed in earlier sections. The indicators also help staff to be clear about their own objectives and targets, allowing them to assess how well they are personally performing in meeting both their own and the Units' objectives and targets.

Whilst many of the indicators are similar to last year, targets have been changed to reflect current priorities and workstreams. One entirely new indicator has been added and this relates to event planning for large scale events.

Also included are a number of "cross cutting indicators" used to monitor performance against the Neighbourhood Services Department of Hartlepool Borough Council. The Emergency Planning Unit is a division within that department of the Council who are the "host" / lead authority.

NO	INDICATOR	OUTCOME	2008/09 TARGET
1	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> • To ensure each authority has an effective and up to date Major Incident Response Plan • To ensure departments / service areas have effective plans which are an integral part of the Councils Major Incident Response Plan • Staff are aware of their roles and responsibilities 	<ul style="list-style-type: none"> • Each Local Authority Major Incident Response Plan to be reviewed • Review 75% of key elements of departmental / service area plans • Conduct one call out /contact after hours exercise in each local authority.
2	Fulfil duties under the Beacon scheme in liaison with the Improvement & Development Agency (ID ^e A)	<ul style="list-style-type: none"> • Promote the best practices of Cleveland to other local authorities across the country • Meet the objectives of the emergency planning Beacon's learning and improvement strategy 	<ul style="list-style-type: none"> • Give 2 presentations at national seminars / conferences • Produce a case studies to be disseminated through the Beacon forum • Provide quarterly reviews to ID^eA
3	Number of plans produced/reviewed for COMAH establishments	<ul style="list-style-type: none"> • Meet statutory duties under the Control of Major Accident Hazard Regulations • Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents • Validity of plans produced to satisfaction of Competent Authority 	<ul style="list-style-type: none"> • 8 plans to be reviewed or produced • Assess regional impact of all COMAH plans (Buncefield recommendation)

NO	INDICATOR	OUTCOME	2008/09 TARGET
4	Provide an efficient duty officer scheme – 24/7x365	<ul style="list-style-type: none"> • Best Value • Ensure Local Authority are alerted to incidents so they can respond effectively • Provide effective EPOs response 	<ul style="list-style-type: none"> • 98% • Review scheme to ensure best value is maintained • Review telephone contacts list
5	Rest Centre procedures and exercises	<ul style="list-style-type: none"> • To ensure staff, especially social services & voluntary agencies are better equipped to respond to incidents 	<ul style="list-style-type: none"> • One exercise/training event in each Council • Review Rest Centre boxes • Review Transport Plan
6	Provision of an effective Cleveland Community Risk Register	<ul style="list-style-type: none"> • To ensure the local authorities' have identified and prioritised emergency risks in their area • Allows the public to be made more aware of the risks that could lead to a major incident • Provision of Project Leader who will chair the Risk Sub Group and further develop the community risk register 	<ul style="list-style-type: none"> • Review local risks in CRR • Put risk register on web site and review 6 monthly • Hold 4 meetings of Risk Sub Group to monitor and review the register • Report to Local Resilience Forum annually
7	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPIR Regulations	<ul style="list-style-type: none"> • To ensure those involved are better prepared to respond • Ensure plans work in practice • Lessons learned and required actions are taken forward 	<ul style="list-style-type: none"> • 10 COMAH exercises • 3 level one Nuclear exercises • 1 Pipeline plan exercise

NO	INDICATOR	OUTCOME	2008/09 TARGET
8	Provision of effective internet websites for both the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum (LRF)	<ul style="list-style-type: none"> • Improved interaction with public / customers • Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate • Provide focal point for public to gain information on emergency and civil contingencies planning 	<ul style="list-style-type: none"> • Web site reviewed every 28 days • New 'cover story' on CEPU website on a quarterly basis • Project leader to place new items on website within 5 days of receipt. • Publish events/training of LRF partners on website
9	Provide information to the public / residents about the EPU and on responding to and dealing with emergencies	<ul style="list-style-type: none"> • To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware • Provision of advice and guidance • Assist in meeting the statutory requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • Produce 3 pieces of information material • EPU Display Boards to be on show in Council buildings for 3 months • Material made available on CEPU and LRF websites • Briefing note to responders on 3 subject matters
10	Ensure compliance with the Pipeline Safety Regulations through the review and writing of emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> • Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents. • Comply with statutory requirements 	<ul style="list-style-type: none"> • Review and/or test 2 plans

NO	INDICATOR	OUTCOME	2008/09 TARGET
11	Training of Local Authority and Emergency Planning Unit staff	<ul style="list-style-type: none"> • Best Value • Staff better able to respond effectively to incidents • Ensure effective use of resources 	<ul style="list-style-type: none"> • 8 local authority staff to attend external courses • 20 local authority staff in each Council to receive “in house” training • Hold 4 Local Authority Exercises • Emergency planning staff to receive average of 3 days of training • Provision of 3 multi-agency training days
12	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> • Best Value. • Crucial to ensure effective deliver & improvement of service • Provide awareness that Elected Members and Council employees can impart to persons within their community • Public through awareness are better prepared to protect themselves and their property and understand the reality of situations / emergencies. 	<ul style="list-style-type: none"> • Seminar for Elected Members / LSP members to be held in each Local Authority • One Elected Member to attend Emergency Planning College • Minimum of three EMRT meetings to be held • Attend 2 public events for promotional purposes

NO	INDICATOR	OUTCOME	2008/09 TARGET
13	Time to complete an off-site emergency plan under the COMAH (Control of Major Accident Hazard Regulations) Pipeline Safety Regulations or Radiation (Emergency Preparedness & Public Information) Regs (REPPIR)	<ul style="list-style-type: none"> • Meet statutory duties under the COMAH Regulations/Pipeline Safety Regulations /REPPIR • Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents 	<p>40 working days</p> <p>(from commencement of writing plan to sending draft out for consultation)</p>
14	Effective partnership working on a multi-agency basis across the Tees Valley area, with particular reference to the Cleveland Local Resilience Forum	<ul style="list-style-type: none"> • Sharing information and knowledge • Improve liaison, knowledge and understanding assisting agencies to work more closely • Dissemination of minutes to interested parties • Provision of an effective Local Resilience Forum through the CEPO as Secretariat to the LRF • Meet requirements of the Civil Contingencies Act 	<ul style="list-style-type: none"> • 4 meetings of the Local Resilience Forum • 4 meetings of the Local Resilience Working Group • 3 meetings of the Media Emergency Forum • 4 Ad hoc meetings • Meet the milestones and targets set in the LRF implementation plan for the Civil Contingencies Act
15	Increase involvement of the 'voluntary sector' in emergency planning	<ul style="list-style-type: none"> • Best Value • Improve liaison, knowledge and understanding between all parties • Meets central government guidance 	<ul style="list-style-type: none"> • Hold 3 meetings with Voluntary Agencies • Involve one or more agencies in 2 exercises • 4 training sessions / presentations to or with Voluntary Agencies

NO	INDICATOR	OUTCOME	2008/09 TARGET
16	Promote Business Continuity Management to medium and small enterprises (SME's)	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act • Promotes awareness to the wider community • Provision of shared information • Greater community involvement • SME's are more able to recover from the effects of an emergency 	<ul style="list-style-type: none"> • Continue working relation with Tees Valley Business Link & North East Chamber of Commerce • Produce 4 pieces of literature for dissemination to SME's • Hold 3 meetings of the Business Continuity Sub Group • Present at 2 seminar / conference for SME's • Develop working relations with PCTs and other Cat 1 & 2 responder agencies
17	Meetings with Partnership Agencies and Organisations within the North East region	<ul style="list-style-type: none"> • Sharing information • Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely • Dissemination of minutes to interested parties 	<ul style="list-style-type: none"> • 3 meetings with Regional Resilience Team (GONE) • 8 meetings with regional operations groups e.g. CBRN, Media, Utilities • 4 Ad hoc meetings
18	Business Continuity Plan for the Emergency Planning Unit	<ul style="list-style-type: none"> • Meet requirements of the Civil Contingencies Act guidance • Ensure staff can react effectively to an incident affecting the EPU • Best Value 	<ul style="list-style-type: none"> • Review CEPU plan • Conduct an exercise involving the plan

NO	INDICATOR	OUTCOME	2008/09 TARGET
19	(a) Invoices received in Emergency Planning Unit processed & sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans	<ul style="list-style-type: none"> • Best Value • Improve the internal administrative working of Emergency Planning Unit • Effective cost recovery 	<ul style="list-style-type: none"> • Invoices processed/sent within 5 days • EPO's to provide costing within 7 days of exercise or plan completion
20	Event Planning	<ul style="list-style-type: none"> • Ensure health and safety aspects at events are covered • Produce or ensure event emergency response plans are produced • Events include Mela, Cleveland show, Music Live, Tall Ships, large Firework Displays, etc 	<ul style="list-style-type: none"> • Work with the Event Planning Teams to produce appropriate documents • Produce event plans for 10 events
21	Circulation of minutes of meetings and other information received within the unit	<ul style="list-style-type: none"> • Good administrative practice • Allows information to be shared • Actions are identified and dealt with • Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> • Circulated within 8 working days of meeting date • Circulation of other material within 5 days

CROSS CUTTING INDICATORS

NO	INDICATOR	NEIGHBOURHOOD SERVICES DEPARTMENT 2008/09	EPU 2008/09
1	Percentage of appraisals carried out within the Emergency Planning Unit	100%	100%
2	Average number of days training per employee within the EPU	3	3
3	Average number of days lost to sickness within the EPU	10.19	10.00