

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Tuesday 5<sup>th</sup> August 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 6<sup>th</sup> MAY 2014 (previously circulated)**



**4. ITEMS FOR DECISION**

4.1 Quarter 1 Revenue Financial Monitoring Report 2014/2015 – *Chief Finance Officer*

4.2 Potential Income Generation Activity – *Chief Emergency Planning Officer*

**5. ITEMS FOR DISCUSSION/INFORMATION**

5.1 CEPU Action Plan Update – *Chief Emergency Planning Officer*

5.2 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*

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



# EMERGENCY PLANNING JOINT COMMITTEE

5<sup>th</sup> August, 2014



**Report of:** Chief Finance Officer

**Subject:** QUARTER 1 REVENUE FINANCIAL MONITORING REPORT  
2014/2015

## 1. PURPOSE OF REPORT

1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2014/2015.

## 2. BACKGROUND

2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2014/2015 revenue budget.

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

## 3. FINANCIAL CONSIDERATIONS

3.1 The latest position is summarised below:

| Actual Position 30/06/14            |                            |                        |                                  |   |   |  |
|-------------------------------------|----------------------------|------------------------|----------------------------------|---|---|--|
| Cost Centre                         | Description                | Annual Budget<br>£'000 | Expected Budget to Date<br>£'000 | Actual Expenditure/<br>(Income)<br>to Date<br>£'000 | Variance to Date<br>Adverse/<br>(Favourable)<br>£'000 | Projected Outturn<br>Variance<br>Adverse/<br>(Favourable)<br>£'000 |
| Emergency Planning                  | Direct Costs - Employees   | 382                    | 95                               | 89  | (6)   | (24)   |
|                                     | Direct Costs - Other       | 135                    | 34                               | 15  | (19)  | 0  |
|                                     | Income                     | (517)                  | (310)                            | (227)   | 83  | 0  |
| <b>Emergency Planning Total</b>     |                            | <b>0</b>               | <b>(181)</b>                     | <b>(123)</b>  | <b>58</b>   | <b>(24)</b>  |
| Environment Agency                  | Direct Costs - Employees   | 0                      | 0                                | 0   | 0   | 0  |
|                                     | Direct Costs - Other       | 50                     | 0                                | 1   | 1   | 0  |
|                                     | Income                     | (50)                   | (10)                             | (10)  | 0   | 0  |
| <b>Environment Agency Total</b>     |                            | <b>0</b>               | <b>(10)</b>                      | <b>(9)</b>  | <b>1</b>  | <b>0</b>   |
| Local Resilience Forum              | Direct Costs - Employees   | 0                      | 0                                | 0   | 0   | 0  |
|                                     | Direct Costs - Other       | 37                     | 1                                | 1   | 0   | 0  |
|                                     | Income                     | (37)                   | (31)                             | (31)  | 0   | 0  |
| <b>Local Resilience Forum Total</b> |                            | <b>0</b>               | <b>(30)</b>                      | <b>(30)</b>   | <b>0</b>  | <b>0</b>   |
| Enterprise                          | Direct Costs - Employees   | 0                      | 0                                | 0   | 0   | 0  |
|                                     | Direct Costs - Other       | 10                     | 2                                | 1   | (1)   | 0  |
|                                     | Income                     | (10)                   | (2)                              | 0   | 2   | 0  |
| <b>Enterprise Total</b>             |                            | <b>0</b>               | <b>0</b>                         | <b>1</b>  | <b>1</b>  | <b>0</b>   |
| Training and Exercise               | Direct Costs - Employees   | 0                      | 0                                | 0   | 0   | 0  |
|                                     | Direct Costs - Other       | 26                     | 0                                | 2   | 2   | 0  |
|                                     | Income                     | 0                      | 0                                | (3)   | (3)   | 0  |
|                                     | Contribution from Reserves | (26)                   | 0                                | 0   | 0   | 0  |
| <b>Training and Exercise Total</b>  |                            | <b>0</b>               | <b>0</b>                         | <b>(1)</b>  | <b>(1)</b>  | <b>0</b>   |
| <b>GRAND TOTAL</b>                  |                            | <b>0</b>               | <b>(221)</b>                     | <b>(162)</b>  | <b>59</b>   | <b>(24)</b>  |

3.2 There is currently an adverse variance on the main Emergency Planning budget. This relates to income being received later than anticipated, however this is offset by salary costs being lower than budgeted and a current favourable variance on other direct costs primarily relating to premises expenditure which will now be incurred later than anticipated. It is expected that the majority of the budget will be spent by the end of the financial year leaving a small favourable variance of £24,000. The projected variance primarily relates to salary savings owing to some employees not yet reaching their maximum scale point.

3.3 Members will be aware that it is expected that the Emergency Planning Unit will move premises as a result of the anticipated sale of Aurora Court. A number of options are currently being reviewed both with Hartlepool Council and partner agencies. The financial impact of any move is not known and reserves may need to be used to fund costs associated with the move. The Chief Emergency Planning Officer hopes to secure ongoing revenue savings by achieving lower premises and ICT costs in any new accommodation to help address ongoing budget reductions.

3.4 The training and exercise reserve is intended to be decreased over the coming twelve months. The Chief Emergency Planning Officer has identified that agencies' contributions to the account have become disproportionate with several agencies unable to match the significant contributions made by one particular agency. As a result the primary contributing agency has

requested that £20,000 be transferred back to them. To prevent a reoccurrence it is proposed that the budget will be capped to a total of £5,000 to be available for use by members of the joint CEPU for the purchase of equipment and resources that will be used in joint exercising and training. Further reductions will be made via support for a strategic exercise to be held in January estimated at £6,000. As with the current arrangement any decision to spend money from the account will be taken jointly by the Chief Emergency Planning Officer and Head of Resilience Operations and Planning.

**4. RECOMMENDATIONS**

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

**5. REASONS FOR RECOMMENDATIONS**

To support future service delivery of the Emergency Planning Unit.

**6. BACKGROUND PAPERS**

None.

**8. CONTACT OFFICER**

Chris Little  
Chief Finance Officer  
Tel: 01429 523003  
Email: [chris.little@hartlepool.gov.uk](mailto:chris.little@hartlepool.gov.uk)

# EMERGENCY PLANNING JOINT COMMITTEE

5<sup>th</sup> August 2014



**Report of:** Chief Emergency Planning Officer

**Subject:** Potential Income Generation Activity

## 1. PURPOSE OF REPORT

- 1.1 To provide members with an overview of the income generation activity being undertaken by the Cleveland Emergency Planning Unit and proposed for the future.

## 2 Background

- 2.1 Following the provision of a report outlining budget projections 2014 -2017 which identified a shortfall of £35,845 by 2016 - 2017 the CEPO was requested to identify areas of future income generation.
- 2.2 The following report outlines areas of income generation both currently being pursued and those intended for future development.
- 2.3 The intent from the CEPO is that any income generation activities will be in line with the unit's aims and benefit the community through increased resilience.

## 3 Outline of activities

### **Review of costs against recharges for statutory activities**

- 3.1 Work has been undertaken to quantify the actual costs when undertaking statutory work which can be reclaimed under the Control of Major Accident Hazard Regulations 1999 amended 2005.
- 3.2 COMAH Exercising; As a result of the review it was identified that the length of meetings and travel time was not included, associated follow up actions as a result of the exercise were not included and that the duration of a number of activities were under-estimated. This has resulted in the estimate for a small scale exercise increasing from £1045 to £1800, which when applied to the 3 year cycle and the 30 top tier sites in Cleveland equates to an increase cost recovery of £7,550 per annum. Some variance can be expected e.g. multi-operator sites, sites closing / starting or changing

classification. Each exercise is different therefore all operators receive an estimate and a final bill. A full breakdown of costs is provided on request.

- 3.3 COMAH Planning; The local authority has a statutory duty to produce an Off Site Emergency Response plan under COMAH previously these have been recharged at an average of £1,240. Following a similar process to that undertaken for COMAH exercising a new estimated figure of £1,625 has been produced based primarily on the administration of the plans and the removal of a training benefit initially included due to a change of staff. As a result it is anticipated that there will be approximately £3,850 increase in the annual costs recovered. As with the plans there is likely to be some variance due to changes to legislation, timing of plan updates and changes in the sites.

### **Coping with school emergencies package**

- 3.4 For a number of years the unit has been undertaking awareness sessions with schools on the planning and responding to emergencies. This training has been cited by a number of schools as beneficial following incidents and overall feedback is very positive.
- 3.5 In 2014 – 2015 for the first time we will be taking a cover charge for this non-statutory work. Delegates will have the option to attend (£30) or to attend and sit an accredited exam (£50). The costs were introduced following discussions with a number of attendees who felt that the fee would ensure attendance and reflects the significant staff time and accommodation costs but would not impact negatively on attendance.
- 3.6 Based upon attendance figures for 2013 – 2014 the local authority emergency planners can anticipate an income after costs of approximately £1700.
- 3.7 Further following the sessions held 2013 - 2014 a number of schools have approached the trainers directly requesting additional support with the development of their plans. As a result officers from the Police and Local Authority have developed a number of options for schools including plan reviews, facilitated workshops, bespoke training and exercising and testing packages. As this will be a pilot year no estimate for income generation / cost recovery can be provided at this stage.
- 3.8 During the course of 2014 – 2015 the intention is to scope the appetite for a similar range of packages for the care sector with the intention of building awareness of Business Continuity Management and Emergency Planning.

### **Provision of EPC training to partners**

- 3.9 Via a partnership with the Emergency Planning College (EPC) CEPU have been able to provide training opportunities to partners in a range of recognised courses at significantly reduced rates.

- 3.10 The benefits of this approach to a range of stakeholders are significant. Attendees access courses with peers at reduced rates, courses can be adapted to ensure the content is relevant to those within Cleveland, the college benefits from reduced administrative and marketing, the unit benefits from being able to apply a reasonable service charge for the associated administration and accommodation.
- 3.11 This approach does carry some financial risk. Whilst demand has been expressed by a number of agencies there is a finite pool of staff that require training in resilience. In some instances agencies can only access training via agreed providers.
- 3.12 So far four EPC courses have been scheduled to run between September and January based upon the expressed needs from partners and an agreement between the college and CEPU. An additional single day course needs to be arranged. Should all places be filled it is anticipated that a maximum of £8,800 can be generated after costs based upon all 16 places per course being.

#### **Provision of non-statutory training to industry**

- 3.13 In addition to the statutory testing of the offsite plan required under COMAH CEPU has been conducting a range of training for industrial operators. Three courses have run this year led by the Police ROPs team with Local Authority officers contributing to the package both through presenting and through administrative support. As a result of the three courses £810 has been generated. A number of enquiries have been received from other operators regarding adapting the training to meet their specific needs. These are currently being followed up.

#### **4 Proposals**

- 4.1 It is proposed that the above activities will be pursued over the coming financial year with the target of recovering / generating an additional £18,000. All activities will be assessed and reviewed with the intention of developing the more successful ones for future years.

#### **5. RECOMMENDATIONS**

- 5.1 That Members note the report, support the income generation elements and that the income generation is monitored at later EPJC meetings.

#### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 To ensure that members remain aware of the income generation being undertaken by the unit.

#### **7. BACKGROUND PAPERS**

No background papers supplied.



**8. CONTACT OFFICER**

Stuart Marshall Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Regeneration and Neighbourhoods  
Hartlepool Borough Council  
01642 232442  
Stuart.Marshall@Hartlepool.gov.uk

# EMERGENCY PLANNING JOINT COMMITTEE

5<sup>th</sup> August 2014



**Report of:** Chief Emergency Planning Officer

**Subject:** CEPU action plan update

## 1. PURPOSE OF REPORT

1.1 To provide members with an overview of progress made towards the delivery of the CEPU action plan submitted at the Emergency Planning Joint Committee (EPJC) meeting held 6<sup>th</sup> May 2014.

## 2. BACKGROUND

2.1 The submitted action plan contained 73 actions covering the range of work undertaken by the unit on behalf of the four local authorities. Actions include specific statutory tasks such as compliance with the Control of Major Accident Hazard Regulations (1999 as amended 2005), as well as more general actions that ensure that the four authorities can demonstrate compliance with the Civil Contingencies Act (2004).

2.2 Further the action plan contains a number of activities relating to the management of the unit including the development of income generation, risk management and increasing efficiency.

## 3 OUTLINE OF ACTIVITIES

3.1 The majority of the actions are in progress or have been scheduled to occur throughout the year. Notable achievements are outlined below.

3.2 The development and piloting of training for public event organisers. The training aims to support those planning public events to meet the demands of the Independent Safety Advisory Group Process.

3.3 Community resilience is proceeding well with a range of resources and support being provided to a number of groups across Cleveland. In addition the unit is attending public events to raise awareness amongst residents of the actions that can be taken in advance of an incident. A community plan template has been published and trials are due to be undertaken shortly with community groups to identify how CEPU can further support communities in its application.

- 3.4 Work is ongoing to support the Duke of Cornwall's award – a scheme aimed to increase awareness of resilience amongst uniformed youth groups. The units role will be in conjunction with Cleveland Police and voluntary organisations, to run an exercise showcasing the services and volunteer agencies roles in the response to flooding.
- 3.5 A range of business continuity advice has been provided via attendance at the Tees Valley Business summit and via communications from the North East Chamber of Commerce.
- 3.6 All statutory duties under the Radiation Emergency Preparedness Public Information Regulations (2001), Pipeline Safety Regulations (1996) and Control of Major Accident Hazard Regulations (1999 as amended 2005) are met and are anticipated to remain so. This will be ensured throughout the year via the actions identified in the action plan.

#### **4 PROPOSALS**

- 4.1 It is proposed that a detailed report outlining the progress relating to each action will be submitted at the next EPJC meeting to be held 4<sup>th</sup> November 2014. In the meantime members are encouraged to contact the Chief Emergency Planning Officer to discuss any areas of specific interest.

#### **5 RECCOMENDATIONS**

- 5.1 That Members note the report.

#### **6. REASONS FOR RECOMMENDATIONS**

- 6.1 To ensure that members remain aware of the activities being undertaken by the unit on behalf of the residents of Cleveland and the four local authorities.

#### **7. BACKGROUND PAPERS**

Proposed CEPU Action Plan 2014 – 15 submitted to the EPJC 6<sup>th</sup> May 2014.

#### **9. CONTACT OFFICER**

Stuart Marshall Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Regeneration and Neighbourhoods  
Hartlepool Borough Council  
01642 232442  
Stuart.Marshall@Hartlepool.gov.uk

# EMERGENCY PLANNING JOINT COMMITTEE

5<sup>th</sup> August 2014



**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 12<sup>th</sup> April 2014 and 18<sup>th</sup> July 2014.

## 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 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.

3.3 During the period there was 1 weather warning issued for rain.

## 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 **0 flood alerts and 0 flood warnings** were issued by the Environment Agency within the Cleveland LRF boundary. 17 Flood guidance statements were received and one teleconference held.

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 3<sup>rd</sup> 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. 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.

5.3 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.

5.4 During the period 43 notification blue alerts were issued (not including close outs) by the operators or agencies involved in the strategy.

- 5.5 4 red alerts were issued during this period relating to a single incident, a fire at an industrial site on Seal Sands which required neighbouring sites to take shelter.

## 6 Incidents of Note

- 6.1 In the period 5 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**

Stuart Marshall Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Regeneration and Neighbourhoods  
Hartlepool Borough Council  
01642 232442  
Stuart.Marshall@Hartlepool.gov.uk

**Appendix 1 Incidents occurring within CEPU Area 12/04/2014 – 18/07/2014**

| <b>Date</b> | <b>Area</b>                  | <b>Type of Incident</b>  | <b>Notes</b>   |
|-------------|------------------------------|--|--|
| 14/05/2014  | Stockton Seal Sands          | Fire   | Chemical Fire at site on Seal Sands - declared a major incident. A number of canisters were on fire, 8 burnt out, 8 were also alight. Required shelter of neighbouring sites and road closure on Seal Sands. CEPU duty officer deployed to Police HQ.  |
| 28/06/2014  | Stockton, Billingham         | Unexploded Ordnance found at Crisp Manufacturer – request for assistance from Cleveland Police | Phone call from Cleveland Police requesting 50 sand bags. An unexploded piece of ordinance had been found amongst the potatoes at a crisp manufacturer in Billingham. Sand bags provided via borough coordination officer to help absorb the effect of the blast and stop any projectiles.   |
| 03/07/2014  | Wilton, Redcar and Cleveland | Industrial release   | During transfer of product on Wilton there was a release of material detected. Cleveland fire brigade deployed 3 pumps on protective standby and alerted the CEPU duty officer. Communication between CEPU and Industry regarding potential for escalation etc Resources stood down.   |
| 10/07/2014  | Cleveland                    | Industrial Action  | A range of unions undertook coordinated industrial action. CEPU officers located at police command room to facilitate communications between agencies.   |
| 15/07/2014  | Redcar & Hartlepool          | Abnormal Bathing Incident  | Due to emergency engineering works there would be a release of raw sewage into the Tees Estuary affecting bathing water at both Coatham Sands and Seaton Carew. Liaison with authorities, EA and utilities. Signage deployed by respective authorities advising not to enter water. 17th July all clear given and signage removed. |