

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

23 October 2012

At 10.00 a.m.

At the Emergency Planning Unit,
Aurora Court, Barton Road, Riverside Park,
Middlesbrough TS2 1RY

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. APOLOGIES FOR ABSENCE
2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS
3. MINUTES

To confirm the minutes of the meeting held on 13 June 2012.



5. **ITEMS FOR DECISION**

- 5.1 Revenue Financial Monitoring Report to end September 2012 –
Chief Finance Officer

6. **ITEMS FOR DISCUSSION/INFORMATION**

- 6.1 Cleveland Local Resilience Forum - Funding – *Chief Emergency Planning Officer*
- 6.2 Update on EPU Performance Indicators 2012-13 – *Chief Emergency Planning Officer*
- 6.3 Reported Incidents / Cleveland Communications Strategy – *Chief Emergency Planning Officer*

7. **ANY OTHER BUSINESS**

8. **DATE AND TIME OF NEXT MEETING:** Tuesday 22 January 2013 – at 10.00 am



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

13 June 2012

The meeting commenced at 10.00 am at the Emergency Planning Unit,
Aurora House, Middlesbrough

Present:

The Mayor, Stuart Drummond, Hartlepool Borough Council
Councillor Steve Goldswain, Redcar and Cleveland Borough Council
Councillor David Rose, Stockton Borough Council
Councillor Julia Rostron, Middlesbrough Borough Council

Andy Summerbell, Chief Emergency Planning Officer
Chris Parkin, Group Accountant
Vicky Bosley, Democratic Services Officer

1. Appointment of Chair

That Councillor Julia Rostron (Middlesbrough Borough Council) be elected
Chair of the Committee

Councillor Rostron in the Chair

2. Apologies for Absence

None

3. Declarations of interest by members

None

4. Confirmation of the minutes of the meeting held on 8 November 2011

The record of decision was received.

The Chief Emergency Planning Officer provided an update with reference to 'Exercise Creek – minute number 11', regarding the development of a contract with Kenyon for the provision of temporary mortuary facilities in Hartlepool (fixed site) and tented capability across Cleveland. This was a tremendous achievement and recognised the benefit of Exercise Creek in exposing the gaps in the provision at that time.

5. 2011/12 Revenue Outturn Report (Chief Finance Officer)

Purpose of report

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

Issue(s) for consideration by the Committee

The Group Accountant provided background information and made reference to the Statement of Account which was detailed in Appendix A and attached to the main report. The outturn position was summarised in the form of a table contained in the main report. The table showed a favourable variance on the main Emergency Planning Unit (CEPU) budget. This had been achieved as a result of a combination of the following:

- 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 had 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.

Decision

That Members approved the 2011-2012 revenue outturn.

6. 2011-2012 Annual Audit Return (Chief Finance Officer)

Purpose of report

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

Issue(s) for consideration by the Committee

The Group Accountant provided background information and made reference to the Audit Commission return which was detailed in Appendix A and attached to the main report. A paper copy of the Audit Commission return was provided by the Group Accountant, which was signed by the Chair and Clerk of Emergency Planning Joint Committee at the meeting.

Decision

That Members approved the 2011/2012 Annual Audit Return, which included the Accounting Statement and Annual Governance Statement.

7. CEPU Annual Plan 2012-2013 (Chief Emergency Planning Officer)

Purpose of report

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 2013.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer provided comprehensive background information with reference to the CEPU Annual Plan. Section three of the plan identified twenty one performance indicators upon which the CEPU would focus during the year for the Local Authorities and some eighteen for the Cleveland Local Resilience Forum. Whilst all thirty nine were important, it was reported that four strands were at the forefront of the work of the CEPU in 2012-13 and were detailed within the report. The Chief Emergency Planning Officer highlighted a potential of increased Control of Major Accident Hazard Regulations (COMAH) sites which would lead to increased responsibilities for Local Authorities.

It was reported that the performance indicators as shown in the final section of the plan would allow the performance of the CEPU to be judged and monitored via the use of Hartlepool Borough Council's Covalent system. The Chief Emergency Planning Officer confirmed a progress report would be brought to the next Emergency Planning Joint Committee for monitoring.

Decision

- i. That Members noted the report.
- ii. That Members endorsed the 2012 - 2013 Annual Plan including the performance indicators and budget provision.

8. Review of CEPU Performance Indicators 2011-12 (Chief Emergency Planning Officer)

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.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that in order to manage and continually improve service and performance and determine if the Emergency Planning Unit was meeting aims and objectives, a number of realistic and meaningful performance indicators were set and monitored and the progress and performance of the CEPU were reviewed. The report detailed the progress made towards achieving those performance indicators during the period 1st April 2011 to 31st March 2012 and a number of points to note. The Chief Emergency Planning Officer confirmed that this plan was no longer in force and that the CEPU were currently working towards a new plan.

A Member questioned if the CEPU was involved in the proposed new nuclear site at Hartlepool and the Chief Emergency Planning Officer confirmed that the CEPU were engaged in nuclear exercising, however were not involved in any planning of new builds, other than as consultee through Hartlepool Borough Council's Planning Department upon the potential impact of new builds within a radius of the power station.

Decision

That Members noted the report.

9. Reported Incidents – Cleveland Communications Strategy (Chief Emergency Planning Officer)**Purpose of report**

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 1st January 2012 and 31st March 2012 (thirteen week period).

Issue(s) for consideration by the Committee

During the thirteen week period the Emergency Planning Unit received one warning from the Met Office relating to adverse weather conditions (ice). No flood warnings had been issued by the Environment Agency over this period.

It was reported that the industrial communications strategy was 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 were issued; 1) blue – for information only and 2) red - where action is required. Red communications are broadcast on BBC Tees. A new system had been implemented which converted faxes to an email structure that could be sent

direct to a Blueberry in order to achieve maximum efficiency.

Brief details of incidents to note had been provided in the form of a table contained in Appendix A, attached to the main report. The Chief Emergency Planning Officer provided more detail on the large fire at Port Clarence, Stockton on 10 March 2012, the potential terrorism / explosive device at Saltburn Promenade Car Park on 13 March 2012 and the local and national threat of the fuel tanker driver strike on 26 March 2012.

A Member praised Stockton Borough Council for their input with reference to the fire at Port Clarence and the Chief Emergency Planning Officer highlighted that their forward thinking had been commended by Cabinet Group with regards to the threat of the fuel tanker driver strike. Communication had been made by CEPU with Cleveland Police and Probation in the view of public protection.

Decision

That Members noted the report.

10. Review of Local Resilience Forum (LRF) (Chief Emergency Planning Officer)

Purpose of report

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

Issue(s) for consideration by the Committee

A summary of twenty one recommendations were detailed within the report and discussions between Member's and the Chief Emergency Planning Officer took place. Recommendation nineteen – The Management and Secretariat provision to the LRF remain unchanged was discussed in more detail in terms of funding. It was highlighted that the CEPU spent 30% of their time working on LRF work, which was not funded by LRF and therefore had no cost benefit. The Chief Emergency Planning Officer confirmed that he was currently working as part of a review group on behalf of the LRF looking at overall funding and potential opportunities to income generate by sharing work with neighbouring LRF's and authorities.

Decision

That Members noted the report and provided feedback on the review progress.

11. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

12. Income Generation- Safety Advisory Courses (Chief Emergency Planning Officer)

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer advised that the CEPU had been liaising with the college to deliver Safety Advisor Courses at the CEPU as an alternative to the college, which would be cost effective and save on travel time. It was confirmed that it would be beneficial to deliver other courses in the CEPU as apposed to the college, which the Chief Emergency Planning Officer was currently investigating.

The Chief Emergency Planning Officer commented that subsequent to the Dreamspace presentation last year all four local authorities now had Safety Advisory Groups which were processing events in a similar fashion, which enabled a corporate approach across Cleveland.

Decision

That Members noted the verbal update.

13. Leadership and Management Degree (Chief Emergency Planning Officer)

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer advised that the Assistant Director of Transport and Engineering of Hartlepool Borough Council had introduced an accredited Resilience course which provided forty credits towards a Leadership and Management Degree, which would be delivered by Teesside University. The course would be suitable for a local authority middle / senior manager and the course content covered; 'Understanding what resilience is', 'How to cope in a crisis' and two case studies, the first on 'Decision making' and the second on 'Planning for events / incidents'.

Members questioned if the course would be available for the four local authorities only or for a wider audience such as Amec and other chemical sites. The Chief Emergency Planning Officer advised that the course would be available for North LRF, the four local authorities and Darlington Borough Council.

Decision

That Members noted the verbal update.

14. Provisional Schedule for 2012-2013 Emergency Planning Joint Committee (Democratic Services Officer)

Purpose of report

To receive confirmation of proposed schedule of 2012-2013 Emergency Planning Joint Committee dates and times.

Issue(s) for consideration by the Committee

The provisional dates for future Emergency Planning Joint Committee were:

- 10.00 am Tuesday 23 October 2012
- 10.00 am Tuesday 22 January 2013
- 10.00 am Tuesday 25 June 2013

Decision

That the Committee confirmed the proposed schedule for 2012-2013.

PJ DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 20 June 2012

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

Report to: Cleveland Emergency Planning Joint Committee

Report from: Chief Finance Officer

Date: 23 October 2012

Subject: Revenue Financial Monitoring Report to end September 2012

1. PURPOSE

1.1 To provide details of progress against the Joint Committee’s overall revenue budget for 2012/2013.

2. BACKGROUND

2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2012/2013 revenue budget.

2.2 The Committee provides political accountability for the Joint EPU and oversees the EPU from a political viewpoint. The Committee itself does not have a budget but oversees that the Chief Emergency Planning Officer receives the funding from the four local authorities within the Tees Valley to enable the EPU to provide a joint service to them and that on behalf of the EPU he spends the money wisely and within budget.

3. FINANCIAL POSITION

3.1 The latest position is summarised below:

Actual Position 30/09/12					
Approved Budget £	Description	Expected Budget £	Actual Expenditure/ (Income) £	Variance to Date Adverse/ (Favourable) £	Projected Outturn Variance Adverse/ (Favourable) £
0	Emergency Planning	(170,960)	(228,882)	(57,922)	(18,000)
0	Emergency Planning - Environment Agency	(12,943)	(12,943)	0	0
0	Local Resilience Forum (LRF)	(4,673)	(4,673)	0	0
0	Total	(188,576)	(246,498)	(57,922)	(18,000)

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- 3.2 There is currently a favourable variance on the main Emergency Planning budget. It is anticipated that the majority of the budget will be spent by the end of the financial year leaving a small favourable variance of £18,000. The variance primarily relates to salary costs. Following Job Evaluation employees are budgeted at the top of their pay scale. However, some employees have not yet reached their maximum scale point, resulting in an underspend against the pay budget. In addition the EPU received a contribution of £5,000 from the NHS for accommodation that had not been anticipated.
- 3.3 It is proposed that in line with the Joint Committees decision on the 8th November 2011, the underspend is transferred to reserves to support service delivery in future years, in anticipation of resources becoming increasingly constrained.

4. **RECOMMENDATIONS**

- 4.1 That Members note the contents of the report and approve the underspend be transferred to reserves to support future service delivery.

Report to: Emergency Planning Joint Committee
From: Chief Emergency Planning Officer
Date: 23 October 2012
Subject: Cleveland Local Resilience Forum – funding.

1. Purpose of the Report

- 1.1 To inform Members of the review of the Cleveland Local Resilience Forum (CLRF), in particular the review of partner funding for the management and secretariat functions.
- 1.2 To inform members of the increased income from the Local Resilience Forum commencing April 1st 2013.

2. Background

- 2.1 The CLRF commissioned a review of the Forum and its constituent groups in late 2011. This was undertaken by a small number of partners who made a series of recommendations to the May 2012 CLRF Chief Officer Group meeting.
- 2.2 Having agreed the recommendations a group was established to take forward the recommendation to review the funding of the CLRF.
- 2.3 The group considered the current guidance with regard to funding and operating an LRF and the history of the current funding arrangements. It is worthy of note that there is no national or local guidance upon funding of an LRF and it is very much left to the partners to consider their own arrangements for the management and funding. The history of the current position is articulated in the following sections.
- 2.4 The CLRF agreed in 2005 that the Chief Emergency Planning Officer undertake to provide the secretariat function.

- 2.5 In 2006 CLRF agreed to a funding proposal to the CEPU of £25k pa. However this only ever realised contributions of £21k from the following partners.

Cleveland Police	£8k
Cleveland Fire Brigade	£3k
NEAS	£2k
PCT	£2k
Hartlepool BC	£1k
Stockton BC	£1k
Redcar and Cleveland BC	£1k
Middlesbrough BC	£1k
PD Teesport	£1k
North Tees and Hartlepool Trust	£500.00
James Cook Trust	£500.00

This position remains today.

- 2.6 The CLRF agreed in 2006 to the creation of the post of Secretariat managed by CEPU. Funding (as above) was used on the basis of:

1. Salary for post (18 hours pw),
2. Resources and training for post holder,
3. LRF training events, etc.

Anything remaining would be used to offset the management costs.

This post was established in 2008, a further 3 years of funding being agreed in 2010 by the CLRF.

- 2.7 Also in 2008 the Chief Emergency Planning Officer was appointed as CLRF Manager, a post without remuneration from the LRF.
- 2.8 The management and secretariat provision by the CEPU continues although the service delivered now exceeds that which was funded in 2006, this despite a 20% reduction in funding to the CEPU by April 1st 2013. This is outlined at Section 3 below.
- 2.9 It is relevant and worthy of note that the CLRF has agreed to the review recommendation that the management and secretariat provision remain with the CEPU.

3. Current service provision and comparison to other LRFs.

3.1 The review of the CLRF has highlighted the services provided by CEPU to facilitate the operation of the LRF. These are summarised as:

1. Management and secretariat for the Chief Officer Group.
2. Administration, leadership and secretarial support to all sub groups and ad hoc task and finish groups
3. Performance management of the work of the CLRF
4. Representation at local and national conferences and meetings
5. Assessment, action and circulation of government circulations and directives
6. Provision of accommodation and refreshment for meetings
7. Provision of training
8. Travel and transportation

3.2 A recent study (by no means scientific) showed that in February 2012 a third of the time of the CEPU's Chief Emergency Planning Officer and Emergency Planning Team was committed to the work of the CLRF. There are distinct benefits to the CEPU in undertaking this work, and hence by default, benefit to the local authorities in Cleveland, however there is immense benefit to the other CLRF partners who do not ordinarily take the lead or responsibility for CLRF work.

3.3 By way of comparison the funding of Durham and Darlington's LRF and Northumbria LRF is shown below.

Durham and Darlington

Durham Police	£7,500
Fire	£7,500
Durham County Council	£7,500
Darlington Borough Council	£7,500
Durham and Darlington PCT	£7,500
NEAS	£3,500
Total	£41,000

Northumbria

Gateshead Council	each pay	£3,375
Newcastle Council		
North Tyneside Council		
Northumberland Council		
South Tyneside Council		
Sunderland Council		
Northumberland FRS		
Tyne and Wear FRS		
Northumbria Police		
North of Tyne NHS		
South of Tyne NHS		
NEAS		

Total		£40,500
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- 3.4 It should be noted that in each of these LRFs the salary of the co-ordinator is taken from this funding, some £26k for Durham and Darlington and minimum £30k for Northumbria. The remaining funds do not provide the same level of administration and support as in Cleveland, member agencies of these two LRFs having to find their own minute takers, accommodation etc for LRF meetings which they lead upon. Therefore there is hidden additional cost to the members, unlike Cleveland where this is all facilitated through the CEPU.
- 3.5 North Yorkshire LRF is facilitated similar to Cleveland's in so much as the manager of the County's Civil Contingencies Unit also manages the LRF and his Unit provides the secretarial support. That LRF provides funds to his Unit of £38,000.

4. Future Funding

- 4.1 The sub group established to review the funding of the CLRF proposed that funding should be agreed by the current main responder funders to the sum of £5,000 each to demonstrate equitable contribution. These contributions are predicated on the CEPU providing a continued and enhanced service to the value of £38,000 to £42,000 per annum

These are:

- Cleveland Police
- Cleveland Fire Brigade
- NEAS
- PCT
- Hartlepool BC
- Stockton BC
- Redcar and Cleveland BC
- Middlesbrough BC

- 4.2 Recognition is given to the changing health landscape and loss of PCT That will affect that funding stream. Continued dialogue is necessary with the co-chairs of the Local Health Resilience Partnership in its shadow form before go live in April 2013, with regard to their funding position.
- 4.3 Negotiation will be undertaken with the Foundation Trusts and PD Teesport with regard to their current contributions.
- 4.4 In the absence of any national direction or locally agreed process for the consideration of CLRF funding, the Chief Emergency Planning Officer tabled this matter at a meeting with the Chief Constable and local authority Chief Executives (or their representative) at a meeting on the 28th June. At this meeting the Chief Constable stated her position to continue to provide £8k per annum funding, recognising that the additional £3k could be used to offset the need for continued partnership command training, which had been delivered at a cost to the CEPU budget. Members of the authorities directed that this issue be tabled at the Tees Valley Chief Executive's meeting.
- 4.5 Subsequent to that meeting representation has been made to reduce the proposed local authority funding contribution from £5k to £3k, in recognition that the local authorities fund the CEPU already. This rationale is understood however it is recommended that the funding of these two bodies be separated as one must consider that were the CLRF to be managed and administered by another member, they would rightly expect commensurate funding to do so.
- 4.6 At their meeting on the 4th September 2012, the CLRF Chief Officer Group considered this funding paper and subsequent agreement was reached to increase partner contributions to £38,000 per annum from April 1st 2012, an increase of £19,000.
- 4.7 The increased contributions will enable the CEPU to continue to provide the excellent service to the CLRF. It will also go some way to off set the reduction in its funding contributions from the four local authorities, reduced by 20% over a three year period.

5. Recommendations

- 5.1 Members are asked to note the report.

Report Author: Andy Summerbell
Chief Emergency Planning Officer and LRF Manager
Report date: 1st October 2012

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 23 October 2012
Subject: UPDATE ON EPU PERFORMANCE INDICATORS 2012/13

1. PURPOSE OF REPORT:

To inform the Joint Committee of the progress made on achieving the performance indicators set in the 2012/13 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 2012 to 30th September 2012.
- 2.3 Administrative processes utilizing Hartlepool Borough Council's Covalent system enables the performance indicators to be effectively monitored and regularly reviewed during performance review meetings with the EPU team.
- 2.4 Appendix A to this report is a exception report from Covalent showing the rag rating for each of the actions pertinent to the EPU business for the local authorities and deliverables for the Cleveland Local Resilience Forum.

3. POINTS OF NOTE

- 3.1 Some 60 members of partner agencies have attended Strategic Command training sessions facilitated by the EPU. These are senior officers who will be required to perform in the Strategic Coordinating Group (Gold) or Tactical Coordinating Group (Silver). Refresher events are planned for January 2013. It is of note that during the flooding incident at Stockton on the 25th September 2012, officers working within the Silver room commented that they observed efficient partnership working which they contributed to the learning from the Strategic Command training.
- 3.2 Cleveland houses 34 Top Tier Comah sites, some 11 percent of the country's total. It is an accolade to the Unit and the Senior EPO for

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Industry, that all off site plans are up to date. This has been subject of recognition by the Competent Authority.

3.3 Since the presentation in October 2011 of the Dreamspace incident at Chester Le Street, officers of the EPU have worked with Hartlepool, Redcar and Cleveland and Middlesbrough in establishing their Safety Advisory Groups. Recognized as being good practice, the ISAGs have taken on board much of the process of Stockton Borough Council, although there is a keenness to continually improve. All chairs of the ISAG have attended relevant training facilitated by the EPU and delivered by an associate of the Emergency Planning College.

3.4 There has been only 4 days lost through sickness within the EPU team.

4. RECOMMENDATION:

















4.1 That Members are asked to note the report.

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






















Date: 1st October 2012

01 Core A CEPU Actions

Report Type: Actions Report
Report Author: Stuart Marshall
Generated on: 08 October 2012




















Code & Title	Status Icon	Assigned To	Due Date	Note
MIP Training needs analysis			31-Mar-2013	Discussion held by EPOs and CEPO - following milestones agreed.
Rest Centre Exercise Redcar		Rachael Campbell	30-Sep-2012	
Rest Centre Exercise Stockton		Peter Snowdon	30-Nov-2012	
Rest Centre Session August		Rachael Campbell	15-Aug-2012	Stuart and Derek Hailes
Rest Centre Session December		Robin Beach	13-Dec-2012	Robin undertaking
Rest Centre Training March		Claire Taylor	06-Mar-2013	Claire
A CEPU Annual Work Plan			31-Mar-2013	
A01 Review emergency planning arrangements in each local authority			31-Mar-2013	
A01 1 After Hours contact Ex			31-Mar-2013	
A01 2 Each LA Major Incident Plan to be reviewed			31-Mar-2013	
A01 4 MIP Walkthrough			31-Mar-2013	
A01 5 Training Needs Analysis undertaken by each borough against plan			01-Feb-2013	
A02 Produce clear guidance for Duty Officer		Stuart Marshall	01-Sep-2012	
A03 Provision of conduit for the LA		Stuart Marshall	31-Mar-2013	
A04 Test of Borough Emergency Centre process and procedures			31-Mar-2013	
A04 1 Hartlepool		Robin Beach	31-Oct-2012	
A04 2 Middlesbrough		Claire Taylor	31-Oct-2012	Borough Emergency Centre exercise planned for September 28th 2012, will also test the Major Incident Plan and Rest Centre Plan





6.2 Appendix 1

Code & Title	Status Icon	Assigned To	Due Date	Note
A04 3 Redcar		Rachael Campbell	31-Oct-2012	
A04 4 Stockton		Peter Snowdon	31-Oct-2012	to be tested exercise silverstone 7th November
A05 Rest Centre procedures and exercises			31-Mar-2013	
A05 1 Develop corporate policy across Tees Valley		Andy Summerbell	31-Mar-2013	Task and finish group on evacuation and rest centres - By end of Nov
A05 2 Four Training Sessions on Rest Centres			31-Mar-2013	
A05 3 Provision of 1 exercise involving 1 council			31-Mar-2013	RCBC - exercise on hold new date to be confirmed.
A05 4 Review Rest Centre Boxes in each LA		Stuart Marshall	15-Jun-2012	
A05 5 Review Transport Plan		Melanie Sturgeon	29-Nov-2012	Mel currently progressing.
A06 COMAH Offsite Emergency Response Plans			31-Mar-2013	
A06 1 All COMAH OFSERP plans written received within legal timescales		Tim Shurmer	31-Mar-2013	
A06 2 Annual Meeting with HSE / EA ref COMAH review		Tim Shurmer	31-Mar-2013	
A06 3 Annual review of COMAH plan Structure		Stuart Marshall	31-Mar-2013	
A06 4 COMAH Overview Document Review 1		Tim Shurmer	30-Jun-2012	
A06 5 COMAH Overview Document Review 2		Tim Shurmer	31-Dec-2012	
A06 6 Plan sign off process in place		Stuart Marshall	31-Mar-2013	
A07 To seek continued compliance with the Pipeline Safety Regs		Tim Shurmer	31-Mar-2013	
A07 1 All plans to be written / reviewed within legal timescales			31-Mar-2013	
A07 2 Annual review of pipelines structure			31-Jan-2013	
A07 3 Undertake 6 monthly review of pipelines overview 1			30-Jun-2012	
A07 4 Undertake 6 monthly review of pipelines overview 2		Tim Shurmer	31-Dec-2012	
A08 Maintain understanding of Sveso III and COMAH		Tim Shurmer	31-Mar-2013	

Code & Title	Status Icon	Assigned To	Due Date	Note
A08 1 Maintain Seat on COMAH / Pipelines EPLG		Tim Shurmer	31-Mar-2013	Trying to seek a place on cross government Seveso Implementation Team. AS.
A09 REPIR			31-Mar-2013	
A09 1 Attendance at 4 Local Community Liasion Councils or EPCC		Robin Beach	31-Mar-2013	
A09 2 Four emergency planning liasion meetings		Robin Beach	31-Mar-2013	Changed from 4 per year to two per year.
A09 3 Meet legal duties ref REPIR Plan		Robin Beach	31-Oct-2012	To be issued by end of October by RB.
A09 4 Participation in level 1 exercises		Robin Beach	30-Nov-2012	
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIR<new action>			31-Mar-2013	
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period		Stuart Marshall	31-Mar-2013	
A10 2 Annual report submitted to the LRWG and LRF		Stuart Marshall	14-Feb-2013	
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.		Robin Beach	31-Mar-2013	
A10 4 Key learning points and actions submitted into Covalent		Stuart Marshall	31-Mar-2013	
A11 Assist with the development and promotion of Independant Safety Advisory Groups		Andy Summerbell	29-Mar-2013	
A11 1 Work with the local authourities to establish SAG provision or develop current provision			01-Aug-2012	All 4 operating a SAG> Ongoing - process / policy to be finalised in 3 boroughs.
A11 2 Write a policy for SAG acceptable to all Local Authourities		Andy Summerbell	01-Aug-2012	No longer relevant - transfer to all 4 having a policy in place.
A12 Develop a programme of community resilience initiatives			31-Mar-2013	
A12 1 Identify communities at risk		Matthew Shepherd	01-Aug-2012	Work ongoing re: plotting of scores against communities on GIS. Work being undertaken by Matthew Shepherd on identifying communities at risk below the Cleveland Level
A12 2 Produce information		Matthew Shepherd	31-Mar-2013	
A12 3 Work with community safety partnerships		Matthew Shepherd	31-Mar-2013	
A13 Working with the voluntary sector in emergency planning			31-Mar-2013	

6.2 Appendix 1

Code & Title	Status Icon	Assigned To	Due Date	Note
A13 1 1 Live play rest centre exercise involving voluntary agencies		Claire Taylor	31-Mar-2013	Exercise planning with Richard Pink, exercise due to take place April 2013
A13 2 4 Training sessions / presentations to or with voluntary agencies		Claire Taylor	31-Mar-2013	Matthew 1 x community resilience presentation, Exercise Chit Chat Feedback.
A13 3 Conduct one out of hours contact exercise		Claire Taylor	31-Aug-2012	Completed 19.07.12 Exercise Chit Chat
A13 4 Hold 4 meetings with the voluntary sector		Robin Beach; Craig Taylor	31-Mar-2013	VELG - quarterly meetings 3 held so far.
A13 5 Involve one or more voluntary agencies in 2 exercises		Stuart Marshall	31-Mar-2013	Exercise Chit Chat 13th July 2012
A14 Provision of internet sites			31-Mar-2013	Need for review of the website required. AS, RB and MS to take forward.
A14 1 New cover story on CEPU website quarterly		Robin Beach	31-Mar-2013	
A14 2 Place items onto website within 5 days of receipt		Robin Beach	31-Mar-2013	
A14 3 Publish events / training of LRF partners on website		Stuart Marshall	31-Mar-2013	
A14 4 Publish events/training of LRF partners on website.		Stuart Marshall	31-Mar-2013	
A14 5 Web site reviewed every 28 days		Robin Beach; Matthew Shepherd	31-Mar-2013	
A15 Promote BCM to SMEs			31-Mar-2013	
A15 1 Promote BCM in appropriate forums		Matthew Shepherd	31-Mar-2013	
A15 2 Signpost SMEs to further information advice and templates		Matthew Shepherd	30-Sep-2012	Provided information to Climate Change North East for distribution at regional event aimed at Businesses.
A16 BC Plan for CEPU			31-Mar-2013	
A16 1 Conduct an annual exercise involving the plan		Rachael Campbell	31-Mar-2013	Business continuity plan for the unit was refreshed at the beginning of the financial year and was then the subject of extensive exercise on the 18th September 2012 involving all staff within the Unit teams. This has led to an action plan to improve resilience of the unit.
A16 2 Review CEPU BCM Plan		Rachael Campbell	31-Mar-2013	To be updated by next financial year.
A17 CEPU Strategic Risk Register			31-Mar-2013	
A17 1 Produce and maintain an EPU strategic Risk		Rachael Campbell;	31-Mar-2013	-- enter new status update --

Code & Title	Status Icon	Assigned To	Due Date	Note
Register		Andy Summerbell		
A18 Circulation of minutes of meetings and other information recieved by the unit		Kerry McArdle; Elaine Reid	31-Mar-2013	From Andy Summerbell 04/10/2012; A18 – The Administration process is embedded and timescales for document management and circulation are being achieved. There remain issues with some partners around the timely issuing of invoices for exercises which can delay process and payment. This is being addressed but could be indicative of reducing personnel in some agencies. -- enter new status update --
A19 Submission of requests for invoices for exercises and / or plans.		Tim Shurmer	31-Mar-2013	
A20 Develop and review admin procedures within the unit.		Lucille Anderson; Andy Summerbell	31-Mar-2013	From Andy Summerbell 04/10/2012; this action is on track and the office manual was amended in Sept
A21 Income generation		Lucille Anderson	31-Mar-2013	From Andy Summerbell 04/10/2012. Income generation from courses achieved £5914 in 2011/12 and to the end of September 2012 we have achieved income of £2865. A number of courses are planned for the remainder of the fiscal year which should see this increased. Room hire income in 11/12 was achieved through the external booking of the conference room on 12 occasions, currently there have been 9 such bookings in the current year and therefore it is expected to achieve greater return than the previous year.

02 Core B CLRF Actions

Report Type: Actions Report


















Report Author: Stuart Marshall






















Generated on: 08 October 2012



Code & Title	Status Icon	Assigned To	Due Date	Note
B Work on behalf of the LRF			31-Mar-2013	
B01 Manage the LRF Plan and associated actions			31-Mar-2013	
B01 1 Production of the annual plan		Andy Summerbell	31-Mar-2013	
B01 2 Conduct 6 monthly review of LRF annual plan		Andy Summerbell	30-Sep-2012	Incorporated into LRF review.
B01 3 Production of annual report and actions update		Andy Summerbell	31-Mar-2013	
B01 4 Call in assessment of 6 High / Very High Risks		Emergency Planning Unit CLRF Risk Group	31-Mar-2013	Flooding undertaken in August 2012
				Industrial Accidents undertaken - August 2012
				Risk call in of the Hazardous Transport to be undertaken today 17/07/2012
				A19 Flyover called in and action plan being followed.
B01 5 Monitor all LRF actions using Covalent		Stuart Marshall	29-Mar-2013	
B02 CEPO to manage LRF			31-Mar-2013	
B02 1 LRF Meetings		Andy Summerbell	31-Mar-2013	Ongoing and on target
B02 2 LRWG Meetings		Andy Summerbell	31-Mar-2013	
B02 3 CMEF Meetings		Andy Summerbell	31-Mar-2013	
B02 4 CCS Gateway bulletins to be summarised and actions allocated		Andy Summerbell	31-Mar-2013	
B03 Provision of a comprehensive Cleveland Community Risk Register			31-Mar-2013	
B03 1 EPU to maintain CRR		Emergency Planning Unit CLRF Risk Group	31-Mar-2013	
B03 2 Hold agencies to account for planning against risk		Andy Summerbell	31-Mar-2013	Being undertaken in group meetings and call ins.
B03 3 Hold four meetings of RAWG annually		Emergency Planning Unit CLRF Risk Group	31-Mar-2013	Meeting in October - group to be asked if they want a full review of the risks.
B03 4 Implement a robust process of risk control measure scrutiny		Emergency Planning Unit CLRF Risk Group	31-Mar-2013	Being undertaken via call in sessions.
B03 5 Report to Local Resilience Forum annually		Emergency Planning Unit CLRF	04-Dec-2012	-- enter new status update --

Code & Title	Status Icon	Assigned To	Due Date	Note
		Risk Group		
B03 6 Develop LRF Horizon Scanning analysis		Andy Summerbell	04-Dec-2012	Ongoing with Teesside Uni. October 15th Scoping complete.
B04 Provide secretariat and SEPO support for all LRF Sub-Groups and Chair if required			31-Mar-2013	
B04 1 Administer all strategic LRF meetings and Sub-groups		Andy Summerbell	31-Mar-2013	
B04 2 CEPU representation at all LRF and sub-meetings		Andy Summerbell	31-Mar-2013	
B04 3 All actions entered into Covalent and tracked for completion		Stuart Marshall	31-Mar-2013	
B05 Provide opportunity for LRF members to develop learning to be an effective member of a SCG			31-Mar-2013	
B05 1 Facilitate one Gold training event for LRF Members		Andy Summerbell	31-Mar-2013	Command training undertaken on the following dates. 19 and 20th March 2012 and final session undertaken on 27th June 2012. Delivered by George Cooper.
B05 2 Facilitate two loggist Training events for those supporting SCG members		Stuart Marshall	31-Mar-2013	
B06 Develop and review plans for flooding including reservoir inundation			31-Mar-2013	Multi-Agency Flood Plan reissued March 2012 by Matthew Shepherd.
B06 1 Review adverse weather protocol		Emergency Planning CLRF Flood Risk Group	31-Mar-2013	
B06 2 Review multi-agency flood plan		Emergency Planning CLRF Flood Risk Group	31-Mar-2013	
B06 3 Review reservoir inundation plan		Emergency Planning CLRF Flood Risk Group	31-Mar-2013	3 year review - note capacity change is possible lowering volume required to plan for. Plan issued 18 July 2012.
B06 4 Review flood rescue capabilities register		Emergency Planning CLRF Flood Risk Group	31-Mar-2013	
B06 5 Conduct one exercise with a flood scenario		Emergency Planning CLRF Flood Risk Group; Stuart Marshall	31-Mar-2013	Suggestion ref exercise in October MATD snow and flooding TBC. Currently with Tom Punton ref dates.
B06 7 Deliver community resilience in 4 areas at risk of flooding		Matthew Shepherd	31-Mar-2013	
B07 Recovery and Hummanitarian Assistance Planning			31-Mar-2013	
B07 1 Review the CLRF Recovery Plan		Andy Summerbell	31-Mar-2013	
B07 2 Review the Hummanitarian Assistance Plan		Emergency Planning CLRF Health and Welfare Group	31-Mar-2013	
B07 3 Review the Site Clearance Plan		Matthew Shepherd	31-Mar-2013	Previous plan June 2011

6.2 Appendix 2

Code & Title	Status Icon	Assigned To	Due Date	Note
B07 4 Conduct one recovery exercise		Stuart Marshall	31-Mar-2013	Exercise Silverstone Recovery to be scheduled on the 8th November 23rd Feb 2012 Welfare and humanitarian assistance day held at Wynyard.
B08 Evacuation and Shelter Planning			31-Mar-2013	
B08 1 Review Evacuation and Shelter Planning		Dave Moir	31-Mar-2013	Task and finish group - held on 10th Sept. 21st and 22nd Nov work to be progressed. Evacuation guidance added to NRE following LRF Sign Off.
B08 2 Review the Transport Plan		Melanie Sturgeon	31-Mar-2013	With Mel to update by end of October.
B08 3 Test evacuation in at least one exercise		Stuart Marshall	31-Mar-2013	Exercise Silverstone scenario will include evacuation / Shelter decision to be made by SCG / TCG.
B08 4 Review process for the identification of the vulnerable people in the community.		Andy Summerbell	29-Mar-2013	
B09 Manage the exercise and training programme for the LRF			31-Mar-2013	
B09 1 Agreed multi-agency exercise and training calendar (2013-14)		Emergency Planning CLRF EPG; Stuart Marshall	29-Mar-2013	Calendar 2012 - 13 issued and approved by LRF / LRWG.
B09 2 Exercise Planning Group Meetings		Emergency Planning CLRF EPG; Stuart Marshall	29-Mar-2013	
B09 3 Key actions identified as a result of exercises entered into Covalent for monitoring		Stuart Marshall	29-Mar-2013	
B10 Develop capabilities with regard to accident involving road tanker carrying hazardous chemicals			29-Mar-2013	Risk call in undertaken on hazardous transport July 2012.
B10 1 Review Hazardous Transport Plan		Emergency Planning Hazardous Transport Liasion Group	29-Mar-2013	
B10 2 Conduct live exercise to learn the lesson and develop the Hazmat plan		Emergency Planning CLRF EPG; Stuart Marshall	30-Nov-2012	
B11 Develop capabilities to manage impact of pandemic flu or heat wave.			29-Mar-2013	
B11 1 Review the pandemic flu plan against recent new government strategy		Louise Wallace	29-Mar-2013	Undertaken at the LRF meeting in September 2012.
B11 2 Review mass fatalities plan		Andy Summerbell	29-Mar-2013	Fatalities and casualties T&F against risk to be undertaken in October.
B11 3 Review emergency mortuary plan		Dave Moir; Claire Taylor	29-Mar-2013	Out for consultation until 8th October in draft. To be signed off by BPG in absence of significant feedback.

Code & Title	Status Icon	Assigned To	Due Date	Note
				Plan review completed and draft sent to Temporary Mortuary Group for consultation in July 2012. Plan to go to LRF in October 2012 for further consultation and sign off
B12 Develop contingencies in respect of cover due to industrial action by workers providing a critical service			29-Mar-2013	
B12 1 Develop SCG / TCG mobilisation plan		Dave Moir	29-Mar-2013	
B12 2 Develop monitoring process to ensure Cat 1 and 2 responder BCMs are in place and tested		Andy Summerbell	29-Mar-2013	
B13 Develop contingencies for potential localised industrial accident involving toxic release causing death and injury			29-Mar-2013	
B13 1 Review COMAH plans		Stuart Marshall	21-Dec-2012	
B13 2 Review pipeline plans		Stuart Marshall	23-Nov-2012	
B13 3 Develop new communication strategy for public and industry		Emergency Planning CLRF Media Forum	29-Mar-2013	
B14 Develop contingencies for major reservoir dam collapse affecting commercial and domestic properties and causing fatalities.		Matthew Shepherd	17-Dec-2012	
B14 1 Completion of the reservoir plan		Matthew Shepherd	30-Nov-2012	Plan issued 19th July 2012 via e-mail and paper copy.
B14 2 Conduct a walkthrough of the reservoir plan		Matthew Shepherd	17-Aug-2012	This was done at the last Flood Risk Working Group (July 2012)
B14 3 Implementation of the plan with LRF partner agencies			17-Aug-2012	
B15 Develop/review contingencies and plans to prepare for a terrorist attack			29-Mar-2013	
B15 1 Establish an LRF Contest sub-group with actions taken from the national strategy including critical infrastructure.		Dave Moir	29-Mar-2013	
B16 Formalise communication methods with partner agencies before and during emergencies			29-Mar-2013	
B16 1 Review resilient telecomms plan		Robin Beach	29-Mar-2013	
B16 2 Develop implementation of of the National Resilience Extranet		Robin Beach; Andy Summerbell	29-Mar-2013	
B16 3 Produce LRF Communications Strategy and Operational practice document		Emergency Planning CLRF Media Forum	29-Mar-2013	
B17 Continuous improvement of the Local Resilience Forum and its associated processes and procedures			29-Mar-2013	
B17 1 Conclude the review of the LRF		Andy Summerbell	04-Sep-2012	
B17 2 Prepare 3 year strategy for the LRF		Andy Summerbell	29-Mar-2013	
B17 3 Propose LRF operating and governance model including funding		Andy Summerbell	04-Dec-2012	

Code & Title	Status Icon	Assigned To	Due Date	Note
B18 Learn the lessons from the potential fuel disruption caused by the tanker drivers dispute		Emergency Planning CLRF BPG Group	28-Sep-2012	
B18 1 Review LRF plan in light of findings of review by B Mclean on behalf of LRF		Claire Taylor	28-Aug-2012	One fuel plan meeting has taken place 4.07.12, Keith Frankland and Claire Taylor adding additional info to plan before further meeting (still tbc)

Report to: Emergency Planning Joint Committee
Report from: Chief Emergency Planning Officer
Date: 23 October 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 1st April and 1st October 2012.

2. Weather Warnings

2.1 During this period the Emergency Planning Unit has received 3 warnings from the Met Office relating to adverse weather conditions.

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.

AGENDA ITEM: 6.3

3.3 There were 13 Flood Alerts and 4 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 31 '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 7 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

5.1 On the 25th September 2012 flooding affected several parts of Stockton leading to approximately 150 homes being affected by flood water.

5.2 In addition to the flooding there were 1200 homes without electricity at one stage with several homes containing vulnerable people.

5.3 The incident was declared a major incident and the EPU staff worked with SBC officers over a 14 hour response period in the provision of evacuation transportation, temporary accommodation and provision of welfare support to the vulnerable. EPU staff facilitated the process to enact the recovery stage of this incident which was led by SBC officers over the following days. This recovery continues.

5.4 Debriefs of the response and recovery elements are to be held during October, findings being reported to the Cleveland Local Resilience Forum's Chief Officer Group in December 2012.

5.5 In the past twenty six weeks there have been 12 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.

5.6 The table at appendix 'A' gives brief details of some of these incidents.

5.7 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: 1st October 2012

AGENDA ITEM: 6.3

Appendix 'A' Incidents 1st April 2012 to 1st October 2012

Date	Location	Type of Incident (i)	Brief Description
2/5/12	Stockton	Road Traffic	Serious road traffic accident on A66 causing major traffic disruption.
3/5/12	Middlesbrough	Road Traffic	Oil spillage on the A66 causing major traffic disruption. EPU coordinated clear up and traffic management
12/6/12	Redcar and Cleveland	Shoreline pollution	Small scale pollution of shoreline at Saltburn Beach believed oil from vessel passing nearby. INCA and R&C arranged clear up. Level 1 incident.
19/6/12	Middlesbrough	Road Traffic	Lorry collided with road bridge and became wedged. Structural damage. Incident on A66 causing major traffic disruption.
27/7/12	Stockton	Oil spillage	Seal Sands Road affected by the loss of 200 gallons of hydraulic oil from crane. Traffic management and clear up coordinated by EPU.
25/8/12	Stockton	Chemical Release	Portrack Lane, Stockton chemical release caused during the course of believed break in to premise. No offsite implications and matter dealt with by CFB, Police and SBC.
15/9/12	Redcar and Cleveland	Explosion and fire	SSI Lackenby explosion leading to diesel tank and slag heap being on fire. Major incident for CFB and ten tenders in attendance. No offsite implications.
25/9/12	Stockton	Adverse Weather	Wide spread flooding in parts of Stockton. Major incident declared by police. Further details above.