

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Wednesday 13 June 2012

at 10.00 a.m.

at The Emergency Planning Unit,  
Aurora House, Middlesbrough

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

**Hartlepool Borough Council:-**  
The Mayor, Stuart Drummond

**Middlesbrough Borough Council:-**  
Councillor Julia Rostron

**Stockton Borough Council:-**  
Councillor David Rose

**Redcar and Cleveland Borough Council:-**  
Councillor Steve Goldswain

1. **APPOINTMENT OF CHAIR**
2. **APOLOGIES FOR ABSENCE**
3. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
4. **TO RECEIVE THE RECORD OF DECISION IN RESPECT OF THE MEETING HELD ON 8 NOVEMBER 2011** (Previously circulated)

5. **ITEMS FOR DECISION**

- 5.1 2011-2012 Annual Audit Return – *Chief Finance Officer*
- 5.2 2011-2012 Revenue Outturn Report – *Chief Finance Officer*
- 5.3 CEPU Annual Plan 2012-2013 – *Chief Emergency Planning Officer*

6. **AITEMS FOR DISCUSSION/INFORMATION**

- 6.1 Review on EPU Performance Indicators 2011-12 – *Chief Emergency Planning Officer*
- 6.2 Reported Incidents – Cleveland Communications Strategy – *Chief Emergency Planning Officer*
- 6.3 Review of Local Resilience Forum (LRF) – *Chief Emergency Planning Officer*

7. **ANY OTHER BUSINESS**

8. **DATE AND TIME OF NEXT MEETING**

- 8.1 Provisional schedule attached

### CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

**Report to:** Cleveland Emergency Planning Joint Committee

**Report from:** Chief Finance Officer

**Date:** 13<sup>th</sup> June 2012

**Subject:** 2011/2012 Annual Audit Return

---

#### 1. **PURPOSE**

1.1 To provide details of the Annual Audit Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2011/2012.

#### 2. **BACKGROUND**

2.1 The Accounts and Audit Regulations 2011 require all smaller relevant bodies in England to complete an annual return summarising the committee's annual activities. This return must be approved by your committee by 30<sup>th</sup> June and then sent to the Audit Commission for auditing.

2.2 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 is included as **Appendix A**. The return covers: -

- Accounting statements
- An annual governance statement
- An annual internal audit report

2.3 A key requirement of the audit is ensuring that the revenue outturn is approved by the committee. Details of this are included in a separate report on this agenda.

#### 3. **RECOMMENDATION**

3.1 That Members approve the 2011/2012 Annual Audit Return.

# Small Bodies in England

## Annual return for the year ended 31 March 2012

---

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return on pages 2 to 5 is made up of four sections:

- **Sections 1 and 2** are completed by the person nominated by the body.
- **Section 3** is completed by the external auditor.
- **Section 4** is completed by the body's internal audit provider.

**Each body must approve this annual return no later than 30 June 2012.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in red. Do **not** leave any red box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2012, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

Your auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the body for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2012.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides for either local councils or internal drainage boards. These publications may be downloaded from the National Association of Local Councils (NALC) or Society of Local Council Clerks (SLCC) websites ([www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)) or from the members area of the Association of Drainage Authorities website ([www.ada.org.uk](http://www.ada.org.uk)).

## Section 1 – Accounting statements for:

Enter name of reporting body here:

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2011 £	31 March 2012 £	
1 Balances brought forward	164,870	116,030	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	572,686	596,968	Total income or receipts as recorded in the cashbook less income from taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	424,988	381,210	Total expenditure or payments made to and on behalf of all body employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	196,538	159,606	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	116,030	172,182	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	0	0	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	0	0	The recorded book value at 31 March of all fixed assets owned by the body and any other long term assets e.g. loans to third parties and any long-term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2012 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

 SIGNATURE REQUIRED

Date 23/04/2012

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY



## Section 2 – Annual governance statement

We acknowledge as the members of **CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2012, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption <b>and</b> reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the body to conduct its business or on its finances.	✓		has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body <b>and</b> took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

**\*Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response. Describe how the body will address the weaknesses identified.

## Section 3 – External auditor’s certificate and opinion

### Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2012 of:

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2012; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### External auditor’s report

(Except for the matters reported below)\* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the body:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name

Date

**Note:** The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



## Section 4 – Annual internal audit report to

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2012.

Internal audit has been carried out in accordance with the body's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the body.

Internal control objective	Agreed? Please choose from one of the following		
	Yes	No*	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	✓		
B The body's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual taxation or levy or funding requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with body approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate, debtors and creditors were properly recorded.	✓		

For any other risk areas identified by the body (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Print name of person who carried out the internal audit:

NOEL ADAMSON

Signature of person who carried out the internal audit:

SIGNATURE REQUIRED

Date: 23/04/2012

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2012 annual return

- 1 Proper practices for preparing this annual return are found in the *Practitioners' Guides\**. These publications are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you may encounter.
- 2 Make sure that your annual return is complete (i.e. no empty red boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the body, properly initialled and an explanation is provided to the auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it to the auditor.
- 4 Do not send the auditor any information not specifically asked for. Doing so is not helpful. However, you must advise the auditor of any change of Clerk, Responsible Financial Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your body holds any short-term investments, note their value on the bank reconciliation. The auditor must be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guides\**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The auditor wants to know that **you** understand the reasons for all variances. Include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guides\** to assist you.
- 7 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2011) equals the balance brought forward in the current year (Box 1 of 2012).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of their audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All red boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Approval by the body confirmed by signature of Chair of meeting approving the accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2012 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

**\*Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guides*, is available from NALC and SLCC representatives or *Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides*, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

### CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

**Report to:** Cleveland Emergency Planning Joint Committee

**Report from:** Chief Finance Officer

**Date:** 13<sup>h</sup> June 2012

**Subject:** 2011/12 Revenue Outturn Report

---

#### 1. PURPOSE

1.1 To provide details of the revenue outturn for the Cleveland Emergency Planning Joint Committee for the year 2011/2012.

#### 2. BACKGROUND

2.1 The Accounts and Audit (Amendment) (England) Regulations 2011 requires accounts to be approved by 30<sup>th</sup> June each year.

2.2 At the end of each financial year an annual revenue outturn report is submitted to this committee. The Statement of Accounts is detailed at **Appendix A**.

#### 3. OUTTURN POSITION

3.1 The outturn position is summarised by the table below:

<b>Outturn Position 31/03/12</b>	
<b>Description</b>	<b>Outturn Variance Adverse/ (Favourable) £</b>
Emergency Planning	(34,851)
Environment Agency Grant	0
Local Resilience Forum (LRF)	(5,831)
Beacon Status	(4,070)
Enterprise	(8,750)
Training & Exercise Group	(2,650)
<b>Total</b>	<b>(56,152)</b>

3.2 There is a favourable variance of £34,851 on the main Emergency Planning Unit (EPU) budget, which is in line with the outturn variance projected at Quarter 3. This has been achieved as a result of a combination of the following factors:

## Agenda Item 5.2

- Staff savings in relation to a post becoming vacant mid year.
  - Additional income from the Primary Care Trust (PCT). Although this was a one-off contribution the Chief Emergency Planning Officer has been working with the PCT in order to secure future contributions.
  - The temporary funding of the Chief Emergency Planning Officer by the Cleveland Police Authority (CPA) in the first three months of his appointment.
  - The temporary benefit of grant funding from the Environment Agency.
- 3.3 As agreed at the Joint Committee meeting on the 8<sup>th</sup> November 2011 the underspend has been transferred to the Emergency Planning General Reserve to maintain service provision in future years as funding reduces.
- 3.4 The 2011/12 allocation of Environment Agency Grant has been fully utilised in year. Grant has been used in the first instance to fund relevant expenditure in order to meet the grant conditions and to avoid any potential claw back of funding. This approach has contributed to the under-spend on the main Emergency Planning budget.
- 3.5 There is also an underspend on the Local Resilience Forum (LRF) Budget. This has been achieved by the Chief Emergency Planning Officer's decision not to recharge this budget for management costs. This underspend has been transferred to the LRF reserve to support continued delivery of services to the LRF.
- 3.6 As reported at Quarter 3 the favourable variance on the Beacon Status budget has resulted from repayment of funds for services commissioned in the previous year which had not been delivered. This has been transferred to the Beacon Status reserve to fund future Beacon Status projects.
- 3.7 The Chief Emergency Planning Officer has set up a new project for income generation. The Enterprise project aims to generate income from training provision to create a reserve that will allow contributions to support multi-agency training. At the 31 March 2012 the Enterprise project had generated £8,750 of income that has been transferred to the Enterprise Reserve.
- 3.8 The Chief Emergency Planning Officer has also set up a Training and Exercise Group project. Income has been generated from contributions from the CPA and the EPU to build up a fund for the LRF Training & Exercise Group. This has been transferred to a Training and Exercise Reserve.
4. **RECOMMENDATION**
- 4.1 That Members approve the 2011/2012 revenue outturn.

**Cleveland Emergency Planning Joint Committee**

**Statement of Accounts 2011/2012**



**TABLE OF CONTENTS**

Explanatory Foreword

Income & Expenditure Account

Balance Sheet

Notes to the Financial Statements

#### Explanatory Foreword

This foreword provides details of the 2011/2012 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 2011/2012 the contributions were as follows: -

Hartlepool	£74,000
Middlesbrough	£117,000
Redcar & Cleveland	£104,000
Stockton-on-Tees	£135,000

The contributions from the authorities were supplemented by contributions from Cleveland Police Authority to meet the costs associated with the shared accommodation at the Emergency Planning Unit and half the salary of an administrative assistant.

Additional income was received during 2011/2012 from charges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999 although this was lower than anticipated. Total income from all sources received in 2011/2012 totalled £597,000.

Expenditure was £541,000 and this was lower than budgeted primarily owing to lower staffing costs as a result of a post becoming vacant part way through the year and temporary funding of the new Chief Emergency Planning Officer by Cleveland Police Authority at the start of the year. This resulted in an overall variance of £56,000. This variance has been transferred to reserves. Details of expenditure and income are set out overleaf:

## Agenda Item 5.2

### Appendix A

#### EMERGENCY PLANNING - REVENUE OUTTURN REPORT 2011/2012

Line No	Description of Expenditure	2011/12 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£'000	£'000	£'000
	<b>EMERGENCY PLANNING EXPENDITURE</b>			
1	Employees	417	381	(36)
2	Premises	72	58	(14)
3	Transport	13	11	(2)
4	Supplies & Services	59	67	8
5	Third Party Payments	4	4	0
6	Support Services	60	20	(40)
7	TOTAL EMERGENCY PLANNING EXPENDITURE	625	541	(84)
	<b>EMERGENCY PLANNING INCOME</b>			
8	Local Authority Contributions	(429)	(429)	0
9	Fee - COMAH Regulations	(30)	(27)	3
10	Other Income	(153)	(141)	12
11	Planned Use of Reserve	(13)	0	13
12	TOTAL EMERGENCY PLANNING INCOME	(625)	(597)	28
13 (7+12)	GROSS OUTTURN	0	(56)	(56)
14	Transfer to Reserve Account	0	56	56
15	NET OUTTURN	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. This money is held in a reserve. In 2011/12 £4,070 was repaid to the unit as services commissioned in the previous year funded by the Beacon Authority Reserve have not been delivered. This has been transferred back into the Beacon Authority Reserve. This reserve currently has a balance of £26,000.

### Local Resilience Forum (LRF)

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 totalled £21,000 in 2010/2011 which included a contribution to reserves of £6,000. This was fully funded by income from other local bodies. This leaves a balance on the reserve of £27,000 to fund future years' expenditure.

## Agenda Item 5.2

### Appendix A

The Unit is the lead for the Local Resilience Forum, and as such is responsible for administering the funding. All decisions regarding the use of this funding are made by the Forum members, as defined under the Civil Contingencies Act.

### **EMERGENCY PLANNING FINANCIAL STATEMENTS**

#### **Income & Expenditure Account**

2010/2011 Net Expenditure £000		2011/2012 Gross Expenditure £000	2011/2012 Gross Income £000	2011/2012 Net Expenditure £000
8	Central Services to the Public	541	597	(56)
8	<b>Net Cost of Services</b>	541	597	(56)
8	<b>Net Operating Expenditure</b>			(56)
8	<b>(Surplus) / Deficit for the Year</b>			(56)

#### **Balance Sheet as at 31<sup>st</sup> March 2012**

31st March 2011 £000		31st March 2012 £000	31st March 2012 £000	NOTE
	<b>CURRENT ASSETS</b>			
8	Debtor	51		1
128	Bank	191		
136			242	
	<b>CURRENT LIABILITIES</b>			
20	Creditors and other balances	70		2
70			70	
<b>116</b>	<b>TOTAL ASSETS LESS LIABILITIES</b>		<b>172</b>	
116	Earmarked Reserves	172		3
<b>116</b>	<b>TOTAL EQUITY</b>		<b>172</b>	

### **Notes to the Financial Statements**

#### **1. Current Debtors**

2010/2011 £000		2011/2012 £000	NOTE
8	General & Other Debtors	51	a
8	<b>Total</b>	51	

- a. General Debtors represent amounts accrued to reflect services delivered where invoices have yet to be sent and paid.



**2. Creditors and Other Balances**

2010/2011 £000		2011/2012 £000	NOTE
20	General & Other Creditors	70	b
20	Total	70	

- b. General Creditors represent amounts accrued to reflect services received where invoices have yet to be received and paid.

**3. Earmarked Reserves**

Balance at 31st March 2011 £000		Receipts in Year £000	Payments in Year £000	Balance at 31st March 2012 £000	Note
73	Emergency Planning General Reserve	34	0	107	c
21	Local Resilience Forum	6	0	27	d
22	Beacon Authority	4	0	26	e
0	Enterprise	9	0	9	f
0	Training & Exercise Group	3	0	3	g
116	Total	56	0	172	

- c. This reserve is earmarked to allow the Unit to manage its budget over more than one year.
- d. This reserve is held on behalf of the Local Resilience Forum and will be used to fund future costs.
- e. This is Grant Funding allocated in advance as a result of the Unit achieving Beacon Status.
- f. This reserve has been created from income generated by training. The fund is earmarked allow contributions to multi-agency training.
- g. This reserve has been created by contributions from the Unit and Cleveland Police Authority to build up a fund for the LRF Training & Exercise Group to use.

## Agenda Item: 5.3

### CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

**Report to:** Emergency Planning Joint Committee  
**From:** Chief Emergency Planning Officer  
**Date:** 2012  
**Subject:** **CEPU ANNUAL PLAN 2012 - 2013**

#### 1. Purpose of the Report

- 1.1 To present to Members of the Cleveland Emergency Joint Committee the Annual Plan for the Local Authority element of Cleveland Emergency Planning Unit for the year 2012-13.
- 1.2 The plan is attached to this report.

#### 2. Background

- 2.1 The plan is prepared to inform the four Local Authorities of the service that their officers in the Cleveland Emergency Planning Unit intend to provide on behalf of the four "Cleveland" unitary local authorities for the twelve month period from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.
- 2.2 It provides an overview of the EPU and the year ahead, together with the work-streams and priorities it will deliver over the next 12 months and how the Unit will measure its performance through a number of performance indicators. It will sit alongside the Strategic Business Plan 2011-14.
- 2.3 The Emergency Planning Unit is committed to the aims of:
  - Ensuring the four local authorities meet their statutory duties under primary legislation, in particular 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 (REPPPIR)
  - Working with local partner agencies, particularly those defined as category one responders under the Civil Contingencies Act to provide and maintain robust and resilient multi-agency response

capabilities so that the public will be well served by their local authority prior to, during and after an emergency/major incident.

- Managing the Cleveland Local Resilience Forum (LRF) on behalf of multi-agency partners to ensure that through co-operation and information sharing, the LRF meets its statutory processes and is the strategic voice across Cleveland ensuring effective multi-agency delivery of duties under the Civil Contingencies Act, other legislation and statutory guidance.

2.4 The Plan also highlights the work the officers will undertake to deliver an effective Cleveland Local Resilience Forum, the EPU being the bedrock of this partnership.

2.5 Section 3 of the plan identifies 21 performance indicators upon which the EPU will focus during the year for the Local Authorities and some 18 for the Cleveland Local Resilience Forum.

2.6 Whilst all these 39 are important, four strands are at the forefront of the work of the EPU in 2012-13. They are:

- Firstly, the vast amount of work undertaken to ensure compliance with legislation, in particular the Civil Contingencies Act, Regulations and statutory guidance, cannot be overemphasised. The 'headline' duties under the Act create numerous strands of work and tasks, many of which also link and cut cross into other work-streams.
- Secondly and intrinsically linked to the first point is the legislative requirement delegated to the EPU from the local authorities to write or review the plans required under the Control of Major Accident Hazard Regulations (COMAH). Due to the large number of 'top tier' chemical and petro-chemical sites in the Cleveland area (35 sites) this places a huge demand on the resources of the EPU, particularly as there is also a need to ensure these plans are regularly tested and exercised and all elements of a plan are tested once every three years. The COMAH Regulations are stringently enforced by the Hazardous Installations Division of the Health and Safety Executive and therefore the work of the EPU strives to ensure that no enforcement actions are necessary from the competent authorities. There are also requirements to write/review the plans produced under the Pipeline Safety Regulations. Plans are required for each of the major pipeline operators in Cleveland, with several of them having numerous pipelines carrying a variety of hazardous chemicals or gases.
- Thirdly, the writing and reviewing of emergency plans. There are a number of plans identified as taking precedence during the forthcoming year, including the Borough Major Incident Response plans, Pandemic Flu plan, Rest Centre plans, Oil and Marine Pollution plan and the Flood Response plan. However, plans are of little use if once written they lie 'on the shelf' and persons are not made aware of their roles and responsibilities within the plans.

Therefore training with the appropriate staff will follow on from the plan writing or review process.

- Fourthly, the increasing dominant role of the Cleveland Local Resilience Forum (LRF) in overseeing that multi-agency planning, response, information sharing and co-operation occurs. This is being reinforced by an ongoing review with the recommendations for change being implemented throughout 2012 – 13

- 2.7 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. The exercise calendar for 2012-13 was approved by the Committee at their meeting in March 2012.
- 2.8 The performance indicators as shown in the final section of the plan will allow the performance of the EPU to be judged and monitored via the use of Hartlepool Borough Council's Covalent system. A progress report will be given to the Emergency Planning Joint Committee in the third quarter of the year.
- 2.9 With regard to the Borough plans there is a continuing move toward greater corporacy of plan preparation and presentation. This will enhance the ability of EPU staff to operate to common process when 'on call' and also enables exercising and training to a common plan leading to greater opportunity for mutual aid in the event of a major emergency.

### 3. **Recommendation**

- 3.1 That Members' note the report.
- 3.2 That Members' endorse the 2012 - 2013 Annual Plan including the performance indicators and budget provision.

Report Author: Andy Summerbell  
Chief Emergency Planning Officer & LRF Manager

Report date: 15th April 2012



# ANNUAL PLAN

## Local Authority Cleveland Emergency Planning Unit



**April 2012 – March 2013**

## CONTENTS

INTRODUCTION	3
1 WHO WE ARE AND WHAT WE DO	5
2 ADMINISTRATION AND FINANCE	7
3 PERFORMANCE INDICATORS	9
4 WORK ON BEHALF OF THE LOCAL AUTHORITIES	10
5 WORK ON BEHALF OF CLEVELAND LRF	17

## **INTRODUCTION**

Welcome to the Local Authority Cleveland Emergency Planning Unit (CEPU) Annual Plan for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.

The CEPU provides 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 / host' authority.

The local authority emergency planners are co-located with the Cleveland Police Resilience and Operational Planning Team, Emergency Planning Officers from Cleveland Fire Brigade, North East Ambulance Service and the councils Public Health Directorate to form CEPU, in offices at Aurora Court, Riverside Park, Middlesbrough.

This plan details the work we intend to deliver over the forthcoming twelve months, why and how we will do it. It will ensure that that the work we undertake is proportional to the risks and threats in Cleveland and directly relates to the **overall aim of building resilience within the communities we serve**. We are committed to real tangible outcomes ensuring that the communities will be well served by their local authorities prior to, during and after an emergency.

To meet this overall aim we must ensure that the four local authorities meet their statutory duties under primary legislation, in particular the:

- Civil Contingencies Act 2004;
- Civil Contingencies Act (Contingency Planning) Regulations 2005;
- Control of Major Accident Hazard Regulations 1999 (COMAH);
- Pipeline Safety Regulations 1996 (PSR);
- Radiation (Emergency Preparedness & Public Information) Regulations 2001

The objectives outlined in this plan will drive the individual work programmes of the emergency planning officers, providing a framework for incorporating emerging priorities and commitments and enabling continually improvement. This approach will ensure robust and resilient integrated emergency management be it preparing for, responding to or recovering from an incident.

CEPU will achieve these objectives through continuing to work closely with local partner agencies, particularly those defined as Category 1 and 2 responders under the Civil Contingencies Act.

Further, through the management and secretariat functions undertaken by CEPU on behalf of the strategic multi-agency Cleveland Local Resilience Forum (LRF), we will ensure that co-operation and information sharing is enhanced. We will ensure that the LRF remains the strategic voice across Cleveland facilitating the effective delivery of duties under the Civil Contingencies Act.

## ANNUAL PLAN 2012-13

We have not been immune from the recent spending cuts in local government, with the consequence that the Unit is operating with reduced budgets against a backdrop of increasing demand and scrutiny. We are however confident in our ability to continue to deliver a high quality service within budget. This will be achieved through careful financial management and a first class administration processes. It is this efficiency which has attracted others to use our services and knowledge allowing us to maximise our budget provision through income generation, this will remain a focus for 2012/13.

Further information about the Cleveland Emergency Planning Unit can be found within our three year strategic plan which is available via the web at: [www.clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info) or by contacting the unit directly on 01642 232442 .

Andy Summerbell

Chief Emergency Planning Officer and  
Cleveland Local Resilience Forum Manager

April 2012

## **1 WHO WE ARE AND WHAT WE DO**

- 1.1 The local authority team comprises:
- Chief Emergency Planning Officer & Local Resilience Forum Manager
  - One Principal Emergency Planning Office
  - Four Borough Senior Emergency Planning Officers
  - Senior Emergency Planning Officer (Industrial Liaison)
  - One Emergency Planning Officer
  - One Assistant Emergency Planning Officer
  - One Senior Administration Officer
  - Two Administration Assistants
- 1.2 The Administration Team provide a professional dedicated service to the local authority planning team and partner agencies in the CEPU. More comprehensive information is contained in Section 2 below.
- 1.3 The Principal and Senior Officers undertake work on behalf of the four authorities, one officer dedicated to each
- 1.4 The Chief Emergency Planning Officer is the team manager and also manages the Cleveland Local Resilience Forum.
- 1.5 The Chief Emergency Planning Officer also reports to the Tees Valley Chief Executives' Group.
- 1.6 The Industrial Liaison Officer has responsibility for liaison with industry and the writing of Off Site Emergency Plans as required under the Control of Major Hazards. Cleveland has 34 such sites, which is amongst the highest number in England.
- 1.7 The Administration Team also provides support to the Local Resilience Forum and its sub groups by way of secretariat and minute taking to this multi agency forum. More details on the LRF and advice to the public can be found at [www.clevelandlrf.org.uk](http://www.clevelandlrf.org.uk)
- 1.8 To meet the challenges and demands of both the present and future requirements, there is the need for the team 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.

## ANNUAL PLAN 2012-13

- 1.9 Although all members of the team have undertaken training in the last year to ensure they are fully up to speed in their specialist areas, we will nevertheless seek out opportunities to constantly update these skills to ensure the team remains at the forefront of emergency planning and resilience.
- 1.10 Governance of the team is the remit of the Emergency Planning Joint Committee. The committee comprises Members of the four authorities and its role is to hold the Chief Emergency Planning Officer to account for the team's performance against this Annual Plan and the financial management. The Committee meets quarterly.
- 1.11 On behalf of the four authorities, an Assistant Director from Hartlepool Borough Council provides a management link with the Chief Emergency Planning Officer.
- 1.12 The Principal and Senior Emergency Planning Officers will act as advisors to the Chief Executive and/or senior 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'.

## **2 ADMINISTRATION AND FINANCE**

- 2.1 The administration team services the needs of the local authority planning team and that of the constituent partners of the Cleveland Emergency Planning Unit.
- 2.2 This team manage the administration of all meetings held by partners in the Unit, including agenda setting and minutes. In recent months there has been the development of training delivery from the Unit and this has engaged the administration team in the development of a professional training environment.
- 2.3 The Cabinet Office's Emergency Planning College provide some courses at the Cleveland EPU through the training provider Serco. This ongoing arrangement with the national college is testament to the professionalism of the administration team in delivering a quality of service, and the professional environment within which delegates may learn and interact with members of the EPU to capitalise on their expertise.
- 2.4 The Senior Administration Officer has responsibility for all financial management, reporting monthly with the Chief Emergency Planning Officer. The financial management for the Unit is instrumental in the maintenance of our capacity and capabilities.
- 2.5 Hartlepool Borough Council as the lead authority administers the budget, including:
- The financial contributions from the four local authorities;
  - The contributions from the multi-agency partners to the Local Resilience Forum budget;
  - The money received from the Environment Agency for the Flood Resilience project. For more information see the Strategic Plan at [www.clevelandemergencyplanning.info](http://www.clevelandemergencyplanning.info)
- 2.6 The Senior Administration Officer and accountants from Hartlepool Borough Council review the budget lines on a quarterly basis. The outcome is reported to the Joint Committee.
- 2.7 Contributions are recovered from Cleveland Police, Cleveland Fire Brigade and the North East Ambulance Service to meet costs associated with the shared accommodation at the Emergency Planning Unit. Cleveland Police meet the half salary of the Administrative Assistants.
- 2.8 The non-salary budget for the local authority team has been kept at below inflation figures over the past 3 years. Over 80% of the budget is used to meet salary costs.



**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

2.9 Contributions from the four authorities for 2012/13 fell by 5% on the previous year. The budget for this financial year is £407,355. This presents a real challenge.

2.10 The local authority contributions for 2012/13 are:

<b>Borough</b>	<b>2012/13 contributions</b>	<b>2011/12 contributions</b>
Hartlepool	£69,658	(73,710)
Middlesbrough	£110,801	(116,503)
Redcar and Cleveland	£98,987	(103,982)
Stockton-on-Tees	£127,909	(134,599)
<b>Total:</b>	<b>£407,355</b>	<b>(428,795)</b>

2.11 Whilst every effort will be made to maintain a balanced budget there could be a need for recourse to reserves. This will only be undertaken with appropriate authority.

### **3 PERFORMANCE INDICATORS**

- 3.1 It is important to the team that it remains focused on the work it has to deliver as part of our contribution to making Cleveland resilient to major incidents and emergencies, and facilitates speedy recovery when incidents do occur.
- 3.2 The performance indicators contained in this annual plan have been very much informed through the outcome of the risk assessment process undertaken on behalf of the Cleveland LRF, informed through consultation with the local authorities' emergency planning committees (or equivalent) and as a result of the assessment of changes to legislation and regulation.
- 3.3 The activities of the unit have been broken down into the two areas. These are:
- Work undertaken on behalf of the Local Authority
  - Work undertaken on behalf of Cleveland Local Resilience Forum
- 3.4 All actions will be recorded into Covalent, the system employed by Hartlepool Borough Council to manage work-streams, enabling the production of audit trails and comprehensive updates as work progresses. We will undertake robust scrutiny of work progress, exception reporting where necessary.

#### **4 WORK ON BEHALF OF THE LOCAL AUTHORITIES**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
A01	Review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> <li>• To ensure each authority has an effective and up to date Major Incident Response Plan</li> <li>• To ensure departments / service areas have effective plans which are an integral part of the authority's Major Incident Response Plan</li> <li>• Staff are aware of their roles and responsibilities, and relevant training needs identified</li> </ul>	<ul style="list-style-type: none"> <li>• Each Local Authority Major Incident Response Plan to be reviewed within the fiscal year, with at least six months between reviews.</li> <li>• Each authority undertakes a walk through of the reviewed plan with key staff</li> <li>• Each authority conducts a training needs analysis against the plan.</li> <li>• Conduct at least one call out / contact after hours exercise in each local authority</li> </ul>
A02	Produce clear guidance for Duty Officer	<ul style="list-style-type: none"> <li>• To ensure that officers regardless of areas of expertise are able to undertake actions included in emergency plans</li> <li>• To ensure that any actions undertaken by the Duty Officer can be justified at a later date</li> <li>• To ensure that EPO on call is able to provide accurate advice to council and non-council staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Production of document for Duty Officer encompassing key elements of contingency plans</li> </ul>
	Provide a conduit for the	<ul style="list-style-type: none"> <li>• Ensure Local Authority are alerted to</li> </ul>	<ul style="list-style-type: none"> <li>• 24 hr Emergency Planning</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
A03	appropriate local authority response to and recovery from an incident across Cleveland	<p>incidents so they can respond effectively</p> <ul style="list-style-type: none"> <li>• Provide effective response by Emergency Planning Officer(s)</li> <li>• Enable trained representation at Tactical and Strategic Coordinating Group level</li> </ul>	<p>Officer provision through a duty officer scheme</p> <ul style="list-style-type: none"> <li>• Chief and Principal Emergency Planning Officer availability to attend SCG</li> </ul>
A04	Test of Borough Emergency Centre process and procedures	<ul style="list-style-type: none"> <li>• Staff familiarity with BEC and its processes</li> <li>• Enhance operational capabilities at time of emergency due to familiarity with function and role</li> <li>• Amend BEC in light of emerging lessons learned</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of one exercise and one training event per borough.</li> <li>• Report from exercise to be produced and taken to Borough.</li> </ul>
A05	Rest Centre procedures and exercises	<ul style="list-style-type: none"> <li>• To ensure staff, especially social services &amp; voluntary agencies are better equipped to respond to incidents</li> <li>• Through there being a corporate policy and process enable mutual aid during long running incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of 1 exercise involving one council with attendees from the other councils</li> <li>• Review Rest Centre boxes</li> <li>• Review Transport Plan</li> <li>• Develop corporate policy and process within the Tees Valley Authorities</li> <li>• Conduct 4 training events to cover the four Cleveland local authorities</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
A06	Control of Major Accident Hazard (COMAH) Offsite Emergency Response Plans	<ul style="list-style-type: none"> <li>• Meet statutory duties of Local Authorities under the Control of Major Accident Hazard Regulations</li> <li>• Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents</li> <li>• Validity of plans produced to satisfaction of Competent Authority</li> <li>• Plan structure to remain accurate, complete and practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• All plans to be written/ reviewed within legal timescales</li> <li>• COMAH Overview document to be reviewed 6 monthly</li> <li>• Annual meet with Health and Safety Executive to review Cleveland's processes and procedures</li> <li>• Annual review of plan structure</li> </ul>
A07	To seek continued compliance with the Pipeline Safety Regulations (PRS), review and write emergency response plans for hazardous pipelines	<ul style="list-style-type: none"> <li>• Allow assessment of Operator, Emergency Services, Local authority and other responder's response capabilities to incidents.</li> <li>• Comply with statutory requirements</li> <li>• Plan structure to remain accurate, complete and practicable.</li> </ul>	<ul style="list-style-type: none"> <li>• All plans to be written/ reviewed within legal timescales</li> <li>• Undertake 6 monthly review of Pipeline's Overview</li> <li>• Annual review of plan structure</li> </ul>
A08	Seek to influence national policy and direction.	<ul style="list-style-type: none"> <li>• Be part of HSE working group producing amended Regulations</li> <li>• Maintain awareness of changes to legislation and practice</li> <li>• Have ability to influence</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain seat at COMAH / Pipelines Emergency Planning Liaison Group</li> </ul>
A09	REPPIR	<ul style="list-style-type: none"> <li>• Legislative requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Planning Liaison meetings</li> <li>• Participate in one level 1</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
			Nuclear exercises
A10	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPiR Regulations	<ul style="list-style-type: none"> <li>• To enable those involved to learn and be better prepared to respond</li> <li>• Meet statutory duties</li> <li>• Assess plan's (COMAH and REPPiR) accuracy, practicability and complete</li> <li>• Be able to demonstrate that lessons have been learned from exercises and incidents and those actions have been implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• All COMAH sites offsite emergency response plans to have been exercised within 3 year period.</li> <li>• Key learning points / actions submitted into Covalent.</li> <li>• Annual report submitted to the LRWG and LRF.</li> <li>• Attendance at the Level 1 and Pre-level one on-site exercise at the Power Station.</li> </ul>
A11	Assist with the development and promotion of Independent Safety Advisory Groups	<ul style="list-style-type: none"> <li>• Corporate approach across Cleveland in SAG provision.</li> <li>• Developed scrutiny of event plans to enhance public safety</li> <li>• Due to corporacy of policy and practice enable 'peer review' mutual aid for large events</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the local authorities to establish SAG provision or develop current provision</li> <li>• Write a policy for SAG acceptable to all local authorities</li> </ul>
A12	Develop a programme of Community resilience initiatives based around geographic communities at risk, identified through the CRR	<ul style="list-style-type: none"> <li>• To enable communities to be more aware of emergency and contingency planning in terms of response and recovery</li> <li>• Provision of advice and guidance to communities allowing them to prepare for emergency</li> <li>• Through enhanced community preparedness enable a more speedy</li> </ul>	<ul style="list-style-type: none"> <li>• Identify communities at risk</li> <li>• Work with community safety partnerships to deliver community resilience to communities at risk</li> <li>• Produce and distribute information on what communities at risk can do to help themselves</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
		and effective recovery to normality <ul style="list-style-type: none"> <li>• Assist in meeting the statutory requirements of the Civil Contingencies Act</li> </ul>	
A13	Working with the 'voluntary sector' in emergency planning	<ul style="list-style-type: none"> <li>• Access to a range of specific skills and resources that can be utilised in the event of an incident</li> <li>• Improved liaison, knowledge and understanding between all parties</li> <li>• Meets central government guidance</li> <li>• Supporting the community resilience agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Hold 4 meetings with Voluntary Agencies</li> <li>• Involve one or more agencies in 2 exercises</li> <li>• 4 training sessions / presentations to or with Voluntary Agencies</li> <li>• 1 'live play' rest centre exercise involving voluntary agencies</li> <li>• Conduct 1 out of hours "contact exercise".</li> </ul>
A14	Provision of internet sites for both the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum (LRF)	<ul style="list-style-type: none"> <li>• Opportunity for interaction with public / partners through the provision of information and 'contact us' service</li> <li>• Communication of community risk register</li> <li>• Provide focal point for public to gain information on emergency and civil contingencies planning</li> </ul>	<ul style="list-style-type: none"> <li>• Web site reviewed every 28 days</li> <li>• New 'cover story' on CEPU website on a quarterly basis</li> <li>• Project leader to place new items on website within 5 days of receipt</li> <li>• Publish events/training of LRF partners on website</li> </ul>
A15	Promote Business Continuity Management to small and medium	<ul style="list-style-type: none"> <li>• Meet local authority requirements of the Civil Contingencies Act</li> <li>• Enhance SME's ability to operate</li> </ul>	<ul style="list-style-type: none"> <li>• Promote BCM in appropriate forums.</li> <li>• Signpost agencies to further</li> </ul>



**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
	enterprises (SME's)	during and recover from a disruption <ul style="list-style-type: none"> <li>• Reduce the impact of an incident on the wider Cleveland economy allowing a swifter recovery in the event of an incident.</li> </ul>	information and advice including templates.
A16	Business Continuity Plan for the Emergency Planning Unit	<ul style="list-style-type: none"> <li>• Meet requirements of the Civil Contingencies Act guidance</li> <li>• Ensure staff can react effectively to an incident affecting the EPU</li> </ul>	<ul style="list-style-type: none"> <li>• Review CEPU plan once per year</li> <li>• Conduct an annual exercise involving the plan</li> </ul>
A17	Strategic Risk Register for the Emergency Planning Unit	<ul style="list-style-type: none"> <li>• Meet requirements of the Civil Contingencies Act guidance</li> <li>• Ensure staff are well versed in the risk environment in which they work</li> </ul>	<ul style="list-style-type: none"> <li>• Produce and maintain an EPU Strategic Risk Register</li> <li>• Review the register twice yearly</li> </ul>
A18	Circulation of minutes of meetings and other information received within the unit.	<ul style="list-style-type: none"> <li>• Good administrative practice</li> <li>• Allows information to be shared</li> <li>• Actions are identified and dealt with</li> <li>• Timely circulation of relevant information on emergency planning issues</li> </ul>	<ul style="list-style-type: none"> <li>• Circulated within 8 working days of meeting date</li> <li>• Circulation of other material within 5 days</li> </ul>
A19	Submission of requests for invoices for exercises and/or plans.	<ul style="list-style-type: none"> <li>• Best value</li> <li>• Improve the internal administrative working of emergency planning unit</li> <li>• Effective cost recovery</li> </ul>	<ul style="list-style-type: none"> <li>• EPO's to provide costing within 7 days of exercise or plan completion</li> </ul>
A20	Develop and review admin procedures within the unit.	<ul style="list-style-type: none"> <li>• Improve internal admin within the unit</li> <li>• Ensure effective administrative practice</li> </ul>	<ul style="list-style-type: none"> <li>• Review every 6 months</li> <li>• Update office procedure manual every month</li> </ul>
A21	Income generation	<ul style="list-style-type: none"> <li>• Best value</li> <li>• Secure funding for the unit</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in number of cost neutral courses / seats on courses</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	OBJECTIVE	JUSTIFICATION	INDICATORS
			<ul style="list-style-type: none"><li>• Increase in the number of days hire of facilities</li></ul>

## **5 WORK ON BEHALF OF CLEVELAND LRF**

<b>NO</b>	<b>INDICATOR</b>	<b>OUTCOME</b>	<b>INPUT</b>
B01	Manage the LRF Annual Plan and associated actions	<ul style="list-style-type: none"> <li>• Meet requirements and expectations set out in the guidance 'Emergency Preparedness'</li> <li>• Meet the requirements and expectations set out in the Cabinet Office's guidance</li> </ul> Deliver a series of work to develop control measures against the very high and high risks (as documented in the CRR)	<ul style="list-style-type: none"> <li>• Production of the Annual Plan</li> <li>• Conduct 6 monthly review</li> <li>• Production of Annual Report and actions update</li> <li>• 'Call in' assessment of 6 very high or high risks</li> </ul> Manage all actions to be undertaken on behalf of the LRF, using Covalent as the tracker
B02	Chief Emergency Planning Officer to Manage the strategic LRF and chair sub groups.	<ul style="list-style-type: none"> <li>• Sharing of information and knowledge</li> <li>• Improve liaison, knowledge and understanding assisting agencies to work more closely</li> <li>• LRF operates in line with national direction and guidance</li> <li>• Cleveland LRF to facilitate category 1 and 2 responders meet the requirements of the Civil Contingencies Act</li> </ul>	<ul style="list-style-type: none"> <li>• 4 LRF meetings</li> <li>• 4 Local Resilience Working Group meetings</li> <li>• 3 Media Emergency Forum meetings</li> <li>• CCS gateway bulletins to be summarised, actions allocated and disseminated</li> </ul>
B03	Provision of a comprehensive Cleveland Community Risk Register (CRR)	<ul style="list-style-type: none"> <li>• To ensure the LRF agencies have identified and prioritised emergency risks in their area</li> <li>• Enables the public to be made more aware of the risks that could lead to an incident</li> </ul>	<ul style="list-style-type: none"> <li>• EPU to maintain CRR</li> <li>• Ensure all significant local risks are addressed in CRR</li> <li>• Hold agencies to account for planning against risk</li> <li>• Hold 4 meetings of RAWG</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	INDICATOR	OUTCOME	INPUT
		<ul style="list-style-type: none"> <li>• Enables the activities undertaken and resources used to be effectively justified.</li> <li>• Enables planning and exercising to be carried out to mitigate the risk or deal with the event effectively</li> </ul>	annually, <ul style="list-style-type: none"> <li>• Implement a robust process of risk control measure scrutiny</li> <li>• Report to Local Resilience Forum annually</li> </ul>
B04	Provide secretariat and SEPO support for most LRF sub groups and chair some sub groups	<ul style="list-style-type: none"> <li>• Coordination of meetings to support the Strategic LRF business plan</li> <li>• Experienced planning officer engaged in meetings offering advice and assistance</li> <li>• Trained and skilled staff administer meetings to a high standard</li> </ul>	<ul style="list-style-type: none"> <li>• Administer all Strategic LRF meetings and sub groups</li> <li>• SEPOs chair/attend all LRF meetings</li> </ul> All actions from meetings entered into Covalent and tracked for completion
B05	Provide opportunity for LRF members to develop learning to be an effective member of a Strategic Coordinating Group	<ul style="list-style-type: none"> <li>• Trained and skilled members able to perform at strategic and tactical level command</li> <li>• Provides resilience in command and control with an ability to call upon mutual aid</li> <li>• Develops capability to record decision making process which may be subject to audit and inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate one Gold training event for LRF members</li> <li>• Facilitate two loggist training events for those who will support SCG members</li> </ul>
B06	Develop and review plans for flooding, including reservoir inundation	<ul style="list-style-type: none"> <li>• Meet requirements of integrated emergency management</li> <li>• Meet recommendations of the Pitt Report</li> <li>• Ensure plans are robust to deal with a variety of flooding incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Review Adverse Weather protocol annually</li> <li>• Review multi agency Flood Response plan</li> <li>• Review Reservoir</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	INDICATOR	OUTCOME	INPUT
		<ul style="list-style-type: none"> <li>• Validity of plans produced to satisfaction of Defra and Environment Agency</li> <li>• Meet the aim and objectives of the Flooding and Communities Project</li> </ul>	Inundation Plan <ul style="list-style-type: none"> <li>• Review flood rescue capabilities register</li> <li>• Conduct one exercise with flood scenario</li> <li>• Attend the Tees Valley Flood Risk Group</li> <li>• Deliver community resilience in 4 areas at risk of flooding</li> </ul>
B07	Recovery and Humanitarian Assistance planning	<ul style="list-style-type: none"> <li>• Meet requirements of integrated emergency management</li> <li>• Have effective plans in place</li> <li>• Meet Civil Contingencies Secretariat “Expectations and Indicators of Best Practice Set”</li> <li>• Meet requirements set out in statutory guidance “Emergency Preparedness”</li> <li>• Ensure responding / participating agencies are aware of their roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Review the CLRF Recovery Plan</li> <li>• Review the Humanitarian Assistance Centre Plan</li> <li>• Review the Site Clearance Plan</li> <li>• Conduct 1 exercise</li> </ul>
B08	Evacuation and Shelter Planning	<ul style="list-style-type: none"> <li>• Officers from key agencies have clarity regarding the evacuation / shelter process.</li> <li>• A number of pre-planned options are and resources are outlined.</li> </ul>	<ul style="list-style-type: none"> <li>• Review Evacuation and Shelter Plan</li> <li>• Transport Plan</li> <li>• To be included as an aspect of at least one</li> </ul>

**CLEVELAND EMERGENCY PLANNING UNIT  
ANNUAL PLAN 2012-13**

NO	INDICATOR	OUTCOME	INPUT
		<ul style="list-style-type: none"> <li>If required evacuation or sheltering is undertaken efficiently</li> </ul>	exercise
B09	Manage the exercise and training programme for the LRF	<ul style="list-style-type: none"> <li>To enable those involved to learn and be better prepared to respond</li> <li>Enable agencies to meet statutory duties under the CCA</li> <li>Assess the LRF plan's for completeness, accuracy and practicability</li> <li>Be able to demonstrate that lessons have been learned from exercises and incidents and those actions have been implemented.</li> <li>Be able to make recommendations on appropriate work streams to the CLRF and LRWG</li> </ul>	<ul style="list-style-type: none"> <li>Agreed multi-agency exercise and training calendar</li> <li>Exercise Planning Group meetings</li> <li>Key actions identified as a result of exercises included in Covalent</li> </ul>
B11	Develop capabilities to manage impact of pandemic flu or heat wave.	<ul style="list-style-type: none"> <li>Cleveland Community Risk Register reference HD03</li> <li>Cleveland Community Risk Register reference SWF05</li> </ul>	<ul style="list-style-type: none"> <li>Review the pandemic flu plan against recent new government strategy</li> <li>Review mass fatalities plan</li> <li>Review emergency mortuary plan</li> </ul>
B18	Learn the lessons from the potential fuel disruption caused by tanker drivers dispute	<ul style="list-style-type: none"> <li>Demonstrate compliance with the national fuel plan</li> <li>Demonstrate the capability of the Cleveland LRF Fuel Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review LRF fuel plan</li> </ul>

## **Agenda Item: 6.1**

### **CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE**

**Report to:** Emergency Planning Joint Committee  
**Report from:** Chief Emergency Planning Officer  
**Date:** 2012  
**Subject:** **REVIEW ON EPU PERFORMANCE INDICATORS  
2011/12**

#### **1. PURPOSE OF REPORT:**

To inform the Joint Committee of the results and progress made on achieving the performance indicators set in the 2011/12 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 the progress and performance of the EPU.
- 2.2 This report details the progress made towards achieving those performance indicators during the period 1st April 2011 to 31st March 2012.
- 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 EPU team meetings.
- 2.4 There were a total of 24 performance indicators shown in the Annual Plan for 2011/12 and all indicators have been achieved, either in full or in part. All of the indicators had several targets within them, with all the significant targets being achieved satisfactorily.
- 2.5 Emergency Planners have striven to achieve these performance indicators and this provides evidence of the commitment of the staff within the Emergency Planning Unit.



### **3. POINTS OF NOTE**

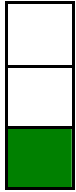
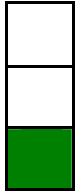
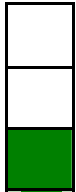
- 3.1 Three indicators were not fully achieved, although all had a number of targets within each indicator.
- Only 1 level 1 nuclear exercise has taken place this year (indicator number 10)
  - The 30 working day target to produce off site plans has proven challenging due to supply of information from some companies. This is constantly under review and subject of discussion with HSE (indicator number 11)
  - Whilst invitations are extended to elected members to attend seminars / training days, the take up is disappointing.
- 3.2 The sickness absence record of staff within the EPU remains extremely good. There was a total of 6 days of absence during the year across the 12 members of staff.
- 3.3 Forty senior officers and staff attended Strategic Command Training facilitated within the EPU. This was as a result of an ongoing collaborative agreement with the Emergency Planning College in the delivery of national courses at a local level at reduced price demonstrating excellent value for money and investment in the local emergency response officers.
- 3.4 Whilst both the multi-agency Cleveland Flood Plan and Reservoir Inundation plan (indicator 20) were completed on time, the current Environment Agency sponsored project has led to increased work to develop Community Resilience within areas that could be affected by flooding. For this reason this indicator has been carried over into 2012/13.
- 3.5 The provision of an effective Duty Officer Scheme is considered to be a notable achievement and has received favourable comment from the Emergency Services who have been able on all occasions to inform the Duty Officer of an incident and receive the appropriate response.
- 3.6 All staff appraisals and training reviews for 2011 have been completed and all staff have received training relevant to their role to enhance their professionalism and reputational credibility.






**4. RECOMMENDATION:**

4.1 That Members note the report.


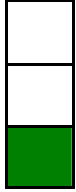
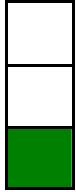
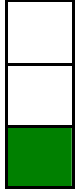
Report Author: Andy Summerbell  
Chief Emergency Planning Officer & LRF Manager

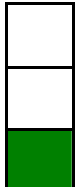
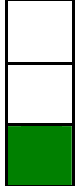
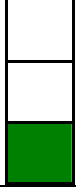
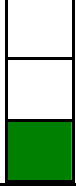
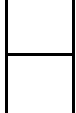
Date: 15th April 2012

NO	INDICATOR	OUTCOME	2011/12 TARGET
1  	Develop and review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> <li>To ensure each authority has an effective and up to date Major Incident Response Plan</li> <li>To ensure departments/ service areas have effective plans which are an integral part of the Councils Major Incident Response Plan</li> <li>Staff are aware of their roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Each Local Authority Major Incident Response Plan to be reviewed within the 12 month period, taking into account the departmental / service plans.</li> <li>Conduct one call out / contact after hours exercise in each local authority</li> </ul>
2  	Provision of an effective Cleveland Community Risk Register (CRR)	<ul style="list-style-type: none"> <li>To ensure the local authorities' have identified and prioritised emergency risks in their area</li> <li>Allows the public to be made more aware of the risks that could lead to a major incident</li> <li>Provision of Project Leader who will chair the Risk Assessment Working Group (RWAG) and further develop the community risk register</li> </ul>	<ul style="list-style-type: none"> <li>EPU to maintain CRR on behalf of Cleveland LRF</li> <li>Ensure all significant local risks are addressed in CRR</li> <li>Review the CRR on EPU &amp; LRF web sites 6 monthly</li> <li>Hold 2 meetings of RAWG annually</li> <li>Send assessments to multi-agency partners quarterly for review and monitoring</li> <li>Report to Local Resilience Forum annually</li> </ul>
3  	Number of plans produced / reviewed for COMAH establishments. (as at 01.04.10, Cleveland has 35 top tier COMAH sites – 11% of national total)	<ul style="list-style-type: none"> <li>Meet statutory duties of Local Authorities under the Control of Major Accident Hazard Regulations</li> <li>Ensure Operator, Emergency Services Local Authority and other responders effectively deal with incidents</li> <li>Validity of plans produced to satisfaction of Competent Authority</li> </ul>	<ul style="list-style-type: none"> <li>8 plans to be reviewed or produced</li> <li>COMAH Overview document to be reviewed 6 monthly</li> <li>CEPO to have at least 1 formal meeting with HSE to review Cleveland's processes and procedures</li> </ul>


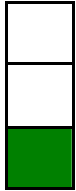
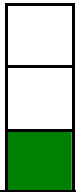
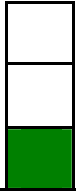

<p>4</p> 	<p>Provide an efficient duty officer scheme – 24/7x365</p>	<ul style="list-style-type: none"> <li>• Best Value</li> <li>• Ensure Local Authority are alerted to incidents so they can respond effectively</li> <li>• Provide effective response by Emergency Planning Officer(s)</li> </ul>	<ul style="list-style-type: none"> <li>• 98%</li> <li>• Annual review of EPU telephone contacts and lists</li> <li>• Review of each local authority / EMRT contacts lists at least quarterly</li> </ul>
<p>5</p> 	<p>Provide information to the public / residents about the EPU and on responding to and dealing with emergencies</p>	<ul style="list-style-type: none"> <li>• To ensure everyone is more aware of emergency and contingency planning so they are better prepared and aware</li> <li>• Provision of advice and guidance</li> <li>• Assist in meeting the statutory requirements of the Civil Contingencies Act</li> </ul>	<ul style="list-style-type: none"> <li>• Produce 3 pieces of information material</li> <li>• Material made available on CEPU and LRF websites</li> <li>• Briefing note to responders on 3 subject matters, e.g. COMAH review, pandemic flu and resilient telecommunications</li> </ul>
<p>6</p> 	<p>Provision of effective internet websites for both the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum (LRF)</p>	<ul style="list-style-type: none"> <li>• Improved interaction with public / customers</li> <li>• Provision of system to inform the public of the risks associated with the area, allowing them to take any preventative actions felt appropriate</li> <li>• Provide focal point for public to gain information on emergency and civil contingencies planning</li> </ul> <p><a href="http://www.clevelandemergencyplanning.info">www.clevelandemergencyplanning.info</a>  <a href="http://www.clevelandlrf.org.uk">www.clevelandlrf.org.uk</a></p>	<ul style="list-style-type: none"> <li>• Web site reviewed every 28 days</li> <li>• New 'cover story' on CEPU website on a quarterly basis</li> <li>• Project leader to place new items on website within 5 days of receipt</li> <li>• Publish events/training of LRF partners on website</li> </ul>
<p>7</p> 	<p>Rest Centre procedures and exercises</p>	<ul style="list-style-type: none"> <li>• To ensure staff, especially social services &amp; voluntary agencies are better equipped to respond to incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of 4 training events to cover all 4 local authorities</li> <li>• Provision of 1 exercise involving one council with attendees from the other councils</li> <li>• Review Rest Centre boxes</li> <li>• Review Transport Plan</li> </ul>
<p>8</p> 	<p>Ensure compliance with the Pipeline Safety Regulations (PSR) through the review and writing of emergency response plans for hazardous pipelines</p>	<ul style="list-style-type: none"> <li>• Ensure Operator, Emergency Services, Local authority and other responders react effectively to incidents.</li> <li>• Comply with statutory requirements</li> <li>• Be part of HSE working group producing amended Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Review and/or test 2 plans</li> <li>• Undertake 6 monthly review of Pipeline's Overview</li> <li>• Review structure of plans in line with amended PSR Regulations 2011</li> </ul>

9	Training of Local Authority and Emergency Planning Unit staff	<ul style="list-style-type: none"> <li>• Best Value</li> <li>• Staff better able to respond effectively to incidents</li> <li>• Ensure effective use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• 30 local authority staff in each Council to receive training</li> <li>• Hold 4 Local Authority Exercises (1 per Borough)</li> <li>• EP officers to receive average of 3 days training &amp; Admin staff 1 day</li> <li>• With multi-agency partners hold 3 training days/events</li> </ul>
10	Conduct / participate in multi-agency exercises under COMAH / Pipelines / REPPiR Regulations	<ul style="list-style-type: none"> <li>• To ensure those involved are better prepared to respond</li> <li>• Ensure plans work in practice</li> <li>• Lessons learned and required actions are taken forward</li> </ul>	<ul style="list-style-type: none"> <li>• 10 COMAH or Pipeline exercises</li> <li>• Participate in 3 level 1 Nuclear exercises</li> <li>• Member of HSE working group producing national guidance on exercising</li> </ul>
11	Time to produce 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"> <li>• Meet statutory duties of COMAH and Pipeline Safety Regulations / REPPiR</li> <li>• Ensure plans are in place to assist the Operator, Emergency Services, Local Authority and other responders to deal effectively with incidents</li> <li>• Ensure the Operator, Emergency Responders and Competent Authority are consulted appropriately</li> </ul>	30 working days (from commencement of writing plan to sending draft out for consultation)
12	Increase awareness of emergency planning and the Civil Contingencies Act within the local authorities	<ul style="list-style-type: none"> <li>• Best Value.</li> <li>• Crucial to ensure effective deliver &amp; improvement of service</li> <li>• Provide awareness that Elected Members and Council employees can impart to persons within their community</li> </ul>	<ul style="list-style-type: none"> <li>• Elected / LSP Members invited to attend seminar / training days provided by EPU</li> <li>• Minimum of three EMRT meetings to be held in each Borough where EMRTs are held</li> </ul>

		<ul style="list-style-type: none"> <li>Public through awareness are better prepared to protect themselves and their property and understand the reality of situations / emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>EPU staff to attend 2 public events for promotional purposes</li> <li>Produce 1 article for inclusion on website of the local authorities</li> </ul>
<p>13</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"> <li>Sharing information and knowledge</li> <li>Improve liaison, knowledge and understanding assisting agencies to work more closely</li> <li>Provision of an effective Local Resilience Forum through the CEPO as Manager of the LRF</li> <li>Provision of an effective secretariat to the Cleveland LRF</li> <li>Meet requirements of the Civil Contingencies Act</li> </ul>	<ul style="list-style-type: none"> <li>LRF meetings</li> <li>Local Resilience Working Group meetings</li> <li>Media Emergency Forum meetings</li> <li>Ad hoc meetings</li> <li>Produce LRF Digest for LRF Members quarterly</li> <li>CCS Gateway Bulletins to be summarised, actions determined &amp; disseminated to LRF Members within 5 days of receipt</li> </ul>
<p>14</p> 	<p>Promote Business Continuity Management to small and medium enterprises (SME's)</p>	<ul style="list-style-type: none"> <li>Meet requirements of the Civil Contingencies Act</li> <li>Promotes awareness to the wider community</li> <li>Provision of shared information</li> <li>Greater community involvement</li> <li>SME's are more able to recover from the effects of an emergency</li> </ul>	<ul style="list-style-type: none"> <li>Continue working relation with Local Authority Business Investment Teams &amp; North East Chamber of Commerce</li> <li>Produce/review 4 pieces of literature to go to SME's</li> <li>At least 2 meetings of the Business Continuity Group</li> <li>Present at 2 seminar / conference for SME's</li> <li>Hold one half day seminar</li> <li>Develop working relations with PCT's and other Cat 1 &amp; 2 responder agencies</li> </ul>
<p>15</p> 	<p>Increase involvement of the 'voluntary sector' in emergency planning</p>	<ul style="list-style-type: none"> <li>Best Value</li> <li>Improve liaison, knowledge and understanding between all parties</li> <li>Meets central government guidance</li> </ul>	<ul style="list-style-type: none"> <li>Hold 4 meetings with Voluntary Agencies</li> <li>Involve one or more agencies in 2 exercises</li> <li>4 training sessions / presentations to or with Voluntary Agencies</li> <li>1 'live play' rest centre exercise involving voluntary agencies</li> <li>Conduct 1 out of hours "contact exercise".</li> </ul>

<p>16</p> 	<p>Meetings with Partnership Agencies and Organisations within the North East</p>	<ul style="list-style-type: none"> <li>• Sharing information</li> <li>• Improve liaison, knowledge and understanding, thereby assisting agencies to work more closely</li> <li>• Dissemination of minutes to interested parties</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt to changes in the sub national resilience structure and networks</li> <li>• Continue to work / maintain liaison with resilience partners in the North East</li> </ul>
<p>17</p> 	<p>Business Continuity Plan for the Emergency Planning Unit</p>	<ul style="list-style-type: none"> <li>• Meet requirements of the Civil Contingencies Act guidance</li> <li>• Ensure staff can react effectively to an incident affecting the EPU</li> <li>• Best Value</li> </ul>	<ul style="list-style-type: none"> <li>• Review CEPU plan once per year</li> <li>• Conduct an annual exercise involving the plan</li> </ul>
<p>18</p> 	<p>Strategic Risk Register for the Emergency Planning Unit</p>	<ul style="list-style-type: none"> <li>• Meet requirements of the Civil Contingencies Act guidance</li> <li>• Ensure staff are well versed in the risk environment in which they work</li> <li>• Best Value</li> </ul>	<ul style="list-style-type: none"> <li>• Produce and maintain an EPU Strategic Risk Register</li> <li>• Review the register twice yearly</li> <li>• Put Register on EPU website</li> </ul>
<p>19</p> 	<p>Event Planning</p>	<ul style="list-style-type: none"> <li>• Ensure health and safety aspects at events are covered</li> <li>• Produce or ensure event emergency response plans are produced</li> <li>• Events include Mela, Cleveland show, Music Live, large Firework Displays, etc</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the Event Planning Teams to ensure emergency planning aspects at events are adequately covered</li> <li>• Provide 100% requests for assistance from Council Event teams and Safety Advisory Groups</li> <li>• Produce event plans for 10 events</li> </ul>
<p>20</p> 	<p>Develop and review plans for flooding, including reservoir inundation</p>	<ul style="list-style-type: none"> <li>• Meet requirements of integrated emergency management</li> <li>• Meet recommendations of the Pitt Report</li> <li>• Ensure plans are robust to deal with a variety of flooding incidents</li> <li>• Validity of plans produced to satisfaction of Defra and Environment Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Review Adverse Weather protocol annually</li> <li>• Review multi agency flood response plan by Sept '11</li> <li>• Review Reservoir Inundation Plan by December 2011</li> <li>• Conduct one exercise with flood</li> </ul>



		<ul style="list-style-type: none"> <li>• Dovetail response plans to those required of Local Authorities by Water Act 2010</li> <li>• Meet the aims and objectives of the Flooding and Communities Project</li> </ul>	<p>scenario</p> <ul style="list-style-type: none"> <li>• Be effective member of Tees Valley Flood Risk Group</li> <li>• Meet the milestones in the Year 1 Implementation Plan of the Flooding &amp; Communities Project</li> </ul>
<p>21</p> 	<p>Recovery and Humanitarian Assistance planning</p>	<ul style="list-style-type: none"> <li>• Meet requirements of integrated emergency management</li> <li>• Have effective plans in place</li> <li>• Meet Civil Contingencies Secretariat "Expectations and Indicators of Best Practice Set"</li> <li>• Meet requirements set out in statutory guidance "Emergency Preparedness"</li> <li>• Ensure responding / participating agencies are aware of their roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Review both the Recovery Plan and the Humanitarian Assistance Plan by December 2011</li> <li>• Conduct 1 exercise or hold 1 multi agency training day</li> </ul>
<p>22</p> 	<p>Number of written compliments or complaints received within the unit</p>	<ul style="list-style-type: none"> <li>• Best Value</li> <li>• Assists with Appraisals</li> <li>• Good management practice</li> </ul>	<ul style="list-style-type: none"> <li>• All to be recorded and acknowledged within 3 days of receipt</li> <li>• 10 written compliments</li> <li>• No more than 2 substantiated complaints</li> </ul>
<p>23</p> 	<p>Circulation of minutes of meetings and other information received within the unit</p>	<ul style="list-style-type: none"> <li>• Good administrative practice</li> <li>• Allows information to be shared</li> <li>• Actions are identified and dealt with</li> <li>• Timely circulation of relevant information on emergency planning issues</li> </ul>	<ul style="list-style-type: none"> <li>• Circulated within 8 working days of meeting date</li> <li>• Circulation of other material within 5 days</li> </ul>
<p>24</p> 	<p>(a) Invoices received in Emergency Planning Unit processed &amp; sent to finance section for payment. (b) Submission of requests for invoices for exercises and/or plans</p>	<ul style="list-style-type: none"> <li>• Best Value</li> <li>• Improve the internal administrative working of Emergency Planning Unit</li> <li>• Effective cost recovery</li> </ul>	<ul style="list-style-type: none"> <li>• Code / authorise payment within 2 days of receipt (Integra system)</li> <li>• EPO's to provide costing within 7 days of exercise or plan completion</li> </ul>

			
---	--	--	--

**CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE**

**Report to:** Emergency Planning Joint Committee  
**Report from:** Chief Emergency Planning Officer  
**Date:** 2012  
**Subject:** REPORTED INCIDENTS / CLEVELAND COMMUNICATIONS STRATEGY

**1. Purpose of the Report**

- 1.1 To inform Members of the Emergency Planning Joint Committee of the incidents reported, severe weather and flood risk warnings received and communications strategy faxes received and dealt with by the Cleveland Emergency Planning Unit. The report covers the period between 1<sup>st</sup> January 2012 and 31<sup>st</sup> March 2012 (13 week period).

**2. Weather Warnings**

- 2.1 During this period the Emergency Planning Unit has received 1 warning from the Met Office relating to adverse weather conditions (ice). In addition the local Public Weather Service advisor provided a number of direct contacts during the winter snap (3<sup>rd</sup> and 4<sup>th</sup> of April).
- 2.2 The Cleveland Emergency Planning Unit is recipient of messages from the Met Office in relation to their Severe Weather Emergency Response Service and can view satellite pictures of rain and/or snow on their Hazard Manager system. Both of these services are available to emergency planners through a secure web based browser, password protected, on the Met Office website. The Duty Emergency Planning Officer receives this information from the Met Office both by fax and text message.

**3. Flood Warnings**

- 3.1 The Environment Agency has the following flood codes in operation. Which are issued to responders as well as members of the public signed up for flood warnings direct.
- 3.2 The alerts are:
- **Flood Alert** – this is issued when flooding is possible and will be given at least 2 hours in advance of the potential flooding event.
  - **Flood Warning** – issued when flooding is expected and immediate action is required by the local authorities, emergency services and

public. Issued at least 30 minutes to one day in advance of the expected flooding event.

- **Severe Flood Warning** – issued when there is severe flooding expected and there is danger to life. Issued when flooding poses a significant threat to life and urgent actions, e.g. evacuation, are required.
- **Warning no longer in force** – issued when the risk has subsided.

3.3 There were **no** Flood Warnings issued by the Environment Agency over this period.

#### **4. Industrial Communications Strategy**

4.1 The industrial communications strategy is used to alert and if required request action from services / members of the public in the event of an incident offsite. Two levels of information are issued; 1) blue – for information only and 2) red - where action is required. Red communications are broadcast on BBC Tees.

4.2 During the period the Emergency Planning Unit received and dealt with 30 'blue' faxes which issued by the Operators or Agencies involved with the strategy. These were mainly in respect of excessive flaring which caused noise and brightness but did not present a risk offsite. It should be noted that 50% of the blue faxes received were "close out" notifications.

4.3 Of these 30 faxes, several were received by the Duty Emergency Planning Officer outside of normal office hours and required contact between the Emergency Planning Officer and the Operator or Emergency Services to seek clarification, give advice or gather more information.

4.4 Where appropriate, the local authorities were advised and therefore able to 'field' questions from either the media or the public.

4.5 There were no red faxes issued.

#### **5. Incidents of Note (1<sup>st</sup> January 2012 to 31<sup>st</sup> March 2012)**

5.1 The threat of fuel tanker drivers strike continues, with no industrial action confirmed. In the event of strike action it is likely up to 40 (of the largest 50) fuel distribution sites could be affected. This could potentially have a large impact nationally including panic buying of fuel, which has been seen across the country in earlier weeks.

5.2 Weekly Industrial action updates are regularly received from DCLG Resilience North and information forwarded by CEPU to members of Cleveland Local Resilience Forum for awareness.

5.3 If the National Fuel plan is evoked, temporary logos will be issued to those who meet the criteria. Cleveland has measures in place that should the

situation escalate resilient, robust procedures are in place to deal with the situation.

- 5.4 In the past thirteen weeks there have been 7 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 Authorities.
- 5.5 The table at **Appendix 'A'** gives brief details of these incidents.
- 5.6 A small number of other minor incidents were also reported to Cleveland Emergency Planning Unit, some of which were dealt with by the Duty Officer 'out of hours'.

## **6. Recommendation**

- 6.1 That Members note the report

Report Author: Andy Summerbell  
Chief Emergency Planning Officer and LRF Manager

Report dated: 13<sup>th</sup> April 2012

## Appendix 'A' Incidents 1<sup>st</sup> January 2012 to 31<sup>st</sup> March 2012

Date	Location	Type of Incident (i)	Type of Incident (ii)	Brief Description
19 <sup>th</sup> January 2012	Fort Foot Road, Middlesbrough	Possible Explosive Device	Public Safety	Military shells found on a stopped vehicle, bomb disposal unit called. Shells not live however 1 was transported to a safe site where the bomb disposal unit carried out a controlled explosion
26 <sup>th</sup> January 2012	Westgate Roundabout entrance to Wilton	Road Incident	Public Safety	A lorry overturned on the Westgate Roundabout at the entrance to Wilton. Spilled its load of wood chips onto the verge and path and there seemed to be a small leak of fuel. Badly damaged a lamppost. Road closure.
27 <sup>th</sup> January 2012	York Avenue, Hartlepool	Gas leak	Public safety / Environment	Central Library on York Road, Hartlepool evacuated due to a gas leak. Transco called to carry out repair work. Fire Control sent a response and were satisfied it was safe.
10 <sup>th</sup> March 2012	Port Clarence, Stockton	Large fire	Public safety / Environment	Large fire at Jigsaw Wood Recycling Ltd, 12000 tonnes of wood on fire, with a large smoke plume going off site. HPA advised there were no requirements to provide air quality monitoring as the content of the smoke was known. Police went door knocking in the area to reassure residents. Health advice given was to stay indoors and close windows and doors.
13 <sup>th</sup> March 2012	Saltburn Promenade Car Park	Potential Terrorism / Explosive Device	Public Safety	Female in Saltburn near Pier, concern that she may have been carrying an explosive device. Managed by the police, EOD attended. Large scale media interest. Incident resolved.
26 <sup>th</sup> March 2012 to date	Local/National	Threat of Fuel Tanker Driver Strike (industry- wide)	Possible Industrial Action	Potential tanker drivers action resulted in panic buying at fuel stations throughout the country. Situation locally monitored. Fuel plan updated and procedures in place in case the situation escalates.
3 <sup>rd</sup> / 4 <sup>th</sup> April	Some rural areas including Loftus	Utilities failure electricity	Severe Weather	Severe weather affected the north east – particularly affected were remote rural areas in Co Durham and North Yorks. Some disruption to supply in Cleveland area however no significant outages reported to councils or emergency services.

## **Agenda Item: 6.3**

### **CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE**

**Report to:** Emergency Planning Joint Committee  
**From:** Chief Emergency Planning Officer  
**Date:** 2012  
**Subject:** Review of Local Resilience Forum (LRF)

#### **1. Purpose of the report**

- 1.1 To inform Members of the review of the Local Resilience Forum and its constituent parts

#### **2. Summary of recommendations**

**Recommendation 1 – that members agree the LRF Mission (4.2)**

**Recommendation 2 – that members agree the terms of reference (4.3)**

**Recommendation 3 – that members agree the strategic objectives (4.4)**

**Recommendation 4 – that the strategic group adopt the title of Chief Officer Group (COG) (4.5)**

**Recommendation 5 – COG members and their deputies must be empowered to make decisions in respect of their organisations resources and assets (4.6)**

**Recommendation 6 – COG members adopt a principle of upward delegation when nominating a deputy to attend a meeting (4.6)**

**Recommendation 7 – COG members do not sit on LRF sub-groups (4.6)**

**Recommendation 8 – Appendix A is endorsed as the minimum responsibility for COG members (4.6)**

**Recommendation 9 – Category 1 responders MUST attend COG meetings (4.7)**

**Recommendation 10 – Category 2 responders have a right to attend COG meetings but MUST attend if requested by the COG Chair (4.7)**

**Recommendation 11 – non Category 1 or 2 agencies have a right to invite and right to attend the COG (4.7)**

**Recommendation 12 – COG Chair and Deputy to be a Category 1 Responder (4.8)**

**Recommendation 13 – Chair and Deputy to be self nominated and selected by consensus of opinion by those present at the COG meeting (4.8)**

**Recommendation 14 – Appendix B is endorsed as the minimum responsibility for Chair and Deputy (4.8)**

**Recommendation 15 – all members present at the COG meeting to have equal voice and that the Chair of the meeting seek consensus of opinion (4.9)**

**Recommendation 16 – that the COG meet three times per year, supplemented by an annual conference (4.10)**

**Recommendation 17 – members agree the meeting schedule agenda focus for December, April and September meetings (4.10)**

**Recommendation 18 – that members endorse the proposed sub - groups (4.11)**

**Recommendation 19 – the Management and Secretariat provision to the LRF remain unchanged (4.12)**

**Recommendation 20 – that the LRF establish a funding review group to report to the September 2012 meeting with funding proposals from 2013/14 (4.13)**

**Recommendation 21 – that COG members, their deputies and those 'on call' for emergency attend annual Command Training (4.14)**



### **3. Background**

- 3.1 The Cleveland Emergency Planning Unit provides the management and secretariat for the Cleveland Local Resilience Forum. Through recent research it is also evident that the Unit provides a major amount of input to the work of the LRF. This paper outlines the review of the LRF which was presented to the LRF on the 8<sup>th</sup> May 2012.
- 3.2 The Cleveland LRF directed a review of its terms of reference, membership, structure and process in late 2011. This has been undertaken by a small working group who have reviewed the current LRF Handbook against national guidance documents, the proposed revised Emergency Preparedness chapters and recognised good practice within other LRFs.
- 3.3 A great deal of cognisance has been taken of the Cabinet Office's document, 'The role of Local Resilience Forums: A reference document'. This document contains requirements upon the LRF which are mandatory and therefore this review has made plans to implement these and therefore they are not considered as recommendations but as given necessity without debate.
- 3.4 The review group have met on four separate occasions (much of this being full days) and therefore a great deal of discussion, debate, and comparisons has been undertaken. This review document does not seek to replicate this but for conciseness makes recommendations with limited narrative. Should Members require more background information then a member of the review team will gladly assist.

### **4. Recommendation rationale**

- 4.1 The following sections provide an overview of the rationale leading to the recommendations. These are the fundamental matters that the LRF has to agree before progress can be made by the review group in compiling a new LRF policy document and concept of operations, articulating how the LRF will do its business and operate during emergency as a Strategic Co-ordinating Group.
- 4.2 **Mission –**  
To have a robust and effective multi-agency planning and response framework that will deliver a co-ordinated, interoperable, accountable and professional preparedness and response capability to a major incident or emergency affecting the Cleveland LRF area.

#### **Recommendation 1 – that members agree the LRF Mission**

#### 4.3 **Terms of reference –**

The Cleveland LRF will work alongside other elements of the multi-agency planning framework at the local and national levels and reflect the key principles of civil protection arrangements that the initial response to emergencies is delivered at a local level.

#### **Recommendation 2 – that members agree the terms of reference**

#### 4.4 **Strategic Objectives –**

The statutory requirement for the Cleveland LRF is derived from the Civil Contingencies Act 2004 that places a statutory responsibility on Cleveland's responders for the establishment of a framework for civil protection. However, this act recognises primacy for other emergency planning legislation:

- Control of Major Accident Hazards Regulations 1999
- Pipeline Safety Regulations 1996
- Radiation Emergency – Radiation (Emergency Preparedness and Public Information) Regulations 2001.

In order to discharge the requirements of the Civil Contingencies Act 2004, the Cleveland LRF has the following strategic objectives:

- Provide a systematic, planned and co-ordinated approach to encourage Category 1 Responders, in liaison with Category 2 Responders, to address all aspects of policy in relation to the duties imposed by the Civil Contingencies Act 2004 which are:
  - Risk assessment
  - Planning for emergencies – including prevention and mitigation
  - Planning for business continuity
  - Publishing information about risk assessments and plans
  - Arrangements to warn and inform the public and other aspects of the civil protection duty
  - Co-operating and sharing information – to enhance co-ordination
  - The promotion of business continuity management by Local Authorities
- To plan and prepare for recovery from emergencies and a return to normality

- To facilitate co-ordination and cooperation between partners to enhance the collective effort of individual organisations
- To work in partnership with others to take reasonable steps to prevent and reduce the likelihood of emergencies occurring
- To maintain and publish the Community Risk Register and ensure it provides a robust basis for planning
- Make joint strategic policy decisions relating to Cleveland's preparedness and response
- To approve an annual work plan, linked to the Community Risk Register, and provide clear direction and oversee the activities of the permanent sub - groups and ad hoc task and finish groups
- To provide strategic governance to the sub - groups with delegated authority to the LRF Manager and Chair of the Working Group for day to day governance of the LRF business

### **Recommendation 3 – that members agree the strategic objectives**

- 4.5 **Strategic Group** – the current strategic group is known as the Local Resilience Forum however this is also the terminology used to describe the collective of the strategic group and the sub-groups. This can lead to confusion. The recently revised CCA Regulations make reference to the meeting of the strategic group being the Chief Officer Group. To accord with this it is recommended that the strategic group adopt this title

### **Recommendation 4 – that the strategic group adopt the title of Chief Officer Group (COG)**

- 4.6 **COG Membership** – All Category 1 and 2 members and their nominated deputies **MUST** have the ability and authority to make decisions in respect of their organisation's resources and assets without the need to refer back and also have the authority to seek the aid of others in support of their role. In this regard the review group proffers a principle of upward delegation for those who will deputise for COG members. To do otherwise will dilute the strategic nature of the COG.

**Recommendation 5 – COG members and their deputies must be empowered to make decisions in respect of their organisations resources and assets.**

**Recommendation 6 – COG members adopt a principle of upward delegation when nominating a deputy to attend a meeting.**

It is current practise that some members of the strategic group sit as members of sub - groups or task and finish groups. This does not augment a differential between the strategic and operational aspects of the LRF. The review group see a role for a COG member as potentially Chairing sub - groups however feel that this should be where they have specialist skills in that business area. The review group would suggest that COG members do not sit as members of a sub - group.

**Recommendation 7 – COG members do not sit on LRF sub - groups.**

The COG members must demonstrate strategic leadership with commensurate skills and abilities in order that the gravitas of the LRF is maintained. Therefore **appendix A** contains details of the responsibilities of COG members.

**Recommendation 8 – Appendix A is endorsed as the minimum responsibility for COG members**

- 4.7 **COG attendance** - in line with the Cabinet Office's recommendations the review group commends that Category 1 responders **MUST** attend meetings of the COG and Category 2 responders have a right to invite and right to attend. Both responder groups would be in receipt of all documentation.

The guidance enables Category 1 responders to be represented at COG meetings by another Category 1 where their attendance is not practicable. Whilst the review group acknowledges this position it proffers that such an occasion should be rare (see frequency of meetings below) due to the advance notice of meetings and their relevant infrequency.

Should there be occasion where an agenda item is relevant to a category 2 responder agency and, via the Chair, members wish that responder to attend the meeting then they **MUST** attend.

**Recommendation 9 – Category 1 responders MUST attend COG meetings**

**Recommendation 10 – Category 2 responders have a right to attend COG meetings but MUST attend if requested by the COG Chair**

Agencies which are not Category 1 or 2 responders will have a right to invite and right to attend the COG, however there will never be an ability to mandate their attendance.

**Recommendation 11 – non Category 1 or 2 agencies have a right to invite and right to attend the COG**

- 4.8 **Leadership of the COG** – To provide the strategic leadership that the COG will require in order that it and the sub - groups achieve performance the review group's view is that the Chair and Deputy MUST be from a Category 1 responder, albeit not the same one. These roles should be filled through self nomination and through a consensus of the members present at the meeting.

The term of office should be for two years.

The Chair and Deputy MUST be at a level in their organisation of chief officer/director or recognised equivalent.

**Recommendation 12 – COG Chair and Deputy to be a Category 1 Responder**

**Recommendation 13 – Chair and Deputy to be self nominated and selected by consensus of opinion by those present at the COG meeting.**

The COG Chair and Deputy must demonstrate strategic leadership with commensurate skills and abilities in order that they may lead and direct the work of the COG and wider LRF. Therefore **appendix B** contains details of the responsibilities of Chair and Deputy

**Recommendation 14 – Appendix B is endorsed as the minimum responsibility for Chair and Deputy.**

- 4.9 **Voting rights of COG members** – There is currently no policy within the LRF Handbook upon voting rights of the members of the strategic LRF group. The review group felt that clarity was necessary in order to position the COG in terms of voting upon plans or other items brought to their attention for sign off or strategic direction. The group considered options around which members could or could not engage in voting and felt that options which excluded members was not conducive to true partnership working. Therefore the group considered the most appropriate position would be for all members of the COG present at the meeting to have an equal voice and that the Chair resolves to decide upon the achievement of

a consensus of opinion. This position is influenced by the advance notification of agenda items and circulation of papers which would enable a COG member to decide to attend the COG to engage in the debate and influence consensus.

**Recommendation 15 – all members present at the COG meeting to have equal voice and that the Chair of the meeting seek consensus of opinion**

- 4.10 **Frequency of meetings** – the current strategic LRF sits four times per year although the statutory minimum requirement is for this group to sit every six months. There is no direction as to the agenda items or business to deliver and recent feedback upon the Cleveland group has led to some concern that the meeting agenda has contained too many items and not sufficiently strategic to justify the level of member attendance. In light of this feedback and the recognising national guidance around the role of the COG, the review group recommends that the COG sit three times per year and that, facilitated by the CEPU, holds an annual conference, the subject being of strategic importance linked to the latest risks and threats to Cleveland.

**Recommendation 16 – that the COG meet three times per year, supplemented by an annual conference.**

To seek to ensure that the COG remains strategic the following meeting periods and agenda items are proposed:

December	Risks and draft annual work plan for next fiscal year Training and exercise draft plan for next fiscal year Review of SCG members and identification of skills gap Resource allocation Financial plan
April	Annual report Finalise annual work plan Review of resource allocation in light of above Finalise training and exercise plan Review objectives/achievements
September	Business continuity assessment Seasonal preparedness Horizon scanning and strategic analysis

Standing items to include, plan scrutiny and sign off, awareness of member organisational strategic issues, and performance and governance.

**Recommendation 17 – members agree the meeting schedule agenda focus for December, April and September meetings.**

- 4.11 **Sub - Groups** – currently a number of sub-groups sit under the LRF and some perform better than others. The review group is of the opinion that much of the preparatory work around plans for Cleveland has been completed and there is simply an ongoing need to annually review these and assess any necessary changes due to plan implementation during an incident (lessons learned) or through national or local direction. Much of the work can be completed through task and finish groups, whose direction will come from the currently named Working Group.

The review group proposes the following groups remain or be established:

*Policy and Business Group (current Working Group)* – this will be the main driver of the LRF business and will be the conduit for the agenda of the COG, taking on greater delegated authority for plan sign off. This group will provide governance for the other sub groups and time limited task and finish groups. This new group title has been proposed to accord with that of Durham and Darlington, and Northumbria LRFs main business groups. This was deemed helpful to agencies who sit on all 3 LRFs and to attempt some common language amongst them.

*Risk Assessment Working Group* – this was reconstituted in December 2011 and is demonstrating good working practice. It will be enhanced in the coming months through its work of 'calling in' risk owners to assess control measures.

*Flood Group* – it is felt that this is an ongoing risk and therefore the existence of the group is fully justified, particularly in overseeing the community resilience element.

*Warn and Inform* – this would replace the current media forum and deal with all aspects of internal and external communication, leading on the communications strategy and operational practice.

*Humanitarian Assistance and Welfare Group* – it is envisaged that this would be lead by the voluntary sector with a remit to ensure we can deliver humanitarian assistance and maintenance of welfare support at the time of and after an incident.

*VELG* – engagement with the voluntary sector is seen as vital in maintaining relationships and having an understanding of the pressures upon those agencies that provide essential support at times of need. This group will remain.

*Exercise and training group* – this group would remain as currently constituted but will enhance its role in ensuring that training needs are identified and facilitation of training is made available to those who would perform a role within a plan or incident management. This group will also be the conduit for the management of actions following exercise and testing of plans such as off site Comah plans to ensure that the LRF is demonstrating continual development.

*Health* – in line with the strategic changes to the health landscape there is to be a new Local Health Resilience Partnership (LHRP). This body will incorporate all of the local authority directors of public health and have an appointed Chair who will sit as a member of the Strategic LRF. Cleveland has been chosen as a pilot area for an LHRP with the concept of operations and terms of reference currently being devised. The review group are of the opinion that the LHRP will lead on all matters related to health, e.g. pandemic flu, for the LRF.

*Chairs group* – several neighbouring LRFs have established a Chairs group which serves to bring together the chairs of sub-groups to discuss progress against their work plan and to identify any action needed to address agencies or individuals who are failing to support the work of the LRF. The review group proposes that such a group be established in Cleveland.

Refreshed terms of reference will be established for each group

**Recommendation 18 – that members endorse the proposed sub - groups**

**4.12 Management and Secretariat**

The management and secretariat of the LRF is seen as a pivotal role, bearing in mind the responsibilities placed upon the LRF by government and external auditing regimes. The LRF Manager undertakes a number of functions:

- Agreeing agenda with the Chair
- Organising the production of discussion papers and presentations
- Monitoring matters and actions arising from meetings
- Manage the LRF work plan
- Oversee the sub groups and task and finish groups
- Provides governance through his Chairing the Working Group
- Represent the LRF at local and national events
- Identify the need for an arrange special LRF's in light of emerging issues



Since 2006 the management of the LRF has been undertaken by the local authorities, Chief Emergency Planning Officer. This role is incorporated into the job description however there is no break down of what this role entails.

As part of their research the review group has had access to the role profiles of the Durham and Darlington, and Northumbria LRF co-ordinator. Each of these officers are employed on a full time basis but are not decision makers on behalf of the LRF and do not manage its business. The Cleveland LRF Manager also manages the local authorities Emergency Planning Unit.

Secretariat support is provided to all of the constituent members of the LRF by the Emergency Planning Unit. This provides a consistent and professional approach to ALL meetings of the LRF, including agenda preparation and circulation, minute taking and some research. Other than the strategic LRF meeting, all sub groups meet at the Emergency Planning Unit therefore the Unit's staff provide hospitality and support. The support is provided by the Unit's Administration Team who have also in the last year undertaken the arrangements for several LRF conferences, training events, special LRF meetings and the SCG for the national strike action in November 2011.

The review group has considered the current provision of management and secretariat and is of the opinion that it is fit for purpose and accords with the Cabinet Office's guidance which states, 'effective performance of the LRF requires secretariat support to fulfil key tasks, have the back up of an administration team which can, as necessary, produce and circulate documents quickly, and be competent in organising or supporting officers from their own or other organisations in administering the work of sub-groups'.

The current secretariat provision has grown since that envisaged in 2006, the demands being far in excess of the role of LRF secretariat created to administer the whole of the LRF.

The review group makes no proposal to change the management and secretariat provision to the LRF.

**Recommendation 19 – the Management and Secretariat provision to the LRF remain unchanged.**

#### 4.13 Funding

The Cabinet Office's guidance recognises the requirement for LRF funding and that in order to prevent undue pressure on a small number of individual members' resources, the LRF should consider the need to fund a central secretariat through, for example, a subscription scheme or levy.

The Cleveland LRF agreed in 2006 to provide secretariat funding and the sum of £25,000 was proposed and agreed as the total of subscriptions to be made by several members. In fact the LRF has only provided £21,000 of funding and has never supported the full amount or indeed increased the subscriptions annually, despite the demands of the secretariat increasing substantially.

Indeed it was in 2008 that the Chief Emergency Planning Officer was appointed as LRF Manager but this was not funded by additional contribution and this work is consumed into his overall role which is fully funded by the Emergency Planning Unit's budget, which is a combined fund of all Cleveland's local authorities. It is worthy of note that the Durham and Darlington LRF contributes some £45,000 per annum to fund the co-ordinator and secretariat (although not one agency provides secretariat to all meetings) and Northumbria provides £30,000 per annum toward the salary of their co-ordinator. Cleveland's funding regime is out of synch with its peers.

The LRF agreement on the use of its secretariat funding is fourfold. Firstly it is to fund the secretariat and their training needs, the remainder to then be used for training for LRF members and whatever remains to be a contribution to a management fee for the LRF.

This document does not contain a breakdown of spend for the last fiscal year however it must be noted that the full time costs of the secretariat is in excess of the funding. In addition the recent series of command training given to LRF agency members cost in excess of £1,000 per day which, although members paid a small fee for attendance, meant that the Emergency Planning Unit made use of reserves to ensure this essential event could go ahead.

In addition to the secretariat provision all Emergency Planning Unit Senior Planning officers take lead responsibility for LRF plans. Whilst it is recognised that this does on a number of occasion bring benefit to the local authorities, it should also be noted that there is not an abundance of other members who seek to take such lead. This is not funded by the LRF and a recent study (February 2012) showed that for a calendar month, a third of all officer time was committed to the work of the LRF.

The review group proposes that a separate review of funding be undertaken and reports to the September 2012 LRF for proposals for funding from the 2013/14 fiscal year. The Emergency Planning Unit will commit to meet the current costs (over and above the current funding) of the LRF and its sub-groups until this time. Due to continued funding cuts the Unit will be unable to sustain this beyond March 2013.

**Recommendation 20 – that the LRF establish a funding review group to report to the September 2012 meeting with funding proposals from 2013/14.**

#### 4.14 Training

The review group continues to work on documenting the skill sets of those who will be members of the COG and, should an incident occur, work as a member of a Strategic Co-ordinating Group. There are some basic assumptions that COG members will have developed skills given their strategic role in their parent organisation therefore the review group's focus is on ensuring the opportunity of training to COG members, their deputies and those 'on call' for emergencies, in Strategic Command.

The Emergency Planning Unit has facilitated this training this year, utilising a trainer from the Emergency Planning College and, as articulated at 4.13 above, funded the majority of this. The Unit is maintaining a database of members trained and will reference this for the information of the SCG Chair during an emergency, who may hold a view that members not having received such training should not be sitting on the SCG. The Unit is committed to the provision of annual Command Training and will seek attendance of all COG members, their deputies and 'on call' members.

**Recommendation 21 – that COG members, their deputies and those 'on call' for emergency attend annual Command Training**

#### 5. Next steps

- 5.1 The review group requests that LRF members consider the above recommendations and provide feedback to the LRF Manager with their agreement or not, or alternative proposal.
- 5.2 Feedback to be provided no later than Friday 1 June 2012.

#### 6. Recommendations

- 6.1 Members note this report and seek feedback on the review progress at the next Joint Committee meeting.

Report Author: Andy Summerbell  
Chief Emergency Planning Officer & LRF Manager

Report date: 21st May 2012

**EMERGENCY PLANNING JOINT COMMITTEE**

**MEETING DATES - 2012/13**

Tuesday 23 October 2012 – at 10 am

Tuesday 22 January 2013 – at 10 am

Tuesday 25 June 2013 – at 10 am