

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

11 June 2013

at 10.00 am

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

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council:-
Councillor Marjorie James

Middlesbrough Borough Council:-
Councillor Charles Rooney

Stockton Borough Council:-
Councillor David Rose

Redcar and Cleveland Borough Council:-
Councillor Steve Goldswain

1. APPOINTMENT OF CHAIR
2. APPOINTMENT OF VICE-CHAIR
3. APOLOGIES FOR ABSENCE
4. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS



5. **TO RECEIVE THE RECORD OF DECISION IN RESPECT OF THE MEETING HELD ON 22 JANUARY 2013** (previously circulated)

6. **ITEMS FOR DECISION**

- 6.1 2012/13 Revenue Outturn Report – *Chief Finance Officer*
- 6.2 2012/13 Annual Audit Return – *Chief Finance Officer*
- 6.3 Amended EPJC Constitution – *Chief Emergency Planning Officer*
- 6.4 CEPU Annual Plan 2013-14 – *Chief Emergency Planning Officer*

7. **ITEMS FOR DISCUSSION/INFORMATION**

- 7.1 Review of CEPU Performance Indicators 2012-13 – *Chief Emergency Planning Officer*
- 7.2 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*
- 7.3 Elected Member Awareness Training – *Assistant Director, (Neighbourhoods) to report verbally*

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

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

- 9.1 Proposed schedule for future meetings attached



<p>EMERGENCY PLANNING JOINT COMMITTEE</p> <p>11th June 2013</p>
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Report of: Chief Finance Officer

Subject: 2012/13 REVENUE OUTTURN REPORT

1. PURPOSE OF REPORT

1.1 To provide details of the revenue outturn for the Cleveland Emergency Planning Joint Committee for the year 2012/2013.

2. BACKGROUND

2.1 The Accounts and Audit (Amendment) (England) Regulations 2011 requires accounts to be approved by 30th 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. PROPOSALS

3.1 The outturn position is summarised by the table below:

Outturn Position 31/03/13	
Description	Outturn Variance Adverse/ (Favourable) £
Emergency Planning	(21,076)
Environment Agency Grant	0
Local Resilience Forum (LRF)	(4,076)
Beacon Status	0
Enterprise	(4,827)
Training & Exercise Group	(9,735)
Total	(39,714)

- 3.2 There is a favourable variance of £21,076 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:
- The temporary benefit of grant funding from the Environment Agency.
 - Staff savings in relation to staff being budgeted for at the top of their grade where in some instances they have not yet reached this salary point and to a post becoming vacant mid year.
- 3.3 At the Joint Committee meeting on the 8th November 2011 it was agreed that future under-spends be transferred to the Reserves to maintain service provision in future years as funding reduces. It is proposed that this principle continues and the under-spend is transferred to reserves.
- 3.4 The 2012/13 allocation of Environment Agency Grant has been fully utilised in year. Grant has been used 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 Although an under-spend is shown on the Local Resilience Forum (LRF) budget, this actually relates to additional funding of £5,000 received from the Local Health Resilience Partnership and is earmarked for a specific project to install Wifi at the Emergency Planning Unit and Command Suite at Police HQ. Excluding this funding the LRF budget overspent by £924. The net under-spend has been transferred to reserves and £5,000 will be released in 2013-14 to fund the Wifi project costs.
- 3.7 In 2011-12 the then Chief Emergency Planning Officer set up a new project for income generation. The aim of the Enterprise project is to generate income from training provision to create a reserve that will allow contributions to support multi-agency training. At the 31 March 2013 the Enterprise project had generated £4,827 of income that has been transferred to the Enterprise Reserve.
- 3.8 In 2011-12 the then Chief Emergency Planning Officer also set up a Training and Exercise Group project. Income has been generated from contributions from the Cleveland Police Authority and the Emergency Planning Unit to build up a fund for the LRF Training & Exercise Group. This has been transferred to a Training and Exercise Reserve.

4. RECOMMENDATIONS

- 4.1 That Members approve the 2012/2013 revenue outturn and that the principle adopted at the Joint Committee meeting on the 8th November 2011 continues and the under-spend is transferred to reserves.

5. REASONS FOR RECOMMENDATIONS

5.1 To finalise reporting requirements for 2012/2013.

6. BACKGROUND PAPERS

6.1 None

7. CONTACT OFFICER

Chris Little
Chief Finance Officer
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Cleveland Emergency Planning Joint Committee

Statement of Accounts 2012/2013

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Explanatory Foreword

This foreword provides details of the 2012/2013 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 2012/2013 the contributions were as follows: -

Hartlepool	£69,658
Middlesbrough	£110,801
Redcar & Cleveland	£98,987
Stockton-on-Tees	£127,909

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 2012/2013 from recharges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999 although this was lower than anticipated. Two income generation projects set up in 2011/12 have delivered additional income to the unit. The unit also benefited from temporary grant funding from the Environment Agency which contributed to the variance at year end. Total income from all sources received in 2012/2013 totalled £603,000.

Expenditure was £563,000 and this was lower than budgeted mainly owing to staff savings in relation to staff being budgeted for at the top of their grade where in some instances they have not yet reached this salary point and to a post becoming vacant mid year.

An overall favourable variance of £40,000 has been transferred to reserves. Details of expenditure and income are set out overleaf:

APPENDIX A

EMERGENCY PLANNING - REVENUE OUTTURN REPORT 2012/2013

Line No	Description of Expenditure	2012/13 Approved Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E (E=D-C)
		£'000	£'000	£'000
	EMERGENCY PLANNING EXPENDITURE			
1	Employees	420	408	(12)
2	Premises	68	67	(1)
3	Transport	9	8	(1)
4	Supplies & Services	40	60	20
5	Third Party Payments	4	2	(2)
6	Support Services	19	18	(1)
7	TOTAL EMERGENCY PLANNING EXPENDITURE	560	563	3
	EMERGENCY PLANNING INCOME			
8	Local Authority Contributions	(407)	(407)	0
9	Fee - COMAH Regulations	(20)	(36)	(16)
10	Other Income	(103)	(160)	(57)
11	Planned Use of Reserve	(30)	0	30
12	TOTAL EMERGENCY PLANNING INCOME	(560)	(603)	(43)
13 (7+12)	GROSS OUTTURN	0	(40)	(40)
14	Transfer to Reserve Account	0	40	40
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. 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 coterminous 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 £23,500 in 2012/2013 against a budget of £22,500, funded by income from other local bodies. Additional income of £5,000 was received from the Local Health Resilience Partnership and is earmarked for a specific project

to install Wifi at the Emergency Planning Unit and at the Command Suite at Police HQ. The net under-spend has been transferred to reserves. This leaves a balance on the reserve of £31,000 to fund future years' expenditure £5,000 of which is earmarked to fund the costs of the Wifi project.

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

2011/2012 Net Expenditure £000		2012/2013 Gross Expenditure £000	2012/2013 Gross Income £000	2012/2013 Net Expenditure £000
(56)	Central Services to the Public	563	603	(40)
(56)	Net Cost of Services	563	603	(40)
(56)	Net Operating Expenditure			(40)
(56)	(Surplus) / Deficit for the Year			(40)

Balance Sheet as at 31st March 2013

31st March 2012 £000		31st March 2013 £000	31st March 2013 £000
	CURRENT ASSETS		
51	Debtor	32	
191	Bank	248	
242			280
	CURRENT LIABILITIES		
70	Creditors and other balances	68	68
172	TOTAL ASSETS LESS LIABILITIES		212
172	Earmarked Reserves	212	
172	TOTAL EQUITY		212

Notes to the Financial Statements**1. Current Debtors**

2011/2012 £000		2012/13 £000	NOTE
51	General & Other Debtors	32	a
51	Total	32	

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

2. Creditors and Other Balances

2011/2012 £000		2012/2013 £000	NOTE
70	General & Other Creditors	68	b
70	Total	68	

- 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 2012 £000		Receipts in Year £000	Payments in Year £000	Balance at 31st March 2013 £000	Note
107	Emergency Planning General Reserve	21	0	128	c
27	Local Resilience Forum	4	0	31	d
26	Beacon Authority	0	0	26	e
9	Enterprise	5	0	14	f
3	Training & Exercise Group	10	0	13	g
172	Total	40	0	212	

- 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. £5,000 is specifically earmarked to fund the costs of installing Wifi at the Emergency Planning Unit and at the Command Suite at Police HQ.
- 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 to 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.

**EMERGENCY PLANNING JOINT
COMMITTEE**
11th June 2013



Report of: Chief Finance Officer

Subject: 2012/2013 ANNUAL AUDIT RETURN

1. PURPOSE OF REPORT

1.1 To provide details of the Annual Audit Return to the Audit Commission for the Cleveland Emergency Planning Joint Committee for the year 2012/2013.

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 30th 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. RECOMMENDATIONS

3.1 That Members approve the 2012/2013 Annual Audit Return.

4. REASONS FOR RECOMMENDATIONS

4.1 To comply with the Accounts and Audit Regulations 2011 and meet statutory requirements.

5. BACKGROUND PAPERS

5.1 2012/13 Revenue Outturn Report also on the agenda.

6. CONTACT OFFICER

Chris Little
Chief Finance Officer
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Small Bodies in England

Annual return for the year ended 31 March 2013

Small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices 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 appointed by the Audit Commission.
- Section 4 is completed by the body's internal audit provider.

Each body must approve this annual return no later than 30 June 2013.

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.

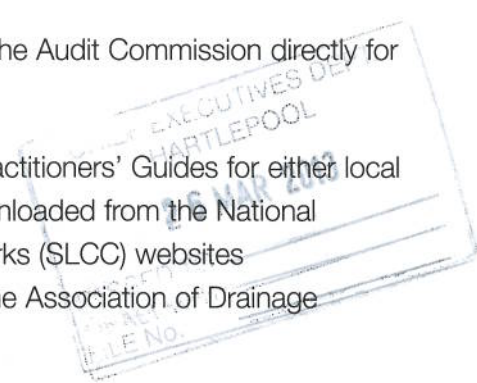
Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

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 2013.

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 or www.slcc.co.uk) or from the members area of the Association of Drainage Authorities website (www.ada.org.uk).



Section 1 – Accounting statements 2012/13 for:

Enter name of reporting body here:

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	116,030	172,182	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	596,968	603,342	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	381,210	407,574	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	189,606	156,054	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	172,182	211,896	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 plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
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 2013 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 29/05/2013

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 2012/13

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 2013, 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 and 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 and 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 certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 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 2013; 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 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 signature

External auditor 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 2012/13 to

CLEVELAND EMERGENCY PLANNING JOINT BC 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 2013.

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 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:

Name of person who carried out the internal audit: NOEL ADAMSON

Signature of person who carried out the internal audit: NOEL ADAMSON Date: 28/05/2013

***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 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guides** which 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 external 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 external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external 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 external 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 external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting statements. **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 external 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 external 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 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 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 2013 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.

**EMERGENCY PLANNING JOINT
COMMITTEE**
11th June 2013



Report of: Chief Emergency Planning Officer

Subject: AMENDED EPJC CONSTITUTION

1. PURPOSE OF REPORT

- 1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the amended constitution.
- 1.2 The constitution is attached to this report (**Appendix A**).

2. BACKGROUND

- 2.1 At the meeting held a number of issues were identified by the EPJC regarding the Constitution of the group. Primarily the failure to obtain a quorum.
- 2.2 At the meeting it was proposed that the constitution be amended to include the ability to nominate deputies to increase the likelihood of a quorum being present at future meetings.
- 2.3 The then Chief Emergency Planning Officer updated the constitution to reflect the discussion in April 2013.
- 2.4 The named members were also updated at this point to reflect changes in the membership of the group.

3. PROPOSALS

- 3.1 No options submitted for consideration other than the recommendation.

4. RECOMMENDATIONS

- 4.1 That Members note and endorse the amended EPJC constitution.

5. REASONS FOR RECOMMENDATIONS

5.1 To ensure clarity of purpose amongst members.

6. BACKGROUND PAPERS

6.1 **Appendix A)** The revised EPJC Constitution.

7. CONTACT OFFICER

Stuart Marshall Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
Regeneration and Neighbourhoods
Hartlepool Borough Council
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Stuart.Marshall@Hartlepool.gov.uk

Appendix A**Revised EPJC Constitution**
Constitution and Terms of Reference – Emergency Planning Joint Committee**Introduction**

The Emergency Planning Joint Committee is an Executive Committee of the four constituent unitary Local Authorities in the former area of the County of Cleveland, namely Hartlepool Borough Council; Stockton-on-Tees Borough Council; Middlesbrough Borough Council and Redcar & Cleveland Borough Council.

Hartlepool Borough Council have been nominated as the “host / lead” authority for the Cleveland Emergency Planning Unit (CEPU) and provide the following services and facilities for/to the CEPU:

- Human Resources
- Finance
- Democratic Services
- Legal Services
- Information Technology (IT)

Legal and Constitutional Position

The Cleveland Emergency Planning Unit is a “Joint Unit” established under articles in the constitution of each of the four local authorities, for example, article 11 and part 7, schedule ‘A’ of the constitution of Hartlepool Borough Council provide the power to establish a joint arrangement with one or more local authority and to exercise executive functions.

The power to establish a joint arrangement under the constitution of the four local authorities is conferred from Section 101 of the Local Government Act 1972 - ‘Arrangements for discharge of functions by local authorities’. Section 102 – ‘Appointment of Committees’ allows local authorities (two or more) to appoint a Joint Committee with respect to any joint arrangement made under section 101.

The definition of ‘public authority’ is set out in Schedule 1 of the Freedom of Information Act 2000. Whilst the definition is lengthy it does include at Part II section 25 that a public authority includes a joint committee constituted in accordance with sections 101 and 102 of the Local Government Act

Therefore, the legal position is that both the Emergency Planning Joint Committee and Cleveland Emergency Planning Unit are a public authority for the purposes of the Local Government Act and the Freedom of Information Act and are classed as and “outside body”.

Membership of the Emergency Planning Joint Committee

On a yearly basis the four constituent Local Authorities elect an Elected Member (Councillor) and deputy to act on their behalf as a member of the Joint Committee.

Due to the Committee having executive powers, membership is made up of a leading/senior Councillor from each of the four local authorities, for example, a Portfolio Holder or Cabinet member.

The Joint Committee meets on a quarterly basis to meet the terms of reference of the committee. Meetings are arranged and administered through the Democratic Services Officer of Hartlepool Borough Council.

The Chair of the Committee is elected on a yearly basis from the membership of the committee. This election occurs at the first meeting in the fiscal year.

2013 – 2014 membership is:

- Councillor Marjorie James, Hartlepool Borough Council
- Councillor David Rose, Stockton-on-Tees Borough Council
- Councillor Steve Goldswain, Redcar and Cleveland Borough Council
- Councillor Charles Rooney, Middlesbrough Borough Council

In recognition of the requirement to have 3 Councils represented as a quorum, all members are expected to attend meetings unless exceptional circumstances prevail.

Terms of Reference:

To exercise the executive duties and functions of the four unitary authorities in relation to the following matters:

1. To approve for each authority the annual budget required by the Cleveland Emergency Planning Unit to fulfill its duties and responsibilities on behalf of the four unitary authorities and the basis of disaggregation to be met by the constituent authorities in their contribution to the overall costs.
2. To approve 'year end' reports on the budgetary performance of the Emergency Planning Unit, in accordance with financial regulations and procedures, including requests to place unspent money in 'reserves' or carry money forward.
3. To approve the Action Plan of the Emergency Planning Unit and receive a report thereon at each year end.
4. To oversee the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
5. To draw to the attention of each of the constituent authorities best practice in the field of emergency planning and the impact of new legislation and regulations.
6. To set and review the staffing establishment of the Emergency Planning Unit in accordance with the budget provision approved by the four constituent authorities.
7. To be responsible for, and keep under review, the accommodation and provision of equipment / facilities in the Emergency Planning Unit.
8. To approve the holding of Members Seminars in relation to emergency planning responsibilities and activities.
9. The Committee should meet at least 4 times per year at times to be determined by the Chair of the Joint Committee.
10. The quorum for meetings of the Joint Committee is 3 councils being represented.
11. The Chair of the Joint Committee will be appointed for the following 12 months at the first meeting in each fiscal year.

Last reviewed: April 2013

<p style="text-align: center;">EMERGENCY PLANNING JOINT COMMITTEE</p> <p style="text-align: center;">11th June 2013</p>
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Report of: Chief Emergency Planning Officer

Subject: CEPU ACTION PLAN 2013 - 14

1. PURPOSE OF REPORT

- 1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the proposed Cleveland Emergency Planning Unit (CEPU) action plan and seek approval for the outlined actions.
- 1.2 The CEPU action plan is attached to this report **Appendix A**.

2. BACKGROUND

- 2.1 The plan is prepared to inform the four Local Authorities of the actions 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 1st April 2013 to 31st March 2014.
- 2.2 The action plan sits alongside the Strategic Business Plan 2011-14. It provides an overview of 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.
- 2.3 The Emergency Planning Unit remains 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 (REPIR)

- 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 action plan should be considered against the CLRF Action Plan (**Appendix B**) much of which will be coordinated by or undertaken by CEPU Officers, the EPU being the bedrock of this partnership.
- 2.5 It is the intention of the EPU, working in partnership with other Category 1 responders involved in emergency and contingency planning, especially the emergency services, to ensure that the local authorities have the appropriate levels and standards of preparedness to be able to effectively respond to any major incident. This will be tested through a number of exercises and training events within each of the four boroughs.
- 2.6 The performance indicators 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.
- 2.7 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. PROPOSALS

- 3.1 No options submitted for consideration other than the recommendation.

4. RECOMMENDATIONS

- 4.1 That Members note and endorse the annual plan including the key performance indicators.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To demonstrate awareness and support for the activity undertaken by CEPU on behalf of the four local authorities.

6. BACKGROUND PAPERS

Appendix A provides the CEPU Action Plan.

7. CONTACT OFFICER

Stuart Marshall Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
Regeneration and Neighbourhoods
Hartlepool Borough Council
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CEPU Action Plan 2013 - 14

Objective	Justification	Indicators
A01 Review emergency planning arrangements in each local authority	<ul style="list-style-type: none"> • Duty under the CCA • Identified best practice • Significant change within LA structures 	<ul style="list-style-type: none"> • Review of plan in financial year • Feedback from officers / departments
A01 1 After Hours contact Exercise	<ul style="list-style-type: none"> • Need for reassurance that all required roles can be filled out of hours. 	<ul style="list-style-type: none"> • All four authorities to undertake • Number of persons able to attend location by position • Identification of any key areas not contactable • Response times
A01 2 Each Local Authority Major Incident Plan to be reviewed	<ul style="list-style-type: none"> • Need for assurance that plans remain effective 	<ul style="list-style-type: none"> • Each borough plan to be reviewed using is it Complete, Accurate and Practicable criteria.
A01 4 Walkthrough of each Borough Major Incident Plan	<ul style="list-style-type: none"> • Provides staff new to roles in MIPs with confidence • Provides an opportunity to identify errors in plans 	<ul style="list-style-type: none"> • Number of attendees • Feedback from participants • Issues identified at sessions
A01 5 Training Needs Analysis undertaken by each borough against plan	<ul style="list-style-type: none"> • To ensure that staff with an emergency function have relevant and recent training 	<ul style="list-style-type: none"> • Job descriptions to be produced for key roles - this to then be compared against existing staff on list cognisance of Nos required.

A01 6 Provision of Command Training to all 4 local authorities	<ul style="list-style-type: none"> Ensuring that staff within command centres have shared understanding with partner agencies. 	<ul style="list-style-type: none"> Expectation that 75% of staff identified for Tactical and Strategic functions will have attended in last 3 years
A01 7 Provision of 3 loggist training sessions	<ul style="list-style-type: none"> Increasing need for transparency and the ability to prove that decisions made were appropriate. 	<ul style="list-style-type: none"> Number of loggists trained adequate to provide 24 hour cover at tactical and operational levels.
A02 Review guidance for Duty Officer (6 monthly)	<ul style="list-style-type: none"> Ensure that the role of duty officer is structured and that learning is incorporated into the function. 	<ul style="list-style-type: none"> Reviews undertaken of the document (minimum 6 monthly) Feedback from officers and partners.
A03 Provision of conduit for the LA	<ul style="list-style-type: none"> Need for access by council officers and partners to tactical advice 24 / 7 	<ul style="list-style-type: none"> Internal monitoring of availability of cover. Duty officer rota Feedback from partners and incidents
A04 Test of Each Borough Emergency Centre's process and procedures	<ul style="list-style-type: none"> The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty) 	<ul style="list-style-type: none"> Feedback from exercises against complete accurate and practicable criteria.
A05 Rest Centre procedures and exercises	<ul style="list-style-type: none"> Expectation and duty on local authority to assist those made homeless as a result of an emergency 	<ul style="list-style-type: none"> Ability to respond to requests for assistance from residents and emergency services. Feedback following incidents
A05 1 Develop corporate policy across Tees Valley	<ul style="list-style-type: none"> Reduces officer time Allows the development of further shared training and exercising Will increase potential for mutual aid between authorities 	<ul style="list-style-type: none"> Production of one emergency accommodation plan across partners (generic front, borough specific rear).
A05 2 Three Training Sessions on Rest Centres	<ul style="list-style-type: none"> Need for staff to understand and have confidence 	<ul style="list-style-type: none"> Feedback from training

	in their roles in the emergency accommodation plan.	sessions <ul style="list-style-type: none"> • Attendance at sessions
A05 3 Provision of a rest centre exercise	<ul style="list-style-type: none"> • Need to test in real time the effectiveness of the emergency accommodation plans 	<ul style="list-style-type: none"> • Feedback from staff • Feedback from partners • Feedback from peers • Plan assessed against Accurate, Practicability and Complete criteria
A05 4 Review Rest Centre Boxes in each LA	<ul style="list-style-type: none"> • Confirmation that cases are accessible and are ready for use 	<ul style="list-style-type: none"> • How accessible cases are • Contents of cases
A05 5 Review Transport Plan	<ul style="list-style-type: none"> • Need for confidence that the plans are accurate, complete and practicable 	<ul style="list-style-type: none"> • Review and re-issue of the plan.
A06 COMAH Offsite Emergency Response Plans	<ul style="list-style-type: none"> • Legal duties are met under the Control of Major Accident Hazard Legislation (COMAH) 	<ul style="list-style-type: none"> • Internal monitoring and feedback from the Competent Authority (HSE and EA)
A06 1 All COMAH OFSERP plans written reviewed within legal timescales	<ul style="list-style-type: none"> • Requirement under COMAH Legislation for the local authority to produce and review offsite emergency plans pre-scribed time scales 	<ul style="list-style-type: none"> • Constant review of plans against deadlines.
A06 2 Annual Meeting with HSE / EA ref COMAH	<ul style="list-style-type: none"> • Ensures that CEPU are aware of any changes to the legislation and views of the competent authority. 	<ul style="list-style-type: none"> • Notes from meetings, action plans produced as a result of the meeting.
A06 3 Annual review of COMAH plan Structure	<ul style="list-style-type: none"> • Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning. 	<ul style="list-style-type: none"> • Feedback from the competent authority and responders. • Meeting to be documented and action plan developed as required.
A06 4 COMAH Overview Document Review 1	<ul style="list-style-type: none"> • The COMAH Overview provides a concise guide to hazardous industry in Cleveland and has been 	<ul style="list-style-type: none"> • 6 monthly update period on the document.

	requested by partners as a valuable addition to COMAH planning.	
A06 5 COMAH Overview Document Review 2	<ul style="list-style-type: none"> The COMAH Overview provides a concise guide to hazardous industry in Cleveland and has been requested by partners as a valuable addition to COMAH planning. 	<ul style="list-style-type: none"> 6 monthly update period on the document.
A06 6 Plan sign off process in place	<ul style="list-style-type: none"> Need for process to ensure that plans are scrutinised by officers to ensure that any significant changes to LRF process are incorporated and to ensure that quality is managed across all plans. 	<ul style="list-style-type: none"> Developed process for sign off within CEPU incorporating key stakeholders. Operation of the system in 2013-14.
A07 To seek continued compliance with the Pipeline Safety Regs	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
A07 1 All plans to be written / reviewed within legal timescales	<ul style="list-style-type: none"> Requirement under PSR Legislation for the local authority to produce and review Major Accident Hazard plans pre-scribed time scales 	<ul style="list-style-type: none"> Constant review of plans against deadlines.
A07 2 Annual review of pipelines structure	<ul style="list-style-type: none"> Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning. 	<ul style="list-style-type: none"> Feedback from the partner agencies. Meeting to be documented and action plan developed as required.
A07 3 Undertake 6 monthly review of pipelines overview (1)	<ul style="list-style-type: none"> The Major Accident Hazard Pipeline Overview provides a concise guide to hazardous pipelines in Cleveland and has been requested by partners as a valuable addition to the Plans developed under PSR. 	<ul style="list-style-type: none"> 6 monthly update period on the document.
A07 4 Undertake 1 exercise of a Major Accident Hazard Pipeline	<ul style="list-style-type: none"> The Pipeline Safety Regulations do not require a test of the plans however to test the effectiveness of the plans CEPU will endeavour to work with the emergency services and pipeline operators to 	<ul style="list-style-type: none"> Multi-agency test of the plan Feedback from participants Amendments made to plans

	<ul style="list-style-type: none"> undertake at the minimum one test of a PSR plan. This will assess the plan against Completeness, Accuracy and Practicality. 	
A08 Maintain understanding of Seveso III and COMAH	<ul style="list-style-type: none"> Allows CEPU to undertake forward planning and if appropriate influence potential changes to legislation. 	<ul style="list-style-type: none"> Attendance at briefings and consultation sessions.
A08 1 Maintain Seat on COMAH / Pipelines EPLG	<ul style="list-style-type: none"> Allows CEPU to gain learning and benchmark against national colleagues. 	<ul style="list-style-type: none"> Attendance at briefings and consultation sessions. Follow up actions incorporated into review of plans and procedures.
A09 REPIR	<ul style="list-style-type: none"> Compliance with the regulations is required under the Radiation Emergency Preparedness Public Information Regulations 	<ul style="list-style-type: none"> Non-compliance may result in improvement notice or other action by the Office Nuclear Regulation.
A09 1 Attendance at 4 Local Community Liaison Councils or EPCC	<ul style="list-style-type: none"> Ensures that good communication between the CEPU and members of the LCLC are maintained allowing CEPU to adapt plans and procedures to emerging needs. 	<ul style="list-style-type: none"> Attendance, minutes and actions from meetings.
A09 2 Four emergency planning liaison meetings	<ul style="list-style-type: none"> Ensures that CEPU maintain awareness of partners needs and effective liaison. 	<ul style="list-style-type: none"> Attendance, minutes and actions from meetings.
A09 3 Meet legal duties ref REPIR Plan	<ul style="list-style-type: none"> Legal duty on each local authority to produce a plan under REPIR 	<ul style="list-style-type: none"> Ability to demonstrate compliance by all authorities to this duty.
A09 4 Participation in level 1 exercises	<ul style="list-style-type: none"> Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPIR plan. 	<ul style="list-style-type: none"> Attendance at exercises. Feedback from participants.
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines /	<ul style="list-style-type: none"> Ensures that plans are tested against Complete, Accurate and Practicable Criteria and where required are updated to reflect issues identified. 	<ul style="list-style-type: none"> Exercise report issued via the LRF. Covalent monitoring and action

REPPIR		recording.
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period	<ul style="list-style-type: none"> • Legal duty under COMAH to test each offsite emergency response plan within 3 year period. • Allows confidence in the effectiveness of the offsite plan and its dovetailing with the onsite plan 	<ul style="list-style-type: none"> • Continually monitored by CEPU for 100% compliance • Exercise calendar • Debrief reports and testing matrices for each site detail period of testing and any identified issues • Regular communication with HSE, EA and Operators.
A10 2 Annual report submitted to the LRWG and LRF	<ul style="list-style-type: none"> • Provides assurance to partners that the response to the range of priority risks identified by the CLRF have been tested. • Identifies key issues arising from the exercise calendar both regards to the response and to the planning of exercises. 	<ul style="list-style-type: none"> • Report submitted. • Feedback from members.
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.	<ul style="list-style-type: none"> • Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPPIR plan. 	<ul style="list-style-type: none"> • Attendance at exercises. • Feedback from participants.
A10 4 Key learning points and actions submitted into Covalent	<ul style="list-style-type: none"> • Documents where issues have been identified and that the learning from such events can be documented. 	<ul style="list-style-type: none"> • Number of identified actions recorded. • Number of actions recorded as successfully completed.
A11 Attendance and participation in Independent Safety Advisory Groups (ISAG)	<ul style="list-style-type: none"> • Provides input on emergency planning to event organisers and partners within ISAGs 	<ul style="list-style-type: none"> • Responses to events submitted to CEPU as part of the ISAG process. • Attendance at ISAG meetings.
A11 1 Assistance to event organisers / event teams	<ul style="list-style-type: none"> • Ensures that event organisers are aware of the expectations of emergency planning with regard to public events. 	<ul style="list-style-type: none"> • Pre-meetings and advice issued to event organisers. • Increased awareness amongst

	<ul style="list-style-type: none"> Ensures dovetailing between event organisers and emergency planners. 	<ul style="list-style-type: none"> event organisers of the need for emergency plans to be developed.
A11 2 Produce standardised guidance for CEPU officers attending ISAGS	<ul style="list-style-type: none"> Provides consistency between CEPU representatives to both ISAGs and event organisers. 	<ul style="list-style-type: none"> Production of guidance. Minutes from ISAGs
A12 Develop a programme of community resilience initiatives	<ul style="list-style-type: none"> Community resilience will allow a more effective response by both communities and responders. To ensure that effective use of resources is maintained and that the initiative is sustainable CEPU will coordinate Community resilience activities as a structured project. 	<ul style="list-style-type: none"> Increased awareness of risk Development of a longer term community resilience strategy.
A12 1 Identify communities at risk	<ul style="list-style-type: none"> Allows targeting of specific messages to communities at risk as oppose to blanketing with generic information. (Duty under CCA) 	<ul style="list-style-type: none"> Identification of communities at risk from specific risks both geographical and thematic. Development of action plan to address communities at specific risk.
A12 2 Produce information including household and community plan templates	<ul style="list-style-type: none"> Will reduce the impact of incidents upon residents. May reduce the demand on responders. Will prepare the community to assist itself in a response. 	<ul style="list-style-type: none"> Uptake of the templates Feedback from community and residents. Download of materials from CEPU website
A12 3 Work with existing community groups and partners to raise awareness of risk and associated actions	<ul style="list-style-type: none"> Engaging through existing groups is likely to be more effective than trying to establish specific groups / meetings. Groups will be able to advise on their specific needs as oppose to CEPU assuming what is required. By working with existing groups action is likely to be more sustainable. 	<ul style="list-style-type: none"> Number of groups / forums that CEPU are engaged with. Feedback from groups following CEPU engagement. Downloads / provision of Community Risk Register and associated templates

A12 4 Provide a range of information to local residents via established media	<ul style="list-style-type: none"> Increases the range and number of residents that are likely to receive the information as oppose to CEPU direct mailing. Allows information to be issued without raising undue concern. Increases the transparency of CEPU and emergency planning. 	<ul style="list-style-type: none"> Number of articles produced and printed in media / broadcast / published on websites. Feedback via forums and residents. Circulation figures.
A13 Working with the voluntary sector in emergency planning	<ul style="list-style-type: none"> The voluntary sector provide an essential function in emergency response and bring a range of specialised skills to the response. 	<ul style="list-style-type: none"> Ongoing dialogue between the voluntary sector and CEPU officers.
A13 1 1 Live play rest centre exercise involving voluntary agencies	<ul style="list-style-type: none"> Ensures that the local authority and partners understand the roles and capabilities of the voluntary sector. Allows the plans and related assumptions to be tested in realistic manner. 	<ul style="list-style-type: none"> Feedback from all participants. Identification of actions following the exercise.
A13 2 4 x Training sessions / presentations to or with voluntary agencies	<ul style="list-style-type: none"> Ensures that the strong relations between the voluntary sector and CEPU are maintained. Ensures communication and understanding of roles and procedures. 	<ul style="list-style-type: none"> Presentations Feedback from attendees Action plans as required
A13 3 Conduct one out of hours contact exercise	<ul style="list-style-type: none"> Confirms the communications routes and the resources which the voluntary sector can call on for an out of hours incident at a location within Cleveland. 	<ul style="list-style-type: none"> Ability to contact volunteer groups Number of volunteers by group Response time to a prescribed location
A13 4 Hold 4 meetings with the voluntary sector	<ul style="list-style-type: none"> Ensures that the good relationship between the voluntary sector and CEPU is maintained. Ensures that changes in response and capability are communicated. 	<ul style="list-style-type: none"> Minutes Attendance Action plan
A13 5 Involve one or more voluntary agencies in 2 exercises	<ul style="list-style-type: none"> Provides an opportunity for partners and voluntary organisations to understand roles and capabilities against a realistic scenario. 	<ul style="list-style-type: none"> Involvement of voluntary organisations in exercises. Feedback from Voluntary

		Organisations.
A13 6 Review the voluntary sector register of capabilities	<ul style="list-style-type: none"> • Ensures that CEPU has the ability to contact voluntary organisations to support an emergency. • Ensures clarity of role and access to resources. 	<ul style="list-style-type: none"> • Review of document • Correction and additions made
A14 Provision of internet sites	<ul style="list-style-type: none"> • Provision of a website for use by partners and the public both for CEPU and for CLRF. 	<ul style="list-style-type: none"> • Access to professional the website(s) 24 / 7 that comply with council policy on accessibility.
A14 1 Web site reviewed every 28 days	<ul style="list-style-type: none"> • The website provides a point of contact for the unit. • It assists with the transparency and warning and informing functions of the unit. 	<ul style="list-style-type: none"> • Sign off from officer tasked to review • Increased relevant content – irrelevant content removed from site • Easier access by members of the public to information of relevance. • Confidence that all material is accurate and up to date.
A14 Structure and sign off process produced for unit and LRF website	<ul style="list-style-type: none"> • To ensure that all information published is done to a required standard and adds value to the site. • To ensure that partners are aware of information placed onto a multi-agency website. 	<ul style="list-style-type: none"> • Production of a process map and sign off process. • Increased quality of information on the website. • Greater coordination of articles and less confusion for members of the public.
A14 3 4 x officers trained in website update	<ul style="list-style-type: none"> • Ensures that there is a robust ability within the unit to update the website if required. • Allows a reduced turn around on articles and information that will be published. 	<ul style="list-style-type: none"> • Officers attendance at training. • Variety of officers posting information.

A15 Promote BCM to SMEs	<ul style="list-style-type: none"> • Duty under the CCA • Reduces the impact of incidents on the business but also on the responders and wider community. 	<ul style="list-style-type: none"> • Increased awareness of BCM and the benefits to business within CLRF area. • Increased requests for assistance / signposting from SMEs to CEPU.
A15 1 Promote BCM in appropriate forums	<ul style="list-style-type: none"> • Duty under the CCA – targeting of forums likely to have greater impact than approaching individual SMEs. 	<ul style="list-style-type: none"> • Increased awareness of BCM and the benefits to business within CLRF area.
A15 2 Signpost SMEs to further information advice and templates	<ul style="list-style-type: none"> • Reduces the need for CEPU to develop / reproduce existing BCM materials when national / international materials are readily available via professional bodies. 	<ul style="list-style-type: none"> • Use of links on websites. • Feedback from SMEs
A15 3 Develop a BCM testing package for two sectors	<ul style="list-style-type: none"> • Will make BCM and the benefits more tangible to the sectors concerned (likely to be education and social care). • Will allow CEPU to collate shared learning that can be further used to promote BCM to SMEs 	<ul style="list-style-type: none"> • Development of packages • Feedback from attendees • Number of times the package has been run • Collation of key learning
A16 BC Plan for CEPU	<ul style="list-style-type: none"> • Allows CEPU to ensure that priority services are maintained. 	<ul style="list-style-type: none"> • Compliance with key statutory and operational duties in the event of disruption.
A16 1 Conduct an annual exercise involving the plan	<ul style="list-style-type: none"> • Ensures that CEPU has an effective understanding of its critical business, the threats to it and how these will be maintained. 	<ul style="list-style-type: none"> • Feedback from the exercise. • Identification of areas of weakness and strength.
A16 2 Review CEPU BCM Plan	<ul style="list-style-type: none"> • Ensures that the CEPU BCM plan is accurate, practicable and complete. 	<ul style="list-style-type: none"> • Incorporate learning from the exercise. Ensure that any changes to the plan are undertaken.
A17 CEPU Strategic Risk Register	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

A17 1 Produce and maintain an EPU strategic Risk Register	<ul style="list-style-type: none"> Ensures that CEPU is aware of what risks may impact on its ability to deliver an effective resilience service to residents, authorities and partners. 	<ul style="list-style-type: none"> Identification and analysis of key risks. Action plans to prevent, mitigate and recover from risks.
A18 Circulation of minutes of meetings and other information received by the unit	<ul style="list-style-type: none"> Good administrative practice Allows information to be shared Actions are identified and dealt with Timely circulation of relevant information on emergency planning issues 	<ul style="list-style-type: none"> Circulated within 8 working days of meeting date Circulation of other material within 5 days
A19 Submission of requests for invoices for exercises and / or plans.	<ul style="list-style-type: none"> Best value Improve the internal administrative working of emergency planning unit Effective cost recovery 	<ul style="list-style-type: none"> EPO's to provide costing within 7 days of exercise or plan completion
A20 Develop and review admin procedures within the unit.	<ul style="list-style-type: none"> Improve internal admin within the unit Ensure effective administrative practice 	<ul style="list-style-type: none"> Review every 6 months Update office procedure manual every month Minutes from weekly admin meetings
A21 Income generation increased by 5% on 2012-13	<ul style="list-style-type: none"> Best value Secure funding for the unit 	<ul style="list-style-type: none"> Increase in number of cost neutral courses / seats on courses Increase in the number of days hire of facilities Development of additional income generation activities.

Appendix B CLRF Action Plan 2013 - 15

Note some actions yet to be allocated to officers by the following sub-groups:

CMEF Cleveland Media Emergency Forum
 BPG Business Policy Group
 FAWG Flooding and Adverse Weather Group
 LHRP Local Health Resilience Partnership
 RAWG Risk Assessment Working Group
 LSG Lifeline Services Group
 TEG Training and Exercising Group

Reference Number	Action Required	Commencement Date	Date to be completed
CMEF 1	Review the Communications Strategy annually	Jan-14	Mar-14
		Jan-15	Mar-15
CMEF 2	Review the industry communications fax process	Jan-13	Jun-13
CMEF 3	Review PHE and health annex of the strategy	Jun-13	Dec-13
CMEF 4	Develop community messaging process and annex of the strategy	Apr-13	Nov-13
CMEF 5	Review social media annex of the strategy	Nov-13	Apr-14
CMEF 6	Develop use of Google calendar	Apr-13	Dec-13
CMEF 7	Produce Community Risk Register	Dec-13	Apr-14
BPG1	Major Incident Procedures Manual to be reviewed and updated	Apr-13	Dec-13
BPG2	Recovery Plan to be reviewed and updated	Apr-13	Mar-14
BPG3	Evacuation and shelter plan to be reviewed and updated	Apr-13	Dec-13

BPG4	Air monitoring capabilities, in particular where an Strategic Coordinating Group and STAC are not sitting, to be established	Apr-13	
BPG5	Command and control guidance to be developed to include common systems, process, resourcing and invocation of Tactical Coordinating Group	Apr-13	Dec-13
BPG6	Command and control guidance to be developed to include common systems, process, resourcing and invocation of Strategic Coordinating Group	Apr-13	Dec-13
BPG7	Business Continuity assurance within Category 1 and 2 responders.	Dec-13	Apr-14
BPG8	Mass Fatalities Plan to be reviewed and updated.	Mar-14	Mar-15
BPG9	Body Storage capabilities to be reviewed and enhanced.	Apr-13	Mar-14
BPG10	Death certification in the absence of post mortem process to be agreed and embedded into plan.	Apr-14	Mar-15
BPG11	Cremation and burial capabilities and capacities to be established together with process for out of hours operation.	Apr-14	Mar-15
BPG12	Community Impact Assessment process and product to be developed for multi agency use during incident and in recovery.	Jan-14	Mar-15
BPG13	Pollution Plan to be reviewed to incorporate the identification of roles and responsibilities for the clean up above the barrage.	Dec-13	Apr-14
BPG14	Casualty extraction process in urban areas during toxic incident to be established.	Apr-13	Mar-15
BPG15	CBRN plan to be reviewed and updated.	Apr-13	Mar-15

BPG16	Resilient Telecommunications plan to be reviewed and updated.	Apr-13	Mar-15
BPG17	Site clearance plan to be reviewed and updated.	Jan-14	Mar-15
BPG18	Military Aid to civil partners plan to be reviewed and updated	Apr-13	Dec-13
BPG19	Traffic Management Cell plan to be produced for activation within Tactical Coordinating Group	Apr-13	Mar-14
BPG20	Business Continuity planning for site specific locations to be promulgated with owners/managers	Apr-13	Mar-15
BPG21	Critical National Infrastructure to be assessed for resilience using national guidance	Apr-13	Mar-15
BPG22	Review Booming Plan (Harbour Master)	Jan-14	Dec-14
BPG23	Develop debriefing protocol for the LRF to include who leads on the debrief, sign off and dissemination process	Apr-13	Dec-13
BPG24	Interoperability plan incorporating principles of JESIP to be developed.	Apr-13	
FAWG1	Develop a plan for managing the pollution of food sources due to air quality incident or other pollutant.	Apr-13	Mar-14
FAWG2	Develop a plan for the pollution of becks, rivers, etc following air quality incident or other pollutant	Apr-13	Mar-14
FAWG3	Undertake annual review of winter maintenance plan/adverse weather plans	September	December
FAWG4	Obtain assurance that flood defense schemes are operating correctly to prevent flood	Oct-13	Mar-14
FAWG5	Working with partners establish rescue capabilities across	Oct-13	Mar-14

	agencies and sector for deployment during flooding for the rescue of people and animals		
FAWG6	Review the multi-agency flood plan and incorporate amendments from lessons learned and outcome of FAWG5.	Mar-14	Dec-14
FAWG7	Review/implement flood prevention scheme for Lustrum Beck, Stockton	Apr-13	Mar-15
FAWG8	Identify known surface water flood locations seeking to alleviate and incorporate into Multi-agency flood plan.	Mar-14	Mar-15
HAWG1	Develop a humanitarian assistance guidance document on behalf of the LRFs of Cleveland, Durham and Darlington, and Northumbria	Apr-13	Mar-14
HAWG2	Review the Humanitarian Assistance Centre Plan for Cleveland LRF	Apr-14	Mar-15
LHRP1	STAC plan review		
LHRP2	Communicable disease plan		
LHRP3	Critical care plan		
LHRP 4	Access to vulnerable person data - most at risk		
LHRP5	Pandemic Flu Plan - review of current plan		
LHRP6	Inoculation Plan		
LHRP7	Anti viral distribution plan		
LHRP8	BCM within service providers and commissioned services		
LHRP9	Mass Casualty Plan		
LHRP10	Infection Control Plan		
LHRP11	IAEP 12 and 24 specific - hospital capabilities to manage this level of casualty and injuries		

LHRP12	Major Incident Plans for Trusts and CCGs		
LHRP13	Counter measure provision and distribution plan		
LHRP14	Screening re longer term impact		
LHRP15	Burns Network Plan		
LHRP16	RAMP plan		
LHRP17	ROCC plan		
LHRP18	Specialist injuries advice and medical provision		
LHRP19	BCM for community care		
LHRP20	NEEP plan		
LHRP21	Heatwave Plan		
LHRP22	Summer (and winter) preparedness		
LSG1	Develop a plan to articulate access to water and water distribution in the event of loss of main water supply.	Apr-13	Mar-14
LSG2	Develop a plan to maintain resilient power supply at times of outage	Apr-13	Mar-14
RAWG1	Obtain assurance from relevant partner(s) that robust processes are in place for livestock management including border controls and animal movement to prevent animal disease.	Apr-13	Mar-14
RAWG2	Obtain assurance from relevant partner(s) that inspection and legislation enforcement is taking place to prevent marine pollution.	Apr-13	Mar-14
RAWG3	Obtain assurance from relevant partner(s) that good working practices, e.g. double hull tankers, no bunkering while loading are in place to prevent marine pollution.	Apr-13	Dec-13
RAWG4	Obtain assurance from relevant partner(s) that operator training and verification is in place to prevent marine pollution.	Apr-13	Mar-15
RAWG5	Obtain assurance from the Competent Authority that COMAH on site plans exist for all top tier plants.	Apr-13	Mar-15

RAWG6	Obtain assurance from relevant partner(s) that there is compliance with legislation and enforcement activity where this is breached on chemical sites.	Apr-13	Mar-15
RAWG7	Working with partners seek to ensure wood recycling plants presenting a risk of fire are subject of checks for compliance with legislation and license requirements	Apr-13	Mar-14
RAWG8	Obtain assurance from relevant partner(s) that there is appropriate maintenance of drainage systems and gully sites to mitigate the risk of flooding.	Apr-13	Mar-14
RAWG9	Prepare annually the Cleveland Risk Register and make recommendations to the LRF COG in terms of prioritization of risks and planning.	September	December
RAWG10	Develop a process to incorporate threats identified in the National Risk Assessment into the Cleveland Risk Register.	Apr-13	Dec-13
RAWG11	Conduct 'call in' sessions against each of the very high and high risks to seek assurance regarding the control measures in place against those risks	Apr-13	Mar-15
RAWG12	Develop a process for the incorporation into the Risk Register for emerging risks and threats within Cleveland	Apr-13	Dec-13
TEG1	Develop a process for the provision of assurance that staff deployed in major incidents in Gold or Silver role can demonstrate compliance with relevant National Occupational Standards.	Apr-13	Dec-13
TEG2	Provide annual opportunity for multi-agency Gold Command training to representatives from LRF member organizations in particular Category 1 and Category 2 Responders.	Jan-14 Jan-15	Apr-14 Mar-15
TEG3	Provide annual opportunity for multi-agency Silver Command	May-13	Dec-13

	training to representatives from LRF member organizations in particular Category 1 and Category 2 Responders.	May-14	Dec-14
TEG4	Deliver a Rabies Plan exercise	Apr-13	Mar-14
TEG5	Deliver a Multi-Agency Training Day for the Care Sector	Jan-14	Mar-15
TEG6	Provide training in command and control for the Marine Pollution Cadre	Apr-13	Mar-14
TEG7	Annually populate and deliver the LRF multi-agency training and exercise calendar.	Apr-13	Mar-14
		Apr-14	Mar-15

**EMERGENCY PLANNING JOINT
COMMITTEE**
11th June 2013



Report of: Chief Emergency Planning Officer

Subject: Review of CEPU Performance Indicators 2012 - 13

1. PURPOSE OF REPORT

1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the outcomes of the Cleveland Emergency Planning Unit (CEPU) Action Plan 2012 – 13.

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 CEPU.

2.2 This report details the progress made towards achieving those performance indicators during the period 1st April 2012 – March 31st 2013.

2.3 Administrative processes utilising Hartlepool Borough Council's Covalent system enables the performance indicators to be monitored and regularly reviewed during performance review meetings with the CEPU team.

2.4 **Appendix A** to this report is an exception report from Covalent showing the rag rating for each of the actions pertinent to CEPU business for the local authorities and deliverables for the Cleveland Local Resilience Forum (CLRF).

2.5 Points of note

2.6 Of the 72 actions contained in the CEPU action plan 61 were achieved within the year. Many of these items were significant undertakings and led onto additional unforeseen workloads.

2.7 In addition to the CEPU work plan officers undertake a significant amount of work on behalf of CLRF (action plan included in **Appendix B**) and respond

as additional needs are identified throughout the year. Of the 76 actions identified in the CLRF action plan 24 remain incomplete.

- 2.8 It should be noted that a number of actions (4) in both the CEPU and CLRF plans have not been completed due to the formality of entering and monitoring using Covalent. Reassurance can be given to members of the EPJC that actions have been recorded in minutes, exercise action reports etc and that the issue is a backlog due to staff resourcing and training as oppose to the loss of information. This backlog is currently being addressed. Additional training will be undertaken to ensure that adequate numbers of staff can operate the software and a formal process will be implemented to assist with maintenance of the system.
- 2.9 The review into evacuation and shelter is ongoing. Whilst it would have been possible to review the existing procedures and plans within the timescale it was felt that a more thorough review was justified. This will ensure that the procedure and protocols are fit for use against the full range of risks identified in the Cleveland Community Risk Register including wide area evacuation. It should also be noted that much of the work being undertaken is cross cutting e.g. mutual aid, access to vulnerable person's data and coordination between emergency services. This work is ongoing via a number of sub-groups and will be carried forward into the CLRF action plan 2013-15.
- 2.10 Due to the quantity of work undertaken by the unit and the changes of staffing including the loss of a lead officer the work on recovery (including site clearance and humanitarian assistance) has not progressed as planned. A number of recovery focussed training and testing activities have been undertaken which have demonstrated that the existing documentation whilst requiring an update is practicable. This work including the revision of the CLRF Recovery Plan against the latest central guidance will be delivered in 2013 – 14 and will incorporate the lessons learnt from a dedicated recovery exercise held in May 2013.

3. PROPOSALS

- 3.1 No options submitted for consideration other than the recommendation.

4. RECOMMENDATIONS

- 4.1 That Members note the report.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To demonstrate awareness of the wide variety of activity undertaken by CEPU on behalf of the four local authorities.

6. BACKGROUND PAPERS

Appendix A) A Covalent exception report of the CEPU Action Plan 2012-13.

Appendix B) A Covalent exception report of the CLRF Action Plan 2012-13.

7. CONTACT OFFICER

Stuart Marshall Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
Regeneration and Neighbourhoods
Hartlepool Borough Council
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Appendix A)

















A Covalent exception report of the CEPU Action Plan 2012-13.**01 Core A CEPU Actions**















Report Type: Actions Report














Report Author: Stuart Marshall

















Generated on: 28 May 2013

Code & Title	Status Icon	Due Date	Note
A CEPU Annual Work Plan		31-Mar-2013	Some actions included in original work plan not completed.
A01 Review emergency planning arrangements in each local authority		31-Mar-2013	All agreed actions undertaken
A01 1 After Hours contact Ex		31-Mar-2013	Undertaken in each authority area.
A01 2 Each LA Major Incident Plan to be reviewed		31-Mar-2013	Undertaken in each authority area.
A01 4 Major Incident Plan (MIP) Walkthrough		31-Mar-2013	Undertaken in each authority area.
A01 5 Training Needs Analysis undertaken by each borough against plan		01-Feb-2013	Basic needs assessment undertaken against plans e.g. Borough Coordination Officers with limited experience identified and encouraged to attend training courses.
			Undertaken in Middlesbrough. Loggists Undertaken in Redcar. Loggists
A02 Produce clear guidance for Duty Officer		01-Sep-2012	All agreed actions undertaken Version 1.0 issued to Officers in March 2013
			Drafted procedure to be issued to staff early March. Version 1.0 to be released end of March.
A03 Provision of conduit for the LA		31-Mar-2013	All agreed actions undertaken
A04 Test of Borough Emergency Centre process and procedures		31-Mar-2013	All agreed actions undertaken
A04 1 Hartlepool		31-Oct-2012	Exercise held in November
A04 2 Middlesbrough		31-Oct-2012	ECC exercise held on 28.09.12. Debrief report send to EMRT and confirmed 10.10.12.
			Borough Emergency Centre exercise planned for September 28th 2012, will also test the Major Incident Plan and Rest Centre Plan
A04 3 Redcar		31-Oct-2012	Used in the November floods and Olympic relay event. No exercise held but given the usage for these two events accepted as evidence. Action plan produced following activation in the floods has been taken to Incident Management Team.
A04 4 Stockton		31-Oct-2012	Completed on 7/11/12 details and learning detailed in report
			to be tested exercise silverstone 7th November

A05 Rest Centre procedures and exercises		31-Mar-2013	4 of 5 actions completed. Corporate policy agreed in principle – to be carried forward into 2013-15.
A05 1 Develop corporate policy across Tees Valley		31-Mar-2013	Not implemented in 2012-13 to be carried forward into 2013-14. Agreement from authorities regarding economies of scale. Ongoing as part of the task and finish group on evacuation a corporate approach is being encouraged. Task and finish group on evacuation and rest centers - By end of Nov
A05 2 Four Training Sessions on Rest Centres		31-Mar-2013	Undertaken by CEPU staff.
A05 3 Provision of 1 exercise involving 1 council		31-Mar-2013	RCBC – held rest centre exercise.
A05 4 Review Rest Centre Boxes in each LA		15-Jun-2012	Undertaken by SEPOs in each borough.
A05 5 Review Transport Plan		29-Nov-2012	Consultation complete printing and distribution required Mel currently progressing.
A06 Control of Major Accident Hazard Regulations (COMAH) Offsite Emergency Response Plans		31-Mar-2013	5 of 6 agreed actions completed. Sign off system to be refined in 2013 – 15 to clarify issues round delegation of authority from Local Authorities. All other aspects completed.
A06 1 All COMAH OFSERP plans written reviewed within legal timescales		31-Mar-2013	Accomplished and being maintained.
A06 2 Annual Meeting with HSE / EA ref COMAH review		31-Mar-2013	Meeting carried out 01/03/2013 at CEPU. Both Health and Safety Executive (HSE) and Environment Agency (EA) Present.
A06 3 Annual review of COMAH plan Structure		31-Mar-2013	Undertaken with the emergency services and plan template amended.
A06 4 COMAH Overview Document Review 1		30-Jun-2012	COMAH Overview document completed and distributed 01/11/2012
A06 5 COMAH Overview Document Review 2		31-Dec-2012	COMAH Overview document reviewed and redistributed 30 November 2012
A06 6 Plan sign off process in place		31-Mar-2013	Identified as a wider issue than just COMAH. Legal position requested regarding delegation of sign off to the emergency planning unit. More formal process of peer checking to be undertaken within CEPU prior to distribution.
A07 To seek continued compliance with the Pipeline Safety Regs (PSR)		31-Mar-2013	3 of 4 agreed actions undertaken. Further advice sought from HSE reference the Major Accident Hazard Pipelines within Cleveland.
A07 1 All plans to be written / reviewed within legal timescales		31-Mar-2013	Ongoing query with HSE reference a number of lines within Cleveland and their status under PSR. Senior EPO Industry requested clarification against HSE database (several lines believed to have previously had Major Accident Hazard Pipeline status not included on HSE list therefore may not require a plan) - still awaiting response in the meantime CEPU is maintaining the plans. New plan structure and work ongoing based upon previous assumptions. Action carried forward 2013-4 CEPU Actions).
A07 2 Annual review of pipelines structure		31-Jan-2013	Plan structure reviewed - new structure currently in process of being SEPO Industry.

A07 3 Undertake 6 monthly review of pipelines overview 1		30-Jun-2012	Pipeline overview refreshed in August 2012
A07 4 Undertake 6 monthly review of pipelines overview 2		31-Dec-2012	Actioned 25/02/2013 - Distributed to EPOs on same day
A08 Maintain understanding of Sveso III and COMAH		31-Mar-2013	Complete
A08 1 Maintain Seat on COMAH / Pipelines Emergency Planning Liaison Group EPLG		31-Mar-2013	Complete
A09 Radiation Emergency Public Preparedness Information Regulations (REPIR)		31-Mar-2013	3 of 4 agreed actions undertaken and completed. Awaiting further guidance from Office for Nuclear Regulation (ONR) regarding extendibility to be incorporated into the revised plan. Regular correspondence between CEPU to ONR regarding status of the plan. ONR aware of the timing, draft plan circulated and made available to responders. Plan tested at Zambezi.
A09 1 Attendance at 4 Local Community Liaison Councils (LCLC) or Emergency Planning Consultative Committee (EPCC)		31-Mar-2013	2 EPPCC and 2 LCLC attended
A09 2 Four emergency planning liaison meetings		31-Mar-2013	Changed from 4 per year to two per year.
A09 3 Meet legal duties ref REPIR Plan timescales		31-Oct-2012	Plan produced, distributed and tested however CEPU aware of ongoing issues that will impact on plan - thus deadline has been moved back. Ongoing dialogue between CEPU and Office for Nuclear Regulation regarding potential amendments to offsite plan requirements (e.g. extendibility) and appropriate time scales. To be carried forward to 2013-14.
			Just received alterations to the plan back from Police. Will circulate to agencies to use for the exercise.
			Plan sent for consultation to partner agencies. Dec 2012
			To be issued by end of October.
A09 4 Participation in level 1 exercises		30-Nov-2012	level 1 exercise was held on 28th November 2012, next one is in a years time
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIR		31-Mar-2013	3 of 4 agreed actions undertaken and completed. Backlog of actions requiring input into Covalent due to staffing – CEPU to address.
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period		31-Mar-2013	Completed
A10 2 Annual report submitted to the Business Policy Group (BPG) and Local Resilience Forum		14-Feb-2013	Completed
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.		31-Mar-2013	Pre level 1 and Level 1 attended at end of 2012
A10 4 Key learning points and actions submitted into Covalent		31-Mar-2013	All learning recorded in exercise reports. Due to staff changes - processing/input to Covalent has not been undertaken for exercises in the latter part of the year. To be undertaken as a

			matter of urgency by CEPU staff including training of staff in the use of Covalent.
A11 Assist with the development and promotion of Independent Safety Advisory Groups (ISAGS)		29-Mar-2013	All relevant agreed actions undertaken
A11 1 Work with the local authorities to establish ISAG provision or develop current provision		01-Aug-2012	All 4 operating an ISAG Ongoing - process / policy to be finalised in 3 boroughs.
A11 2 Write a policy for SAG acceptable to all Local Authorities	X	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	All agreed actions undertaken
A12 1 Identify communities at risk		01-Aug-2012	Communities at risk of flooding identified by lead officer and representatives from Boroughs. Work ongoing reference identification of communities at specific risk from other hazards.
			Trialing community resilience scheme in Hartlepool. Plotting flood risk against ward boundaries.
			Work ongoing re: plotting of scores against communities on GIS (Geographic Information System).
			Work being undertaken by EPO on identifying communities at risk below the Cleveland Level
A12 2 Produce information		31-Mar-2013	Number of items of information produced and distributed via website and council media and public media. Further work to be carried over into 2013-14.
			Community risk register produced - still to be delivered to residents (awaiting printing).
A12 3 Work with Community Safety Partnerships (CSP)		31-Mar-2013	No longer relevant in some areas. Model for community resilience incorporates key players from CSP but at operational level.
A13 Working with the voluntary sector in emergency planning		31-Mar-2013	All agreed actions undertaken
A13 1 1 Live play rest centre exercise involving voluntary agencies		31-Mar-2013	Redcar - held Jan 13
A13 2 4 Training sessions / presentations to or with voluntary agencies		31-Mar-2013	Community resilience presentations, Exercise Chit Chat Feedback.
A13 3 Conduct one out of hours contact exercise		31-Aug-2012	Completed 19.07.12
A13 4 Hold 4 meetings with the voluntary sector		31-Mar-2013	VELG - quarterly meetings 3 held so far.
A13 5 Involve one or more voluntary agencies in 2 exercises		31-Mar-2013	Vol Org open day - including Raynet live testing of communications across Tees Valley.
			Exercise Chit Chat 13th July 2012
A14 Provision of internet sites		31-Mar-2013	All agreed actions complete.
			Note new website being developed to accommodate both LRF and CEPU needs. To be complete end of June 2013.
			Need for review of the website required.

A14 1 New cover story on CEPU website quarterly		31-Mar-2013	Completed by lead officer
A14 2 Place items onto website within 5 days of receipt		31-Mar-2013	Completed by lead officer
A14 3 Publish events / training of LRF partners on website		31-Mar-2013	Completed by lead officer
A14 5 Web site reviewed every 28 days		31-Mar-2013	Completed by lead officer
A15 Promote Business Continuity Management (BCM) to Small And Medium Enterprises (SMEs)		31-Mar-2013	All agreed actions complete.
A15 1 Promote BCM in appropriate forums		31-Mar-2013	Completed by lead officer
A15 2 Signpost SMEs to further information advice and templates		30-Sep-2012	From website - links to Business Continuity Institute (BCI) and other relevant materials including CEPU specific. Provided information to Climate Change North East for distribution at regional event aimed at Businesses.
A16 BC Plan for CEPU		31-Mar-2013	All agreed actions complete.
A16 1 Conduct an annual exercise involving the plan		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		31-Mar-2013	Updated in September following exercise - to include Steria function
A17 CEPU Strategic Risk Register		31-Mar-2013	All agreed actions complete.
A17 1 Produce and maintain a CEPU strategic Risk Register		31-Mar-2013	In place and being maintained.
A18 Circulation of minutes of meetings and other information received by the unit		31-Mar-2013	All agreed actions complete. One exception due to staff absence identified and rectified - all other meetings within deadlines. 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.
A19 Submission of requests for invoices for exercises and / or plans.		31-Mar-2013	All agreed actions complete.
A20 Develop and review admin procedures within the unit.		31-Mar-2013	All agreed actions complete. Systems implemented following review.
A21 Income generation		31-Mar-	Income generation in the CEPU enterprise fund at year end was £4,827. The number of room bookings was
















		2013	<p>impacted by a key user sourcing free accommodation elsewhere.</p> <p>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.</p>
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Appendix B) A Covalent exception report of the CLRF Action Plan 2012-13.**O2 Core B CLRF Actions**
















Report Type: Actions Report














Report Author: Stuart Marshall
















Generated on: 28 May 2013

Code & Title	Status Icon	Due Date	Note
B Work on behalf of the Cleveland Local Resilience Forum (CLRF)		31-Mar-2013	
B01 Manage the CLRF Plan and associated actions		31-Mar-2013	4 of 5 Actions complete. Exception due to staff restructure – CEPU will address.
B01 1 Production of the annual plan		31-Mar-2013	2 year strategic plan produced with accompanying action plan. 2013-15.
B01 2 Conduct 6 monthly review of CLRF annual plan		30-Sep-2012	Incorporated into LRF review.
B01 3 Production of annual report and actions update		31-Mar-2013	Delivered to LRF April 2013
B01 4 Call in assessment of 6 High / Very High Risks		31-Mar-2013	Scale and Capacity undertaken prior to CEPU workplan.
			Evacuation and Shelter undertaken - November 2012
			Flooding undertaken in August 2012
			Industrial Accidents undertaken - August 2012
			Risk call in of the Hazardous Transport to be undertaken today 17/07/2012
B01 5 Monitor all LRF actions using Covalent		29-Mar-2013	A19 Flyover called in and action plan being followed. Majority of actions are being monitored under Covalent. However in the later part of the year staff restructure has resulted in a backlog of actions building up. CEPU to address as a matter of urgency.
B02 CEPO to manage LRF		31-Mar-2013	All agreed actions complete.
B02 1 LRF Meetings		31-Mar-2013	Actions complete.
B02 2 Business Policy Group (BPG) Meetings		31-Mar-2013	Actions complete.
B02 3 Cleveland Media Emergency Forum (CMEF) Meetings		31-Mar-2013	Actions complete.
B02 4 Civil Contingencies Secretariat (CCS) Gateway bulletins to be summarised and actions allocated		31-Mar-2013	Actions complete.
B03 Provision of a comprehensive Cleveland Community Risk Register (CRR)		31-Mar-2013	All agreed actions complete.
B03 1 EPU to maintain CRR		31-Mar-2013	Actions complete CRR available online.
B03 2 Hold agencies to account		31-	As part of scrutiny and call in high and very high risks

for planning against risk		Mar-2013	called in and reviewed. Being undertaken in group meetings and call ins.
B03 3 Hold four meetings of Risk Assessment Working Group (RAWG) annually		31-Mar-2013	Note change in way RAWG operates - call ins held for 5 risks. 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		31-Mar-2013	Call in groups undertaken for high and very high risks. Being undertaken via call in sessions.
B03 5 Report to Local Resilience Forum annually		04-Dec-2012	Action complete.
B03 6 Develop LRF Horizon Scanning analysis		04-Dec-2012	Ongoing with Teesside Uni. October 15th Scoping complete. System in place for identification of emerging risk / impacts via RAWG.
B04 Provide secretariat and SEPO support for all LRF Sub-Groups and Chair if required		31-Mar-2013	2 of 3 actions undertaken. Limited number of staff with skills Covalent has resulted in a backlog – CEPU to address. (note action record maintained in minutes of meetings).
B04 1 Administer all strategic LRF meetings and Sub-groups		31-Mar-2013	Actions complete.
B04 2 CEPU representation at all LRF and sub-meetings		31-Mar-2013	Actions complete.
B04 3 All actions entered into Covalent and tracked for completion		31-Mar-2013	Majority of actions recorded in Covalent - issue towards end of year when staff changes resulted in a backlog of actions building. CEPU to address.
B05 Provide opportunity for LRF members to develop learning to be an effective member of a SCG		31-Mar-2013	All agreed actions undertaken.
B05 1 Facilitate one Gold training event for LRF Members		31-Mar-2013	Command training undertaken on the following dates. 19 and 20th March 2012 and final session undertaken on 27th June 2012.
B05 2 Facilitate two loggist Training events for those supporting SCG members		31-Mar-2013	Undertaken by CEPU officers.
B06 Develop and review plans for flooding including reservoir inundation		31-Mar-2013	All agreed actions complete
B06 1 Review adverse weather protocol		31-Mar-2013	Undertaken January 2013.
B06 2 Review multi-agency flood plan		31-Mar-2013	Multi-Agency Flood Plan reissued March 2012.
B06 3 Review reservoir inundation plan		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		31-Mar-2013	June 2012 review and reissue undertaken.
B06 5 Conduct one exercise with a flood scenario		31-Mar-2013	October MATD snow and flooding.
B06 7 Deliver community resilience in 4 areas at risk of flooding		31-Mar-2013	Undertaken
B07 Recovery and Humanitarian Assistance Planning		31-Mar-2013	Actions remain open due to staffing. Plans are in place but require review and refresh based upon learning from a number of training events and incidents.

			CEPU to address with CLRF members as part of action plan 2013-14.
B07 1 Review the CLRF Recovery Plan		31-Mar-2013	Carried over into 2013 - 14. Several strands of LRF work that would inform plan review are ongoing. Plan review incorporated into LRF action plan.
B07 2 Review the Humanitarian Assistance Plan		31-Mar-2013	Number of issues being actively collated following local and national incidents.
B07 3 Review the Site Clearance Plan		31-Mar-2013	Carried over into 2013 - 14 due to staff resourcing. Previous plan June 2011
B07 4 Conduct one recovery exercise		31-Mar-2013	Recovery exercise held as part of exercise Silverstone 8th November
B08 Evacuation and Shelter Planning		31-Mar-2013	2 of 4 actions complete. Other actions partially complete due to organisational restructures, legal implications and nature of the work.
B08 1 Review Evacuation and Shelter Planning		31-Mar-2013	Task significantly larger than expected to be carried over into 2013-15 action plan. Many issues identified are cross cutting such as access and sharing of vulnerable persons data, communication with the public etc Work is being progressed via sub-groups. Meeting held on the 21st 22nd November from which 6 task and finish groups will be established. Key issues identified as T&F 1 - 6. Steering group to reconvene in January. 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		31-Mar-2013	Consultation complete printing and distribution required With MeI to update by end of October.
B08 3 Test evacuation in at least one exercise		31-Mar-2013	Tested in exercise Silverstone 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.		29-Mar-2013	Review undertaken as part of the review process (Evac and Shelter) Currently ongoing as part of the review into evacuation and shelter
B09 Manage the exercise and training program for the LRF		31-Mar-2013	2 of 3 actions complete
B09 1 Agreed multi-agency exercise and training calendar (2013-14)		29-Mar-2013	Draft plan started and circulated to CPS and CFB for comment. Calendar 2012 - 13 issued and approved by LRF / LRWG.
B09 2 Exercise Planning Group Meetings		29-Mar-2013	Meetings held and minuted
B09 3 Key actions identified as a result of exercises entered into Covalent for monitoring		29-Mar-2013	Actions recorded however backlog in entering into Covalent for monitoring. CEPU to address.
B10 Develop capabilities with regard to accident involving road tanker carrying hazardous chemicals		29-Mar-2013	All agreed actions completed Risk call in undertaken on hazardous transport July 2012.
B10 1 Review Hazardous Transport Plan		29-Mar-2013	Signed off by BPG

B10 2 Conduct live exercise to learn the lesson and develop the Hazmat plan		30-Nov-2012	Undertaken as exercise Silverstone 8 th November
B11 Develop capabilities to manage impact of pandemic flu or heat wave.		29-Mar-2013	2 of 3 actions complete.
B11 1 Review the pandemic flu plan against recent new government strategy		29-Mar-2013	Undertaken at the LRF meeting in September 2012.
B11 2 Review mass fatalities plan		29-Mar-2013	Plan discussed with lead officer - agreed that plan was needed but that specific detail will need to be confirmed at time due to rising tide scenarios (i.e. capacity is likely to be significantly impacted by the time that recognition of an incident is established).
			Agreed that plan update not key priority in comparison to other LRF factors to be carried into 2013-14 LRF Plan. Fatalities and casualties T&F against risk to be undertaken in October.
B11 3 Review emergency mortuary plan		29-Mar-2013	Out for consultation until 8th October in draft. To be signed off by BPG in absence of significant feedback.
			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	Ongoing issue around command and control model and detail – will be carried forward in 2013 – 14 and included in revised Major Incident Procedures Manual.
B12 1 Develop Strategic Coordination Group (SCG) and Tactical Coordination Group (TCG) mobilisation plan		29-Mar-2013	Existing plan in place however a number of additions are required.
			Clarity required from number of LRF agencies regarding the future response mechanisms and structures. Number of systems have been trailed feedback to be collated, agreed and documented. In the meantime existing systems are operable.
B12 2 Develop monitoring process to ensure Cat 1 and 2 responder BCMs are in place and tested		29-Mar-2013	Number of monitoring systems are in place and dialogues during call in sessions and BCM focus group. Task to be further explored in 2013 - 15 LRF action plan.
B13 Develop contingencies for potential localised industrial accident involving toxic release causing death and injury		29-Mar-2013	2 of 3 actions completed. New communication strategy currently out for consultation with wider stakeholders. Number of parties and systems has significantly impacted on the time required to update the system. To be carried into 2013-15.
B13 1 Review COMAH plans		21-Dec-2012	Undertaken with emergency services and local authority.
B13 2 Review pipeline plans		23-Nov-2012	Plan structure reviewed and amended.
B13 3 Develop new communication strategy for public and industry		29-Mar-2013	Ongoing significant learning from exercise Silverstone and Zambezi to be incorporated into new strategy. CMEF to take cognisance of the guidance to be issued by Cabinet Office expected April 2013. Carried over into 2013-15 action plan.
			Communications strategy with the warn and inform group. Communications strategy is being reviewed with a view to moving towards an electronic system.
B14 Develop contingencies for major reservoir dam		17-Dec-	All agreed actions complete.

collapse affecting commercial and domestic properties and causing fatalities.		2012	
B14 1 Completion of the reservoir plan		30-Nov-2012	Plan issued 19th July 2012 via e-mail and paper copy.
B14 2 Conduct a walkthrough of the reservoir plan		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	Assurance given at the flood risk group that agencies had received the plans and that they had been integrated into command systems.
B15 Develop/review contingencies and plans to prepare for a terrorist attack		29-Mar-2013	All agreed actions complete.
B15 1 Establish an LRF Contest sub-group with actions taken from the national strategy including critical infrastructure.		29-Mar-2013	No longer required as a separate group - relationship between CLRF and Contest agreed. Better communication expected in 2013 - 15 between the groups. To be monitored via LRF.
B16 Formalise communication methods with partner agencies before and during emergencies		29-Mar-2013	Ongoing issue to be addressed as priority in 2013 – 15. Systems in place however these are not currently rationalized into one procedure.
B16 1 Review resilient telecomms plan		29-Mar-2013	To be carried forward into 2013-15 action plan. Regional focus for the group has been missing. CLRF to address locally if regional coordination is not possible.
B16 2 Develop implementation of the National Resilience Extranet		29-Mar-2013	Ongoing - significant changes to extranet expected in eth period 2013-15. CLRF has undertaken a scoping session with Cabinet Office with a view to influencing the revised system. Action carried forward to 2013-15 action plan.
B16 3 Produce LRF Communications Strategy and Operational practice document		29-Mar-2013	Carried forward to 2013-15 work plan. Proposed changes to command and control system being trialed in both Silverstone and Zambezi. To be incorporated into Major Incident Procedures Manual.
B17 Continuous improvement of the Local Resilience Forum and its associated processes and procedures		29-Mar-2013	All agreed actions complete.
B17 1 Conclude the review of the LRF		04-Sep-2012	Undertaken
B17 2 Prepare 3 year strategy for the LRF		29-Mar-2013	Plan approved by CLRF at April meeting.
B17 3 Propose LRF operating and governance model including funding		04-Dec-2012	Undertaken and documented in the LRF Handbook. Funding agreed in Strategic Business Plan, separate financing system established.
B18 Learn the lessons from the potential fuel disruption caused by the tanker drivers dispute		28-Sep-2012	All agreed actions complete. Plan amended to highlight need for BCM plans if the national plan is not activated.
B18 1 Review LRF plan in light of findings of review by task and finish group on behalf of LRF		28-Aug-2012	Learning from incident shared discussed at BPG. BCM plans within agencies reviewed and arrangements put in place for provision of fuel to essential users. However still awaiting guidance from national government. One fuel plan meeting has taken place 4.07.12 officers adding additional info to plan before further meeting.

<p style="text-align: center;">EMERGENCY PLANNING JOINT COMMITTEE</p> <p style="text-align: center;">11th June 2013</p>
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Report of: Chief Emergency Planning Officer

Subject: REPORTED INCIDENTS AND WARNINGS
RECEIVED

1. PURPOSE OF REPORT

1.1 To inform members of the Emergency Planning Joint Committee (EPJC) of the incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between 2nd October and 21st May 2013 (30 weeks).

2. BACKGROUND

2.1 CEPU provide a 24 hour point of contact for partners requesting assistance and for the provision of tactical advice to the four local authorities.

2.2 There are a number of mechanisms in place to ensure that CEPU are made aware of incidents both in and out of normal office hours.

2.3 National Severe Weather Warning Service

2.4 During the period 2nd October and 21st May 2013 there were 135 weather alerts and 1 warning issued. These alerts are issued by the Meteorological Office as part of the National Severe Weather Warning Service and include warnings of strong winds, heavy rainfall, snow and ice. The warnings are supported 24 hours per day by the Meteorological Office both at their Headquarters in Exeter and locally via a Public Weather Service Advisor co-located with the Environment Agency in Newcastle. All on-call officers have access to the Met Office Hazard Manager Internet Site allowing them to monitor weather in near real time.

2.5 Environment Agency Flood Warnings

2.6 Flood Warnings are issued by the Environment Agency to raise the public and responders awareness of potential / actual flooding as a result of coastal and river flooding. The service does not currently include warnings of surface water flooding due to variation and localised nature of the events (an

advanced warning is issued in conjunction with the met office as a separate service under the Flood Forecasting Centre).

2.7 The system has several stages:

Flood Alert – issued when flooding is possible and will be issued at least 2 hours in advance of the potential flooding event. (Note 2 hour warning is dependant on the topography of the river basin).

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.

Severe Flood Warning – Issued when there is severe flooding expected and there is danger to life. This may be jointly issued with responders.

Warning No Longer In Force – issued when the risk has subsided.

2.8 During the period 2nd October to 21st May **28 flood alerts and 1 flood warning** were issued by the Environment Agency within the Cleveland LRF boundary. No severe flood warnings were issued during this period.

2.9 Industrial Communications System

2.10 The industrial communications strategy is used to alert responders and members of the public in the event of an incident on an industrial site. There are two levels associated with the system: 1) Blue – for information only issued to partners and contact centres and 2) Red – where action is required (e.g. shelter within prescribed areas) broadcast via BBC Radio Tees.

2.11 During the period 59 blue faxes were issued (not including close outs) by the operators or agencies involved in the strategy. Awareness of the system remains high with ongoing testing undertaken as a routine in both Control of Major Accident Hazard Regulations Tests and under the Radiation Emergency Preparedness Public Information Regulations.

2.12 The majority of faxes were in relation to site processes that may cause alarm to members of the public but are part of site safety operations such as flaring. A number of faxes required additional contact between CEPU, the operator and emergency services to seek clarification, give advice or gather further information.

2.13 No red faxes were issued during this period.

2.14 Members should be aware that there is currently a move to review the system with a view to moving towards an electronic based system following the request of industrial partners. As with the existing system this will include a fall back procedure in the event of a failure in technology.

2.15 Incidents of Note

2.16 In the period 12 incidents of note have occurred these are outlined in **Appendix A**.

2.17 The most significant is the flooding that occurred across the Cleveland area 25/11/2012. The saturated ground combined with intense rainfall resulted in numerous incidents of surface water flooding across the road network. A number of homes and businesses were impacted with councils and emergency services contact centers receiving a significant increase in call volume. Tactical command was activated at Police Headquarters and CEPU provided a presence throughout the incident.

2.18 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'.

3. PROPOSALS

3.1 No options submitted for consideration other than the recommendation.

4. RECOMMENDATIONS

4.1 That Members note the report.

5. REASONS FOR RECOMMENDATIONS

5.1 That members are aware of the role of CEPU as first point of contact and as tactical advisors in the event of a significant incident / potential incident both in and out of hours.

6. BACKGROUND PAPERS

Appendix A provides a summary of the incidents that occurred within this period.

7. CONTACT OFFICER

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Appendix A

Incidents occurring within CEPU Area 02/10/2012 – 21/05/2013

Date	Authority Area	Incident Type	Notes
07/10/12	Hartlepool	Gas leak	Gas leak as a result of digger strike. Road closure and properties evacuated.
14/10/12	Hartlepool	Human remains	Police report of aged human remains on Hartlepool. Archaeologists arranged via BCO.
20/10/12	Hartlepool	Structural	House damaged as a result of vehicle collision leading to concern regarding the stability of the structure. Structural engineer requested to attend.
06/11/12	Hartlepool	Fire	Fire in large rubber / plastic pellets heap in Seaton Carew. Road closures implemented.
08/11/12	Redcar and Cleveland	Structural	Car driven into Skelton Civic Centre leading to possible structural instability.
17/11/12	Stockton	Loss of power	Loss of power to vulnerable nursing home. Scoping of evacuation and decant to suitable premises undertaken. Evacuation not required.
25/11/12	All boroughs	Surface water flooding	Intense rainfall resulting in surface water. A number of residential homes affected Carlin How, Kirkleatham Lane, Boosbeck. Flooding across Cleveland road network. Tactical command established. CEPU presence throughout incident.
10/03/13	Hartlepool	Fire	Fire at steel fabrication site in Hartlepool. Fire burned for several days liaison with CFB and environmental health.
19/03/13	Cleveland	Hoax threats	Bomb threat made to a company with several sites across Cleveland. Support provided to Police at Tactical command.
03/04/13	Stockton	Unexploded ordnance	Mortar shells found by divers in close proximity to Yarm bridge. Navy divers attended and 200m evacuation scoped but not required.
29/04/13	Middlesbrough	Fire	Fire at Thorntree library. Smoke across residential areas – shelter message issued. Concerns reference securing and stability of the building.
20/04/13	Hartlepool	Fire	Fire at Hartlepool Power Station due to oil leak on some lagging. Site incident declared, information issued via Blue Fax system and emergency services responded as per plans. This incident was not radiological. No further action required from CEPU.

EMERGENCY PLANNING JOINT COMMITTEE

MEETING DATES - 2013/14

Tuesday 11 June 2013 – 10.00 am

Tuesday 6 August 2013 – 10.00 am

Tuesday 26 November 2013 – 10.00 am

Tuesday 4 February 2014 – 10.00 am

Tuesday 6 May 2014 – 10.00 am

Tuesday 10 June 2014 – 10.00 am