

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 6th May 2014

10.00am

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

EMERGENCY PLANNING JOINT COMMITTEE:

Hartlepool Borough Council:-
Councillor Marjorie James

Middlesbrough Borough Council:-
Councillor Charles Rooney

Redcar and Cleveland Borough Council:-
Councillor Steve Goldswain

Stockton Borough Council:-
Councillor David Rose

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **TO RECEIVE THE RECORD OF DECISION IN RESPECT OF THE MEETING HELD ON 4th FEBRUARY 2014 (previously circulated)**



4. ITEMS FOR DECISION

- 4.1 2013/14 Revenue Outturn Report – *Chief Finance Officer*
- 4.2 2013/14 Annual Audit Return – *Chief Finance Officer*

5. ITEMS FOR DISCUSSION/INFORMATION

- 5.1 2014/15 to 2016/17 Budget Projections – *Chief Finance Officer*
- 5.2 Update on CEPU Actions 2013/14 – *Chief Emergency Planning Officer*
- 5.3 Proposed CEPU Action Plan 2014/15 – *Chief Emergency Planning Officer*
- 5.4 Reported incidents and warnings received – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



<p>EMERGENCY PLANNING JOINT COMMITTEE</p> <p>6th May 2014</p>
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Report of: Chief Finance Officer

Subject: 2013/14 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 2013/2014.

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 31/03/2014	
Description	Outturn Variance Adverse/ (Favourable) £
Emergency Planning	(19,347)
Environment Agency Grant	0
Local Resilience Forum (LRF)	0
Enterprise	(12,247)
Training & Exercise Group	(17,841)
Total	(49,435)

- 3.2 There is a favourable variance of £19,347 on the main Emergency Planning Unit (EPU) budget, which is in line with the outturn variance projected at Quarter 3. This primarily relates to Staff savings in relation to vacant posts and to staff being budgeted for at the top of their grade where in some instances they have not yet reached this salary point. The underspend has been transferred to reserves as agreed at the Joint Committee meeting on the 4th February 2014.
- 3.3 The 2013/14 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.
- 3.4 The LRF 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. The EPU is the LRF's lead body and also provides administrative support to the LRF which is funded by contributions from LRF members. LRF funding has been fully utilised in year.
- 3.5 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 2014 the Enterprise project had generated £12,247 of income that has been transferred to the Enterprise Reserve.
- 3.6 In 2011-12 the then Chief Emergency Planning Officer also set up a Training and Exercise Group project. The favourable variance has arisen as a result of additional contribution from Cleveland Police Authority and the restructuring of the LRF Training and Exercise Group. The restructure will ensure that whilst the statutory industrial exercising is maintained, greater benefits are achieved for emergency responders given the increased demand on finite resources. Income has been generated from contributions from the Cleveland Police Authority and the Emergency Planning Unit to build up a fund for multi-agency training & exercising. An amount of £17,841 has been transferred to a Training and Exercise Reserve as agreed at the Joint Committee meeting on 4th February 2014.
- 3.7 The Training and Exercise Group Reserve will be used throughout 2014 to embed the Joint Emergency Services Interoperability Program within the wider LRF, facilitate testing of critical elements not normally tested, the up-skilling of staff who both run the exercising and training elements and to provide training for responders where gaps have been identified.

4. RECOMMENDATIONS

- 4.1 Members approve the 2013/2014 revenue outturn and that the principle adopted at the Joint Committee meeting on the 4th February 2014 continues and the under-spend is transferred to reserves.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To finalise reporting requirements for 2013/2014.

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 2013/2014

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Explanatory Foreword

This foreword provides details of the 2013/2014 outturn position for the Cleveland Emergency Planning Unit. The Unit is involved in several initiatives and these include the standard operation of the Unit, as a Beacon Authority and its function 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 2013/2014 the contributions were as follows: -

Hartlepool	£66,175
Middlesbrough	£105,261
Redcar & Cleveland	£94,038
Stockton-on-Tees	£121,513

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 2013/2014 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 2013/2014 totalled £619,000.

Expenditure was £570,000 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 £49,000 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 coterminal 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 £40,862 in 2013/2014 against a budget of £40,862, funded by income from other local bodies.

Appendix A

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

EMERGENCY PLANNING FINANCIAL STATEMENTS

Income & Expenditure Account

2012/2013 Net Expenditure £000		2013/2014 Gross Expenditure £000	2013/2014 Gross Income £000	2013/2014 Net Expenditure £000
(40)	Central Services to the Public	570	619	(49)
(40)	Net Cost of Services	570	619	(49)
(40)	Net Operating Expenditure			(49)
(40)	(Surplus) / Deficit for the Year			(49)

Balance Sheet as at 31st March 2014

31st March 2013 £000		31st March 2014 £000	31st March 2014 £000	NOTE
	CURRENT ASSETS			
32	Debtor	13		1
248	Bank	367		
280			380	
	CURRENT LIABILITIES			
68	Creditors and other balances	119	119	2
212	TOTAL ASSETS LESS LIABILITIES		261	
212	Earmarked Reserves	261		3
212	TOTAL EQUITY		261	

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

2012/2013 £000		2013/2014 £000	NOTE
32	General & Other Debtors	13	a
32	Total	13	

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

2. Creditors and Other Balances

2012/2013 £000		2013/2014 £000	NOTE
68	General & Other Creditors	119	b
68	Total	119	

- 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 2013 £000		Receipts in Year £000	Payments in Year £000	Balance at 31st March 2014 £000	Note
128	Emergency Planning General Reserve	19	0	147	c
31	Local Resilience Forum	0	0	31	d
26	Beacon Authority	0	0	26	e
14	Enterprise	12	0	26	f
13	Training & Exercise Group	18	0	31	g
212	Total	49	0	261	

- c. This reserve is earmarked to allow the Unit to manage its budget over more than one year.
- d. This reserve is held on behalf of the Local Resilience Forum and will be used to fund future costs.
- e. This reserve was created from grant funding the EPU received when achieving Beacon Status.

Appendix A

- f. This reserve has been created from income generated by training. The fund is earmarked allow contributions to multi-agency training.
- g. This reserve has been created by contributions from the EPU and CPA to build up a fund for multi-agency Training & Exercising. Expenditure agreed by the Chief Emergency Planning Officer (CEPU) and the Head of Resilience Operations and Planning (Cleveland Police).

<p style="text-align: center;">EMERGENCY PLANNING JOINT COMMITTEE</p> <p style="text-align: center;">6th May 2014</p>
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Report of: Chief Finance Officer

Subject: 2013/2014 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 2013/2014.

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 2013/2014 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 2013/14 Revenue Outturn Report also on the agenda.

6. CONTACT OFFICER

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Small Bodies in England

Annual return for the financial year ended 31 March 2014

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 2014.

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 2014, 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 external 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 2014.

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 2013/14 for:

Enter name of reporting body here:

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	172,182	211,896	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	603,342	620,225	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	407,574	370,825	Total expenditure or payments made to and on behalf of all 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	156,054	199,965	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	211,896	261,331	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 2014 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 24/04/2014

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 2013/14

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 2014, 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 took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing 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 2013/14

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 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 2014; 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 2013/14 to

CLEVELAND EMERGENCY REFUGEE PLANNING JOINT COMMITTEE

The body's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

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:

PRINT NAME

Signature of person who carried out the internal audit:

SIGNATURE REQUIRED

Date:

DD/MM/YYYY

*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 2013/14 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 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the 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 2014 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.

<p>EMERGENCY PLANNING JOINT COMMITTEE</p> <p>6th May 2014</p>
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Report of: Chief Finance Officer

Subject: 2014/2015 to 2016/17 BUDGET PROJECTIONS

1. PURPOSE OF REPORT

- 1.1 To provide details of the projected budget of the Cleveland Emergency Planning Joint Committee for the years 2014/2015 to 2016/17 as requested by the Committee at their meeting on 4th February 2014.

2. BACKGROUND

- 2.1 In response to Government funding reductions the then Chief Emergency Planning Officer, as part of the Cleveland Emergency Planning Unit Strategic Plan, agreed funding reductions with the four constituent Local Authorities of the Cleveland Emergency Planning Unit. From 2010/11 to 2013/14 the unit's funding from the four Local Authorities reduced by 20%.
- 2.2 In 2014/15 funding from the Local Authorities has reduced by a further 5% with additional annual reductions of 5% in 2015/16 and 2016/17. The table below shows the Local Authority funded budget for 2014/15 to 2016/17 and shows the shortfalls that are yet to be met in 2015/16 and 2016/17.

BUDGET PROJECTIONS	2014-15	2015-16	2016-17
Employees	382,153	382,153	382,153
Premises	68,000	68,000	68,000
Transport	8,200	8,200	8,200
Supplies and Services	34,185	34,185	34,185
Third Party Payments	0	0	0
Support Services	25,000	25,000	25,000
Local Authority Contributions	(367,638)	(349,256)	(331,793)
COMAH Fees	(15,000)	(15,000)	(15,000)
Other Income (Including EA Grant)	(134,900)	(134,900)	(134,900)
Budget Shortfall	0	18,382	35,845

- 2.3 The 2016-17 budget shortfall represents the cumulative shortfall by 2016-17. The Chief Emergency Planning Officer is working to identify further savings to meet the budget reduction

3. RECOMMENDATIONS

- 3.1 That Members note the current budget shortfalls and that work will continue to achieve savings to meet these shortfalls and this will be reported to future committee meetings.

4. REASONS FOR RECOMMENDATIONS

- 4.1 To bring to Members' attention the budget shortfalls to be met as on going budget setting.

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

Chris Little
Chief Finance Officer
Tel: 01429 523003
Email: chris.little@hartlepool.gov.uk

EMERGENCY PLANNING JOINT COMMITTEE

6th May 2014



Report of: Chief Emergency Planning Officer

Subject: Update on CEPU Actions 2013-14

1. Purpose of the report

1.1 To provide members with an update on the progress of the Cleveland Emergency Planning Unit and its achievement against the performance indicators identified in the 2013/14 Action Plan.

2. Introduction

2.1 To manage and continually improve the 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 in April 2013 (**Appendix 1**).

2.2 The performance indicators are effectively monitored throughout the year and are regularly reviewed during performance review meetings with the EPU team.

3. Progress

3.1 The majority of performance indicators have been met with an overall completion rate of 98%. 2 actions are still ongoing and therefore have not been completed in this financial year, both of which will be carried over into the 2014/15 Action Plan.

3.2 The Competency Frameworks have been used to inform the training needs analysis within the authorities, however due to changes in staff it has proved difficult to conduct a full training needs analysis against all members of the Emergency Planning Team and although this has been done to some extent it has not been completed in its entirety.

3.3 The action relating to the Safety Advisory Group Policy suitable for all 4 Local Authorities is being reviewed. A Task & Finish Group has been established made up of the individual Chairs of the Safety Advisory Groups (SAG's) in each Local Authority and Emergency Services representation exploring the approach in Cleveland with a view to seeking consistency across SAG's.

- 3.4 Significant achievements have included the following:
- Revision and reissue of the plans prepared under the Pipeline Safety Regulations ensuring 100% compliance across all industrial legislation.
 - The delivery of the Environment Agency Community Resilience project and decision for the project to continue for an additional 3 years.
 - Incorporation of training needs assessment across the four boroughs.
 - Development of joint training for staff from the four boroughs and partners allowing mutual aid between authorities.
 - Combining the four previous emergency accommodation plans into one document and training package.
 - Successful delivery of coping with schools emergency training across the four authorities.
 - Delivery of a range of in house and external training opportunities for local authority and partner staff including elected member training, business continuity, strategic decision making and recovery.
 - Responses to the flooding on 6th September, tidal surge on 5th December and the response to the fire at UK Wood Recycling over the Christmas period.

- 3.5 **Appendix 1** details the progress against each of the 98 individual actions for 2013/14.

4. Going Forward

- 4.1 The 2014/15 Action Plan is currently in the process of the being finalized and will identify the priorities for the forthcoming financial year.

5. RECOMMENDATIONS

- 5.1 That Members note the report.

6. REASONS FOR RECOMMENDATIONS

- 6.1 To ensure that members are aware of the role of CEPU and the scale of incidents which continue to occur within the Cleveland area.

7. BACKGROUND PAPERS

No background papers supplied.

8. CONTACT OFFICER

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Appendix 1 Summary of CEPU Actions and Progress 2013 -14

Reference	Status
A01 Review emergency planning arrangements in each local authority	Complete
A01 1 After Hours contact Ex	Complete
A01 1a Redcar	Complete
A01 1b Hartlepool	Complete
A01 1c Middlesbrough	Complete
A01 1d Stockton	Complete
A01 2 Each LA Major Incident Plan to be reviewed	
A01 2 Redcar	Complete
A01 2 Stockton	Complete
A01 2 Middlesbrough	Complete
A01 2 Hartlepool	Complete
A01 4 Major Incident Plan Walkthrough	
A01 4 Redcar	Complete
A01 4 Stockton	Complete
A01 4 Middlesbrough	Complete
A01 4 Hartlepool	Complete
A01 5 Training Needs Analysis undertaken by each borough against plan	
A01 4 Redcar	Complete
A01 4 Stockton	Complete
A01 4 Middlesbrough	Ongoing
A01 4 Hartlepool	Complete
A01 6 Provision of Command Training to all 4 local authorities	
A01 7 Provision of 3 loggist training sessions	Complete
Session 1	Complete
Session 2	Complete
Session 3	Complete
A02 Review guidance for Duty Officer (6 monthly)	
Review 1	Complete
Review 2	Complete
A03 Provision of conduit for the LA	Complete
A04 Test of Borough Emergency Centre process and procedures	Complete
A04 1 Hartlepool	Complete
A04 2 Middlesbrough	Complete
A04 3 Redcar	Complete
A04 4 Stockton	Complete
A05 Rest Centre procedures and exercises	Complete
A05 1 Develop corporate policy across Tees Valley	Complete
A05 2 Three Training Sessions on Rest Centres	Complete

A05 3 Provision of 2 rest centre exercises	Complete
A05 4 Review Rest Centre Boxes in each LA	Complete
A05 5 Review Transport Plan	Complete
A06 COMAH Offsite Emergency Response Plans	Complete
A06 1 All COMAH OFSERP plans written review ed within legal timescales	Complete
A06 2 Annual Meeting with HSE / EA ref COMAH review	Complete
A06 3 Annual review of COMAH plan Structure	Complete
A06 4 COMAH Overview Document Review 1	Complete
A06 5 COMAH Overview Document Review 2	Complete
A06 6 Plan sign off process in place	Complete
A07 To seek continued compliance with the Pipeline Safety Regs	
A07 1 All plans to be written / reviewed within legal timescales	Complete
A07 2 Annual review of pipelines structure	Complete
A07 3 Undertake 6 monthly review of pipelines overview 1	Complete
A07 4 Undertake 6 monthly review of pipelines overview 2	Complete
A08 Maintain understanding of Seveso III and COMAH	
A08 1 Maintain Seat on COMAH/ Pipelines EPLG	Complete
A09 REPIR	
A09 1 Attendance at 4 Local Community Liaison Councils or EPCC	Complete
A09 2 Four emergency planning liaison meetings	Complete
A09 3 Meet legal duties ref REPIR Plan	Complete
A09 4 Participation in level 1 exercises	Redundant
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIR	
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Complete
A10 2 Annual report submitted to the LRWG and LRF	Complete
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.	Complete
A10 4 Key learning points and actions submitted into Excel ACTIONS Sheet	Complete
A11 Attendance and participation in Independent Safety Advisory Groups	
A11 1 Assistance to event organisers / event teams	Complete
A11 2 Write a policy for SAG acceptable to all Local Authorities	Ongoing

A12 Develop a programme of community resilience initiatives	Complete
A12 1 Identify communities at risk	Complete
A12 2 Produce information including household and community plan templates	Complete
A12 3 Work with existing community groups and partners to raise awareness	Complete
A12 4 Provide a range of information to local residents via established media	Complete
A13 Working with the voluntary sector in emergency planning	
A13 1 1 Live play rest centre exercise involving voluntary agencies	Complete
A13 2 4 Training sessions / presentations to or with voluntary agencies	Complete
A13 3 Conduct one out of hours contact exercise	Complete
A13 4 Hold 4 meetings with the voluntary sector	Complete
A13 5 Involve one or more voluntary agencies in 2 exercises	Complete
A14 Provision of internet sites	
A14 1 Web site reviewed every 28 days	Complete
A14 Structure and sign off process produced for unit and LRF website	Complete
A14 3 4 x officers trained in website update	Complete
A15 Promote BCM to SMEs	
A15 1 Promote BCM in appropriate forums	Complete
A15 2 Signpost SMEs to further information advice and templates	Complete
A15 3 Develop a BCM testing package for two sectors	Complete
A16 BC Plan for CEPU	
A16 1 Conduct an annual exercise involving the plan	Complete
A16 2 Review CEPU BCM Plan	Complete
A17 CEPU Strategic Risk Register	
A17 1 Produce and maintain an EPU strategic Risk Register	Complete
A18 Circulation of minutes of meetings and other information received by the unit	Complete
A19 Submission of requests for invoices for exercises and / or plans.	Complete
A20 Develop and review admin procedures within the unit.	Complete
A21 Income generation (enterprise fund) increased by 5% on 2012-13	Complete

EMERGENCY PLANNING JOINT COMMITTEE

6th May 2014



Report of: Chief Emergency Planning Officer

Subject: Proposed CEPU Action Plan 2014-15

1. Purpose of the report

1.1 To provide members with the proposed action plan for the Cleveland Emergency Planning Unit 2014 -15.

2. Introduction

2.1 To manage and continually improve the service and performance, and determine if the Emergency Planning Unit is meeting its aims and objectives, a number (73) of realistic and meaningful performance indicators are proposed for completion during the period April 2014 – March 2015 (**Appendix 1**).

2.2 As with previous years the actions will be monitored throughout the year and will be reviewed during performance review meetings with the EPU team and regularly reported by the Chief EPO to members of the Emergency Planning Joint Committee.

3. Key Themes

3.1 The actions are designed to provide a range of benefits to the member authorities in both meeting the statutory needs of the Civil Contingencies Act and Industrial specific legislation such as the Control of Major Accident Hazard Regulations.

3.2 In addition to meeting the statutory needs a number of key themes have been incorporated into the action plan. These include:

- Community resilience and engagement
- Training and familiarisation
- Economies of scale and efficiency
- Marketing and income generation

3.3 Each of the actions has been allocated to a lead officer and given a targeted completion date ensuring accountability throughout the year.

- 3.4 Many of the actions support those proposed by the Local Resilience Forum following an initial planning day held on the 20th February (**Appendix 2**). It should be noted that CEPU staff will be key to the delivery of the majority of the proposed LRF actions.

4. RECOMMENDATIONS

- 4.1 That Members note the report.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To ensure that members are aware of the role of CEPU and the scale of incidents which continue to occur within the Cleveland area.

6. BACKGROUND PAPERS

No background papers supplied.

7. CONTACT OFFICER

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Appendix 1 Proposed CEPU Actions 2014 – 15

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 Two Training Sessions on Rest Centres	<ul style="list-style-type: none"> Need for staff to understand and have confidence in their roles in the emergency accommodation plan. Open to staff from across Cleveland. 	<ul style="list-style-type: none"> Feedback from training sessions Attendance at sessions
A05 2 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

		<ul style="list-style-type: none"> Plan assessed against Accurate, Practicability and Complete criteria
A05 3 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 4 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 requested by partners as a valuable addition to COMAH planning. 	<ul style="list-style-type: none"> 6 monthly update period on the document.
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 undertake at the minimum one test of a PSR plan. This will assess the plan against Completeness, Accuracy and Practicality. 	<ul style="list-style-type: none"> Multi-agency test of the plan Feedback from participants Amendments made to plans
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/observation of 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 / REPIR	<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 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

		<p>issues</p> <ul style="list-style-type: none"> • 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 Excel	<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. • Ensures dovetailing between event organisers and emergency planners. 	<ul style="list-style-type: none"> • Pre-meetings and advice issued to event organisers. • Increased awareness amongst 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
A11 3 ISAG Training Pilot to	<ul style="list-style-type: none"> • Provide event organisers with an understanding of 	<ul style="list-style-type: none"> • Number of events passing

be developed	event safety, liability and the ISAG process. To encourage community events to continue whilst reducing the risks to the community.	through ISAGs without additional input from agencies. <ul style="list-style-type: none"> • Attendance and feedback from the pilot study.
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	<ul style="list-style-type: none"> • Increases the range and number of residents that are likely to receive the information as oppose to 	<ul style="list-style-type: none"> • Number of articles produced and printed in media / broadcast /

via established media	<p>CEPU direct mailing.</p> <ul style="list-style-type: none"> • Allows information to be issued without raising undue concern. • Increases the transparency of CEPU and emergency planning. 	<p>published on websites.</p> <ul style="list-style-type: none"> • Feedback via forums and residents. • Circulation figures.
A12 5 Support for the implementation of the Duke of Cornwall's Award	<ul style="list-style-type: none"> • Reinforces community resilience with youth groups. 	<ul style="list-style-type: none"> • Feedback from the award pilots • Number of participants achieving the award within Cleveland
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 11ccessibility.
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.
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. Number of forums attended.
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. Engagement with business networks e.g. NECC Feedback from SMEs

A15 3 Rollout the BCM packages for the caring sectors.	<ul style="list-style-type: none"> Will make BCM and the benefits more tangible to the sectors concerned 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"> 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		
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		
A21 1 Income generation increased by 25% on 2013-14	<ul style="list-style-type: none"> • Best value • Secure funding for the unit 	<ul style="list-style-type: none"> • Review existing recharges to industry to ensure that all costs are identified and recovered. • 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.
A21 2 Development of Marketing Plan for CEPU income generation	<ul style="list-style-type: none"> • Spreads the risk of reliance on a limited number of income streams and ensures that effort is spent in the most effective areas. 	<ul style="list-style-type: none"> • Production of the plan • Identification of areas that can produce an effective income • Ensures that products are relevant for the end users
A22 Exercising and Testing		
A22 1 DTVA Airport Exercise	<ul style="list-style-type: none"> • Civil Aviation Authority licensing requires the testing of the emergency procedures for the airport which include the Local Authority. 	<ul style="list-style-type: none"> • Independently observed by CAA • Debrief report • Action plan / lessons learnt
A22 2 Strategic Exercise	<ul style="list-style-type: none"> • Duty to plan for emergencies under the CCA requires that plans prepared are tested. • The strategic exercise will test a number Local Authority plans required by the CCA with partners both from neighbouring boroughs and from partner 	<ul style="list-style-type: none"> • Number of strategic officers engaged • Debrief report • Action plan / lessons learnt

	<p>agencies.</p> <ul style="list-style-type: none">• The exercise will be debriefed both internally and externally allowing continual improvement of plans.	
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Appendix 2 Proposed CLRF Actions 2014 – 17

LRF Activity	Year
Chief Officers Group	
Meetings 3 x meetings of the LRF Chief Officer Group per year	1, 2, 3
Learning Lessons Debriefs points / lessons learnt / exercises incidents etc captured through relevant group - COG National incidents / inquiries - BPG standard agenda item – added to action register if relevant - TEPG – learning from COMAH / Training	1, 2, 3
Action Plan - Endorse annual LRF action plan - Endorse 3 yearly action plan - Review of actions annually	1, 2, 3 1 1, 2, 3
Strategic exercise Appropriate representation and participation in the annual strategic LRF exercise. Year 1 – Firearms, Year 2 – Flooding / Adverse Weather 2015 and Year 3 – REPPIR Level 2 May 2016	1, 2, 3
Expectations Set i) Promotion of the CCA Cat 1 and 2 expectations set by/via the LRF ii) Assurance - Each Category 1 demonstrates that they are meeting their duties under the CCA (2004) – LRF to request assurance from partners	1 2, 3
Community Risk Register LRF Formal endorsement of community risk register	1, 2, 3
JESIP LRF COG Adoption and endorsement of JESIP principles for use in all relevant LRF plans and training	1
Health Integration and linkages between LRF and LHRP – update from LHRP through LRF	1, 2, 3
Business and Policy Group	
Monitoring of Action Plan/ Report from sub-groups Undertaken at each meeting as standing agenda item	1, 2, 3
Planning capacity and assumptions Reporting of the key LRF and agency plans against the planning assumptions similar format to ISAG. Plans to be prioritised based upon the consequence analysis.	1, 2, 3
Consequence GAP analysis Lead agencies to assess functions against plans and report back regarding any identified gaps – e.g. where consequences outstrip CLRF agency resources	1, 2
Mitigation of GAPS Areas identified as not currently met to be addressed where appropriate with other resilience tiers e.g. national, sub-national or local	1, 2, 3
Emerging issues / briefing on changes in procedures – all agencies to provide.	1, 2, 3
Risk Assessment Working Group	
Neighbouring LRFs Ensure risk register is cross referenced and that where appropriate activities are undertaken jointly	1, 2, 3
Common Consequences Map common consequences against hazards in LRAG 2013, and threats in NRA – planning limitations taking into account local resources and capabilities – develop local planning assumptions.	1

LRF Activity	Year
<u>Develop local planning assumptions</u> Develop local resilience planning assumptions for a range of impacts (collate impacts of both threats and hazards) – outputs to be provided to all Category 1 and 2 responders as the basis of their planning assumptions (e.g. x number can be evacuated and sheltered in Cleveland).	1
<u>Identification of risks</u> Identification of local risks that may lead to the consequences which are not currently covered by existing management plans (e.g. non-COMAH industrial sites).	1
<u>Plan call in</u> Call in process to ‘test’ plans against planning assumptions – involvement of lead agency and supporting agencies to provide assurance that the plan is fit for purpose – validation of existing plans against common consequences.	2, 3
Voluntary Emergency Liaison Group	
<u>Capabilities register</u> VELG Capabilities document to be reviewed outlining activation, functions and resources.	1, 2, 3
<u>Vol Orgs Communications Exercise</u> Annual exercise Chit Chat Communications Exercise (9 th October 2014) to confirm activation procedures, capability and capacity.	1, 2, 3
<u>Awareness of the role of Vol Orgs</u> Seminar / inclusion in seminar for statutory responders on incorporating voluntary services.	1, 2, 3
<u>VELG Training Sessions</u> 4 x training sessions / briefings on aspects of emergency response to be provided per year to voluntary organisations.	1, 2, 3
<u>Live Play Exercise</u> Involvement in one major live play exercise to be offered to VELG members / year.	1, 2, 3
<u>Duke of Cornwall's Award</u> Assistance with delivery of the Duke of Cornwall's Award exercise to be requested.	1, 2, 3
Cleveland Media Forum	
<u>Media Calendar</u> Joint media campaign calendar to be updated quarterly and circulated partners to assist in coordinated delivery of partners campaigns.	1, 2, 3
<u>Communications Strategy Review</u> LRF Communications Strategy Review including contacts and resources.	1, 2, 3
<u>Communications Strategy Walkthrough</u> Walkthrough of the communications strategy key principles	1, 3,
<u>LRF Exposure in the media</u> Exploit opportunities to raise awareness of exercises, CRR, BCM promotion etc ensure that key messages are relayed to CMEF members via the joint calendar.	1, 2, 3
<u>Evaluation of the CRR</u> Public facing community risk register evaluation distribution and content.	1
<u>Training needs assessment</u> Group to identify training for talking heads or specialist areas e.g. media monitoring and where beneficial progress joint training.	1
<u>Test the Communications Strategy</u> Testing of the strategy in the annual strategic exercises	1, 2, 3
Review of social media and it's application to meeting none-emergency messaging	1
Business Continuity Focus Group	
<u>Awareness Seminar</u> Business Continuity Awareness seminar based upon a key LRF risk / consequence (e.g. loss of power for 48 hours). Intention to enable members to ask the right questions of their internal plans / procedures based upon input from a subject matter expert.	1, 2, 3

LRF Activity	Year
<u>Expectation Set Awareness</u> Ensure that members are aware of the expectation set for BCM on Category 1 and 2 responders.	1
<u>Training Needs Analysis</u> Group to identify training for talking heads or specialist areas e.g. media monitoring and where beneficial progress joint training.	1
<u>Assurance</u> Provide assurance to collective LRF partners that BCM duties are being met as per the expectation set	2
<u>Training and Exercising Group</u>	
<u>Review of current process</u> Undertake a review of the training and exercising function within the LRF. Development of tactical training and exercising function relevant to all LRF partners.	1
<u>Provision of exercising and training calendar</u> Training calendar based upon identified needs from operational group and risk group. Annually collated and provided to the CoG for endorsement.	1, 2, 3
<u>JESIP Awareness</u> Provision of awareness sessions for non-blue light partners based upon national JESIP resources.	1
<u>JESIP Adoption of doctrine</u> JESIP - 3 years – all agencies to adopt the doctrine and incorporate into CLRF exercises.	1, 2, 3
<u>Command Training</u> Tactical 2014/15 Strategic 2015/16	1, 3 2,
<u>Strategic Exercises</u> Annual strategic exercise one per year testing core response elements of the CLRF partners response. Suggested themes Year 1 – MTFA, Year 2 – Flooding and Year 3 – REPIR.	1, 2, 3
<u>Experience based seminars</u> Minimum of 3 multi-agency training events per year per year based to include content general response and a specific risk/ threat.	1, 2, 3
<u>Private Sector awareness of risk</u> Provision of access to subject matter experts to wider private organisations to enable the development of internal Business Continuity Management plans.	1, 2, 3
<u>Specific Task and Finish Groups</u>	
<u>Cleveland Escalation Plan</u> Review the activation procedures for an SCG or TCG and ensure that partners have clarity on facilities and routes of notification. - LRF – pre-incident - Response – in the event of an incident	1, 2
<u>MTFA</u> Assurance from partners reference the suggested actions included in the MTFA document for LRF partners. Confirm that agencies with responsibilities identified have planned accordingly.	1, 2
<u>Develop plans for new Gold Command Suite</u> Task & Finish Group to consider the physical elements of the Command Suite and identify those agencies with a particular interest. Scope examples of good practice and develop procedures and facilities within Cleveland.	1, 2
<u>Public Facing Risk Register</u> Development of a community risk register as part of the warn and inform requirement under the CCA.	3
<u>Community Resilience</u> Scoping and development of a strategy for developing sustainable community resilience. Identification of existing networks and activities. 1) Duke of Cornwall's Award	1

LRF Activity	Year
2) EA Communities Project 3) Schools Out Program	
Surface Water Flooding Preparatory work around identifying hot spots / trouble spots that are likely to be affected by surface water flooding – sharing across agencies would facilitate the preparation leading up to the event	1
Joint LRF working Collaboration and co-ordination of work across Northern LRFs, identification of economies (time / resource etc)	1, 2, 3
Independent Safety Advisory Groups Increased coordination of ISAG's across the LRF area and support for event organisers regarding emergency response.	1, 2, 3
Emerging risks Task and finish group to be established if emerging risk is identified remit and composition of group will vary dependant on risk.	1, 2, 3
Recovery Recovery plan and process to be reviewed against identified consequences.	2, 3
Budget strategy for LRF Task and Finish group – to incorporate how we demonstrate/quantify the value of the LRF to partners	1
Non-Top Tier Sites EA & CFB – list of high hazard sites – awareness of those sites in Cleveland that do not fall under the COMAH regulations – engagement with relevant group	1,2
Peer comparison Identification of and communication with LRFs with similar socio-economic areas – identification of relevant practice and areas of mutual interest / support.	2
Fatality Planning Mass fatality planning & pandemic flu planning – excess deaths. Ensuring that the plans are applicable and scalable to a range of identified risks.	2
LRF Secretariat	
Audit Representation at COG meetings (attendance and level of representative) and training	1, 2, 3
Expectation set Benchmarking current practice against the expectations set issued to LRFs	1
National Capabilities Survey To be compiled and submitted by the LRF secretariat	1
Central register of key LRF plans and procedures Identify any missing plans / procedures or conversely identification of missing risks	1
Distribution Lists Review and update of responder and LRF distribution lists.	1, 2, 3
CLRF Strategic Risk Register Quarterly update and review of the Cleveland Strategic Risk Register based upon emerging issues both local and national.	1, 2, 3
Information Sharing Agreement Review and confirmation of the Cleveland LRF information sharing agreement in light of changing organisations, practice and incidents.	1, 2, 3

<p style="text-align: center;">EMERGENCY PLANNING JOINT COMMITTEE</p> <p style="text-align: center;">6th May 2014</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 22nd January and 11th April 2014 (11 weeks).

2. BACKGROUND

2.1 CEPU provide both 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.

3 National Severe Weather Warning Service

3.1 During the period there were 19 weather alerts (primarily cold weather) and 1 severe weather warnings issued (wind). 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.

3.2 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. Additionally all CEPU on-call officers have access to the Met Office Hazard Manager Internet Site allowing them to monitor weather in near real time.

4 Environment Agency Flood Warnings

4.1 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).

4.2 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.

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

4.3 During the period **18 flood alerts and 0 flood warnings** were issued by the Environment Agency within the Cleveland LRF boundary.

4.4 No severe flood warnings were issued during this period.

5 Industrial Communications System

5.1 The e-mail based industrial communications strategy is used to alert responders and members of the public in the event of an incident on an industrial site. It has been operating in email format since the 3rd March.

5.2 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. Each issue of an alert is followed by a close out notification indicating the incident is over.

5.3 During the period 11 notification blue alerts 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.

5.4 Whilst the majority of alerts were in relation to site processes that may cause alarm such as flaring, a number required additional contact between CEPU, the operator and emergency services to seek clarification, give advice or gather further information.

5.5 No red alerts were issued during this period.

6 Incidents of Note

6.1 In the period 2 incidents of note have occurred these are outlined in **Appendix 1**.

6.2 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'.

7. **PROPOSALS**

7.1 No options submitted for consideration other than the recommendation.

8. **RECOMMENDATIONS**

8.1 That Members note the report.

9. **REASONS FOR RECOMMENDATIONS**

9.1 To ensure that members are aware of the role of CEPU and the scale of incidents which continue to occur within the Cleveland area.

10. **BACKGROUND PAPERS**

No background papers supplied.

11. **CONTACT OFFICER**

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Appendix 1 Incidents occurring within CEPU Area 22/01/2014 – 11/04/2014

Date	Authority Area	Incident Type	Notes
09/03/2014	Hartlepool	Fire and structural damage	Fire in snooker hall – resulted in number of road closures and request for attendance at site. Utilities isolated and demolition contractor called in to make gables safe.
15/03/2014	Hartlepool	Lagging fire at Power station	Incident notified to duty officer for information only. Onsite incident declared and emergency services responded as per plans at no time any risk offsite.