

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

**Wednesday 7 January 2026**

**10.00 am**

**At the Emergency Planning Annex,  
Stockton Police Station, Bishop Street,  
Stockton-On-Tees, Cleveland, TS18 1SY.**

**MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-**

Hartlepool Borough Council: Councillor Owen Riddle  
Middlesbrough Borough Council: Councillor Theo Furness  
Redcar and Cleveland Borough Council: Councillor Adam Brook  
Stockton Borough Council: Councillor Nigel Cooke

**1. APOLOGIES FOR ABSENCE**

**2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

**3. MINUTES**

3.1 To receive the minutes of the meeting held on 10 September 2025 (previously published and circulated)

**4. ITEMS FOR DECISION**

No items

**5. ITEMS FOR DISCUSSION / INFORMATION**

5.1 Financial Management Update Report - *Director of Finance, IT and Digital and Chief Emergency Planning Officer*

5.2 Function and Operation of Cleveland LRF – *Cleveland LRF Chair / LRF Manager*



- 5.3 Activities Report 24/08/2025 – 12/12/2025 – *Chief Emergency Planning Officer*
- 5.4 Incidents Report 24/08/2025 – 12/12/2025 – *Chief Emergency Planning Officer*
- 5.5 Updated LGA Guidance for Councillors – *Chief Emergency Planning Officer*

**6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**

**FOR INFORMATION**

Date of next meeting – Wednesday 11 March 2026 at 10am at the Emergency Planning Annex, Stockton Police Station



# EMERGENCY PLANNING JOINT COMMITTEE

7<sup>th</sup> January 2026



**Report of:** Director of Finance, IT and Digital and Chief Emergency Planning Officer

**Subject:** FINANCIAL MANAGEMENT UPDATE REPORT

## 1. PURPOSE OF REPORT

1.1 To provide details of the forecast outturn for the current financial year ending 31<sup>st</sup> March 2026.

## 2. FORECAST OUTTURN

2.1 The latest forecast outturn is a favourable variance of £27,000 before release of reserves as shown in the table below.

**Table 1 – Main Emergency Planning Budget - Forecast Outturn as at 30<sup>th</sup> November, 2025**

	Budget £'000	Latest Forecast as at 30th November, 2025 £'000	Forecast Outturn Variance Adverse/ Favourable) £'000
<b>Main Emergency Planning Budget</b>			
Direct Costs - Employees	336	308	(28)
Direct Costs - Other	122	125	3
Income	(458)	(460)	(2)
<b>Net Position Before Reserves</b>	0	(27)	(27)
Contribution to reserves		27	27
<b>Net Position After Reserves</b>	0	0	0

2.2 There is a £28,000 favourable variation on employee costs as a result of more staff costs being chargeable to the LRF as described in further detail below.

2.3 The latest forecast for the Local Resilience Forum (LRF) budget is an overall nil variance as shown in the following table:

**Table 2 – 2025/26 LRF Forecast Outturn as at 30<sup>th</sup> November 2025**

	Budget £'000	Latest Forecast as at 30th November, 2025 £'000	Forecast Outturn Variance Adverse/ (Favourable) £'000
Direct Costs - Employees	175	160	(15)
Direct Costs - Other	85	226	141
Income	(54)	(61)	(7)
Grant	(206)	(210)	(4)
<b>Net Position Before Reserves</b>	<b>0</b>	<b>115</b>	<b>115</b>
<b>Release of Reserves - LRF Grant</b>		(189)	(189)
<b>Transfer to Reserves - Underspend</b>		74	74
<b>Net Position After Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>

2.4 The 'Nil Position after Reserves' is the result of an overall underspend of £74,000, which is shown as a Transfer to Reserves and consists of £54,000 Partner contributions and a £20,000 underspend of the current year LRF grant allocation.

2.5 Since the last report the Government has reversed its intention to half the current year's allocation. It will now provide £211,000 of in year grant on the condition that 90% of the grant is spent and that the £189,000 unspent grant held in reserves is fully utilised. This has resulted in a very challenging expenditure target, with the minimum grant underspend allowed being £21,000 i.e. 10% of the current year allocation. This has meant that a greater amount of staff time has been allocated to LRF activities in order to ensure that the grant is appropriately spent and avoid clawback. This redirection of activity has resulted in the underspend on the main Emergency Planning budget. The underspend identified above predominantly reflects the transfer of other income to reserves, rather than government grant, in order to meet the appropriate conditions.

### **3. RECOMMENDATIONS**

3.1 To note the latest outturn forecast for 2025/26.

**4. BACKGROUND PAPERS**

4.1 None.

**5. CONTACT OFFICERS**

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# EMERGENCY PLANNING JOINT COMMITTEE

7<sup>th</sup> January 2026



**Report of:** Cleveland LRF Chair / LRF Manager

**Subject:** Function and operation of Cleveland LRF

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

## 2. PURPOSE OF REPORT

2.1 To provide members of the Emergency Planning Joint Committee (EPJC) with background information on the structure and operation of Cleveland Local Resilience Forum (LRF) and an opportunity to seek clarification and assurance on the support provided by Cleveland Emergency Planning Unit (CEPU) to the LRF.

## 3. BACKGROUND

3.1 Following discussion at the EPJC, it was agreed that there would be an annual input from the LRF Chair to EPJC members. This paper aims to provide an outline of the LRF to enable members to understand the current arrangements in place within the Cleveland area, the increasing expectation on LRFs and the emerging HM Government policy. In addition the Chief Emergency Planning Officer / LRF Manager will continue to update members of the EPJC on the role and function of the Cleveland LRF and provide a copy of the LRF annual plan.

3.2 This oversight by the EPJC aligns to the LRF Governance resilience standard, which identifies arrangements to enable local political scrutiny of the governance arrangements as leading practice. Three background documents are presented to aid members in understanding the role of the LRF and HM Government policy the HM Government Resilience Action Plan (previously highlighted to the EPJC (10/09/2025), the Role of Local Resilience Forums and the National Resilience Standards on LRF Governance.

3.3 The stated purpose of the LRF process is to ensure effective delivery of those duties under the Civil Contingencies Act (CCA) 2004 that need to be

developed in a multi-agency environment and individually as a Catergory 1 responder. In particular;

- the compilation of agreed risk profiles for the area, through a Community Risk Register;
- a systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:
  - risk;
  - planning for emergencies;
  - planning for business continuity management;
  - publishing information about risk assessments and plans;
  - arrangements to warn and inform the public; and
  - other aspects of civil protection duty, including the promotion of business continuity management by local authorities; and
- support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multiagency exercises and other training events.

3.4 The LRF is a non-statutory body, and was implemented following the introduction of the CCA 2004. The Act identifies a number of agencies as Category one (including the emergency services and local authority) or Category two responders (utilities, some HM Government agencies) and imposes duties on these agencies.

3.5 In addition the LRF works with a number of key parties not identified or categorised in the act but who are critical for effective resilience including the voluntary sector, Ministry for Housing Communities and Local Government and the Military.

3.6 When the Cleveland LRF was established it was agreed that the secretariat function would be hosted within the Local Authority Emergency Planning Unit and member agencies were asked to contribute towards the additional costs of the secretariat. This model has been maintained through a combination of public and private monies with the average from agencies being £6,519.00 (Police, Fire and Local Authorities). Three other contributions are made (NEAS, Integrated Commissioning Board and PD Ports) in 2025 – 2026 bringing the total contributions by local agencies to £48,895.00.

3.7 It has become clear since 2004 that there are many duties under the Act that benefit from a central coordination function, ensuring consistency, scales of economy and a more integrated approach. Whilst the LRF was initially intended solely as a planning function (and still is under legislation) it has become evident that the structure and function can provide a benefit in response and a means of representing local views and pressures across sectors back into HM Government especially in longer term pressures / incidents.

3.8 Following recognition of the benefit of the LRFs following Brexit preparations and the response to Covid19 it was identified that additional resource was required to meet the increasing aspiration for a resilient UK as laid out in the HM Government Resilience Framework and Resilience Action Plan. A funding pilot grant was provided in 2021 and has been provided on a variable basis every year since, with uncertainty reference the amount allocated and no commitment for future funding. This short term funding presents a number of challenges that have been communicated to the EPJC and HM Government previously and it is hoped that a longer term model will be introduced in due course.

3.9 As of July 2025 the role of Chair is undertaken by Gemma Ptak, Director of Housing and Communities, Hartlepool Borough Council following the previous Chair having taken up a role elsewhere in the North East. Gemma previously led as a strategic lead for the LRF on whole of society / community resilience and is supported in role by two Vice Chairs Geoff Field (Director Environment and Community Services Middlesbrough) and Stuart Holliday (Strategic Head of EPRR at North East Ambulance Service).

3.10 The basic LRF structure is comprised of three tiers:

The Strategic Board	Provides strategic direction to members and sub-groups, actively seeks assurance from the membership, sub-groups and secretariat.
Tactical Business Group	Oversees and enables the operational work, coordinates activities and identifies areas of concern which cannot be resolved without strategic direction.
Operational Groups	<p>Operates in thematic areas, with specific objectives / areas of Local Health Resilience Partnership</p> <ul style="list-style-type: none"> <li>• Risk assessment group</li> <li>• Warning and Informing</li> <li>• Business Continuity Focus Group</li> <li>• Blue Lights Group</li> <li>• Training and Exercising Group</li> <li>• Flood Adverse Weather Group</li> <li>• Whole of Society Resilience Group</li> <li>• Voluntary Emergency Liaison Group</li> <li>• Task and finish groups as required</li> </ul>

3.11 The LRF is supported by a secretariat comprising the LRF Coordinator and LRF Manager employed by Hartlepool Council and working within the Cleveland Emergency Planning Unit. Within the North East the LRF Secretariat is unique in that it is embedded within the Local Authority Emergency Planning Unit, enabling access to wider resource and the ability to provide support out of hours if required. The additional HM Government funding has allowed for the employment of a community resilience officer and the allocation of some of the central team's resource to support a range of LRF projects.

3.12 Cleveland LRF works with a number of LRFs across the country to develop and learn from practice elsewhere with a view to reducing duplication and aiding members who cover multiple LRFs. Examples include the development of common testing matrix, risk register tools, running an annual LRF symposium, training needs analysis, common operating procedures and induction materials.

3.13 A work plan is developed every year for the LRF based on a combination of priorities identified by members, by working groups and HM Government. In addition learning from incidents and exercises, upcoming guidance and exercises, and from the LRF Secretariat. These priorities are reviewed and allocated into the action plan that is reported to the LRF strategic Board and EPJC. Whilst the plan hasn't been finalised for 2026- 2027 and there is an aspiration for a longer term plan the following have been identified as priority areas by the membership for the coming financial year.

3.14 Priorities identified for inclusion in the 2026 – 2027 workplan include:

- **Core response training** – ensuring that key competencies are maintained / new staff have an understanding of the key response and recovery mechanisms.
- **Assurance (LRF and agency systems)** – further develop systems maintained by the secretariat to enable LRF members to have greater oversight and accountability.
- **Threat management** – review of the work relating to threats (malicious activity such as terrorism) including response and recovery by LRF partners.
- **Linkage to business sector** – this remains an area with potential for strengthening further both in terms of support for business in light of managing risks such as flooding, cyber-incidents etc but also in terms of the potential support from business to communities in the event of incidents.
- **Food and water** – In light of a number of risks and incidents assessment of the needs and resources that may be required in the event of a prolonged incident impacting access / provision of food / water.
- **Local risk identification and assessment** – A significant amount of work is happening nationally which will cascade down to local areas, requiring the LRF to review local planning assumptions (i.e. how many people may require emergency accommodation in the event of tidal inundation), capability assessment (the local resource to meet these assumptions) and assurance / identification of capability gaps.
- **Community Resilience** – Continue to develop and build on the relationship and work on whole of society resilience. Following the success of a number of trials the intention is to move towards a longer term / normalised model of community resilience.
- **LRF Governance and Sustainability** – in light of the increasing expectation on LRFs and work being undertaken elsewhere (such as the trailblazers) start to consider the models of governance and resourcing that may be required in the future to meet the specific needs of the Cleveland area.

- **DEI and resilience** – Seek assurance from users that the assumptions, plans and protocols in place meet the needs of those who may require additional support and where they are found wanting are further developed to meet needs.
- **Wide area incidents response structures** – Further work is required to refine and embed the coordination structures to manage prolonged incidents across wide geographic areas.
- **Lessons from Exercise, Incidents and Inquiries** – Significant work has been undertaken within the LRF but further work is anticipated to fully align local systems to UK Guidance and incorporate the recommendations identified in by the UK Resilience Academy in a commissioned independent review.

3.15 The UK Government is currently trialing “Stronger Local Resilience Forum (LRF) Pilots” known as trailblazers across a number of areas including Manchester, Cumbria and Northumbria, introducing permanent Chief Resilience Officer (CRO) roles and increased funding to support an enhanced team of LRF officers. These Trailblazers aim to support longer term strategic resilience through empowered officers with resources and a clear mandate to coordinate local partners, drive resilience strategies, and be directly accountable to elected officials. This reform is intended to strengthen governance, integrate resilience into broader local policymaking, and enhance transparency and community oversight within LRFs across England.

#### 4. PROPOSALS

- 4.1 That members familiarise themselves with the LRF structure and operation with a view to being in a position to seek assurance.
- 4.2 That members request further information on the LRF as required for them to meet their role under the EPJC.
- 4.3 When further information is available on the findings of the trailblazer LRFs it is shared with the EPJC.

#### 5. RISK IMPLICATIONS

- 5.1 Members require assurance that the LRF operates in an effective manner and is supported by the management provided by the CEPU, failure to provide this assurance and transparency may result in concerns in the effectiveness of the LRF partnership and the critical role it undertakes.

#### 6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial considerations relating to this report.

**7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 The LRF itself is not a statutory body, however an effective LRF is seen as critical for the delivery of the duties which the local authorities and others are required to meet under the Civil Contingencies Act 2004.

**8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 8.1 There are no equality and diversity considerations relating to this report.

**9. STAFF CONSIDERATIONS**

- 9.1 There are no staff considerations relating to this report.

**10. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

**11. RECOMMENDATIONS**

- 11.1 It is recommended that members of the EPJC continue to seek assurance on the operation and effectiveness of the Local Resilience Forum from the CEPO / LRF Manager and the LRF Chair.
- 11.2 On completion of the LRF action plan for 2026-2027 it is shared with the EPJC for awareness and oversight, with regular updates to the EPJC.

**12. REASONS FOR RECOMMENDATIONS**

- 12.1 To enable members to ensure on behalf of the public an effective LRF.

**14. BACKGROUND PAPERS**

UK Resilience Action Plan

[Cabinet Office - HMG Resilience Strategy 3 .pdf](#)

The role of local resilience forums

[The role of Local Resilience Forums- v2 July 2013.pdf](#)

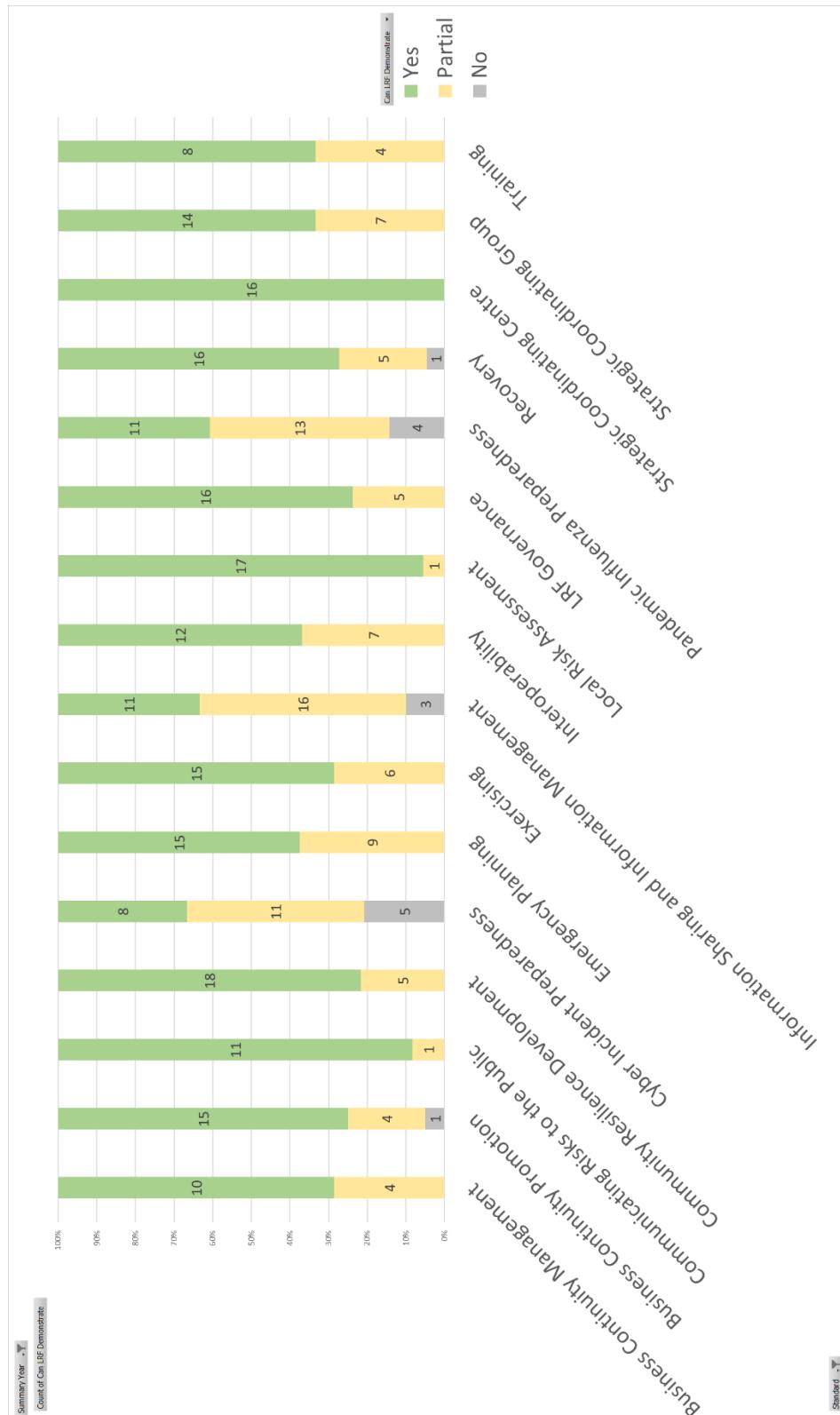
The National Resilience Standards for LRFs

[National Resilience Standards for LRFs](#)

**15. CONTACT OFFICERS**

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**Appendix 1: CLRF self-assessment against the good and leading resilience standards as of December 2025**



**Note:** Graph includes elements for both leading and good practice from the non-statutory standards for LRFs.

# EMERGENCY PLANNING JOINT COMMITTEE

7<sup>th</sup> January 2026



**Report of:** Chief Emergency Planning Officer

**Subject:** Activities Report 24/08/2025 - 12/12/2025

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

## 2. PURPOSE OF REPORT

2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

## 3. BACKGROUND

3.1 As reported and presented at the meeting in March 2023 the Cleveland Emergency Planning Unit (CEPU) produces an annual action plan, approved by the EPJC identifying key areas of work to be undertaken in 2025-26 by CEPU.

3.2 A number of actions relate directly to the statutory functions placed upon the authorities by the relevant legislation (including the Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996).

3.3 Where non-statutory duties are included, they are based upon guidance, such as that associated with the Civil Contingencies Act 2004 and the good practice contained in the SOLACE guidance on emergencies<sup>1</sup> revised and re-issued 2018, whilst non-statutory they are critical to resilience.

3.4 A summary of progress made against the Unit's 2025/6 Action Plan is outlined below.

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<sup>1</sup> SOLACE <https://www.gov.uk/government/publications/local-authorities-preparedness-for-civil-emergencies>

Area	Yet to start	Complete	Ongoing	Grand Total
CEPU Internal Functions	9	12	8	29
Community Resilience	5	13	3	21
Event Support	9	9	2	20
Financial Control	1	1		2
Industrial Emergency Planning	4	16	11	31
ITC / Cyber planning	1			1
Local authority resilience	10	33	6	49
Plans and procedures	7	8	7	22
Risk Assessment	1	1	4	6
Support review of the development of the LRF		1		1
Support, review and development of the LRF	7	4	6	17
Training and exercising	12	8	5	25
Training Needs		1		1
Warn and inform	2	7		9
<b>Grand Total as of December 2025</b>	<b>68</b>	<b>114</b>	<b>52</b>	<b>234</b>
Previous report (September 2025)	130	48	56	234

3.5 Significant pieces of work from the CEPU work plan completed in period include:

- Training needs analysis of LA requirements
- Quarterly test of activation system
- Audit of borough emergency centres
- Review of Grenfell Inquiry recommendations
- COMAH exercises planning scheduled including domino site
- Review of LA and CEPU websites
- Collated list of events compiled
- Review of annual recharges to industry
- Provision of emergency / rest centre training

3.6 Additional pieces of work by CEPU relating to local authorities in period not included within the annual plan include:

- Updated contact lists across the partnership
- Support for a national exercise
- Support for the release of updated LGA guidance on civil emergencies
- Testing of resilient telecommunications
- Review of risk assessment process and development of software
- Engagement with the communities and strengthened links with the Voluntary Development Agencies including testing
- Contribution to development of national peer review and nuclear forums

Group / Borough	Complete	Ongoing	Redundant	Yet to start	Grand Total
Blue Lights Group	2	4		1	7
Business Continuity Focus Group	9				9
COMAH Review	3	1			4
Community Resilience	1	10			11
Death Management Group	8	3			11
FAWG	5	2			7
NE Cyber Group	1	2		1	4
NE Death Management Group	5	1			6
NE Risk Plus Group	4	2			6
Resilience Direct User Group	1	3			4
Risk Assessment Group	6	6			12
Strategic Board	7	7		5	19
Tactical Business Group	4	15		8	27
Training and Exercising	29	11	2	16	58
VELG	1	4			5
Warn and Inform	3	3			6
<b>Grand Total as of December 2025</b>	<b>89</b>	<b>74</b>	<b>2</b>	<b>31</b>	<b>196</b>
Previous report (September 2025)	34	88	1	73	196

(Note: the redundant actions have been identified as not required by the partner agencies who proposed exercises).

3.7 Significant pieces of work undertaken as part of the Local Resilience Forum annual action Plan and completed in period include:

- Provision of a range of training including as per Training Needs Analysis
- Review of lessons management systems via the UK Resilience Academy
- Working with marketing agency to review the communication strategy for longer term resilience
- Engagement with increasing number of Communities across the LRF area and inclusion within the capability register

3.8 Significant pieces of work undertaken in addition to the Local Resilience Forum annual action plan completed in period include:

- Planning for additional HM Government grants to support the Government Resilience Action Plan
- Review and update of death management options
- Design and provision of Multi-Agency Information Management Training
- Review of future security requirements for key LRF members
- Contribution to national debriefs / learning fora and guidance

3.9 Staffing  
There have been no changes to staffing within the period:  
The LRF support officer role remains vacant.

#### **4. PROPOSALS**

4.1 That the Chief Emergency Planning Officer continues to provide quarterly updates and additional information as requested by EPJC members on the work undertaken by the Unit on behalf of the Local Authorities and the Local Resilience Forum.

4.2 Should members require further information on any element of the EPU work plan or LRF work plan or wish to discuss activities further please contact the Chief EPO.

4.3 That the final LRF action plan is presented following sign off by the LRF Strategic Board.

#### **5. RISK IMPLICATIONS**

5.1 Failure to understand the role and remit of the role of the Unit may result in a lack of preparedness or resilience within the authorities.

#### **6. FINANCIAL CONSIDERATIONS**

6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.

7.2 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

#### **8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

8.1 There are no equality and diversity considerations relating to this report.

#### **9. STAFF CONSIDERATIONS**

9.1 There are no staff considerations relating to this report.

**10. ASSET MANAGEMENT CONSIDERATIONS**

10.1 There are no asset management considerations relating to this report.

**11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS**

11.1 There are no Environment, Sustainability or climate change considerations directly applicable to the content of this report.

**12. RECOMMENDATIONS**

12.1 That members seek involvement and clarification on the CEPU Action Plan where appropriate.

12.2 That the CEPO continues to develop the CEPU Annual Action Plan and the EPJC standard report to provide assurance to EPJC members that the key considerations continue to be met and that members are updated at the quarterly EPJC meetings reference any amendments / additional actions.

**13. REASONS FOR RECOMMENDATIONS**

13.1 To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident and that key elements are being delivered.

**14. BACKGROUND PAPERS**

None presented.

**15. CONTACT OFFICERS**

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# EMERGENCY PLANNING JOINT COMMITTEE

7<sup>th</sup> January 2026



**Report of:** Chief Emergency Planning Officer

**Subject:** Incidents Report 24/08/2025 – 12/12/2025

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

## 2. PURPOSE OF REPORT

2.1 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities through provision of a list of incidents within the reporting period.

## 3. BACKGROUND

3.1 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities.

3.2 There are several mechanisms in place to ensure that CEPU are made aware of incidents both in and out of normal office hours. These include protocols with the emergency services and early warning systems with industry and agencies, for example warnings from the Met Office, Environment Agency and communications chains with local industry.

3.3 Appendix 1 lists the incidents that staff have been involved in or notified of.

3.4 A number of these incidents have been followed up with multi-agency debriefs the learning from which is shared with agencies and where appropriate actioned via the Local Resilience Forum / agencies internal procedures. On occasion lessons are shared nationally on the Joint Organisational Learning (JOL) platform.

**4. PROPOSALS**

4.1 Members familiarise themselves with the range of incidents that have occurred with a view to seeking additional detail / clarification if required.

**5. RISK IMPLICATIONS**

5.1 Failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.

**6. FINANCIAL CONSIDERATIONS**

6.1 There are no financial considerations relating to this report.

**7. LEGAL CONSIDERATIONS**

7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.

7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

**8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

There are no equality and diversity considerations relating to this report.

**9. STAFF CONSIDERATIONS**

There are no staff considerations relating to this report.

**10. ASSET MANAGEMENT CONSIDERATIONS**

There are no asset management considerations relating to this report.

**11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS**

There are no Environmental, sustainability or climate change considerations relating to this report.

**12. RECOMMENDATIONS**

That members consider the incidents listed and seek any additional information as required in their role of EPJC members.

**13. REASONS FOR RECOMMENDATIONS**

To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident.

**14. BACKGROUND PAPERS**

None presented.

**15. CONTACT OFFICERS**

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**Appendix 1 Incidents of note 24/08/2025 – 12/12/2025**

<b>Date</b>	<b>Borough</b>	<b>Location</b>	<b>Type of incident</b>	<b>Additional Information</b>
28/08/2025	Stockton On Tees	Thornaby Industrial Estate	RTC / concern ref gas	RTC impact on gas Substation. Gas engineers attended and made safe.
13/08/2025	Out of area	North York Moors	Fire	Cleveland Fire Brigade providing mutual aid. Monitoring of potential for move north.
15/08/2025	Hartlepool	Business in Seaton	Fire	Gas bottle "exploded" Business near by evacuated
09/09/2025	Hartlepool	Power Station	Chemical	CO2 release in reactor hall no off-site effects
23/09/2025	Stockton On Tees	North Tees	Chemical	Pin holes identified in tank, CFB attended and protective standby whilst tank decanted to nearby vessel
18/10/2025	Redcar & Cleveland	Redcar	Unclassified	BC issue - loss of IT across services in RCBC
05/11/2025	Middlesbrough	Knowle road Billingham	Fire	Fire leading to some properties evacuated residents. Accommodation arranged for vulnerable persons.

# EMERGENCY PLANNING JOINT COMMITTEE

7<sup>th</sup> January 2026



**Report of:** Chief Emergency Planning Officer

**Subject:** Updated LGA Guidance for Councillors

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## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

## 2. PURPOSE OF REPORT

2.1 To draw members attention to the recently issued “A councillor’s guide to civil resilience” issued by the Local Government Association.

## 3. BACKGROUND

3.1 The LGA recently (November 2025) updated their 218 guidance for Councillors. The document provides an overview of the role of the Local Authority, Councillors (Senior Councillors and Ward) and how senior officers can support councillors in their role. The guidance goes in more detail than previous and includes a greater recognition of the longer-term role of councillors within communities.

3.2 The document also contains a number of questions to aid councillors in seeking assurance on the arrangements in place within their authorities including potential questions for scrutiny committees.

3.3 Case studies are used to illustrate the application of the guidance, including the role of ward councillors within Hartlepool and the work undertaken on restorative justice, but also examples of building community resilience (test Valley) and strengthening resilience policy and practice through councillors insights (Manchester).

3.4 As with the previous LGA guidance the Cleveland Emergency Planning Unit (CEPU) will incorporate the new guidance into future annual workplans, ensuring a clear alignment to the guidance and reporting to this committee.

#### **4. PROPOSALS**

- 4.1 That the EPJC members review the updated LGA guidance and share with colleagues within their respective authorities.
- 4.2 That should members require further information on any element of the guidance and how it is put into practice they contact the Chief EPO.
- 4.3 That the updated guidance is incorporated into the CEPU annual action plan that will be presented to the EPJC and will be delivered from April 2026.

#### **5. RISK IMPLICATIONS**

- 5.1 The ability to seek assurance and provide a clear understanding of role, including during response will aid a more effective and integrated response to communities needs, failure to do so is likely to impact.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

#### **8. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 8.1 There are no equality and diversity considerations relating to this report.

#### **9. STAFF CONSIDERATIONS**

- 9.1 There are no staff considerations relating to this report.

#### **10. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

## **11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS**

11.1 There are no Environment, Sustainability or climate change considerations directly applicable to the content of this report.

## **12. RECOMMENDATIONS**

12.1 That members review the guidance and share with colleagues within their respective authorities.

12.2 That should members require it they seek advice on the local arrangements in place from the CEPO.

12.3 That the key elements are incorporated into the CEPU action plan 2026 progress against which will be reported to this committee.

## **13. REASONS FOR RECOMMENDATIONS**

13.1 To ensure that members of the EPJC and wider councils are aware of and can utilise the guidance from the LGA when undertaking their role.

13.2 That members can be assured that as a category one responder the local authorities are actively utilising the work undertaken in their authority areas via the CEPU workplan.

## **14. BACKGROUND PAPERS**

The LGA guidance is accessible from:

[A councillor's guide to civil resilience | Local Government Association](#)

## **15. CONTACT OFFICERS**

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