

PLEASE NOTE NEW VENUE

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Tuesday 19<sup>th</sup> May 2015

10.00am

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

EMERGENCY PLANNING JOINT COMMITTEE:

**Hartlepool Borough Council:-**  
Councillor Marjorie James

**Middlesbrough Borough Council:-**  
Councillor Charles Rooney

**Redcar and Cleveland Borough Council:-**  
Councillor Stuart Smith

**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 3<sup>rd</sup> February 2015 (previously circulated)**



# PLEASE NOTE NEW VENUE

## 4. ITEMS FOR DECISION/INFORMATION

- 4.1 2014/15 Revenue Outturn Report – *Chief Finance Officer*
- 4.2 2014/15 Annual Audit Return – *Chief Finance Officer*
- 4.3 CEPU Action Plan 2014/15 and Proposed Action Plan / Priorities for 2015/16 – *Chief Emergency Planning Officer*
- 4.4 Move of Cleveland Emergency Planning Unit – *Chief Emergency Planning Officer*
- 4.5 Cleveland Incident Recovery Plan – *Principal Emergency Planning Officer*
- 4.6 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*

## 5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



<p><b>EMERGENCY PLANNING JOINT COMMITTEE</b></p> <p><b>19<sup>th</sup> May 2014</b></p>
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**Report of:** Chief Finance Officer

**Subject:** 2014/15 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 2014/2015.

**2. BACKGROUND**

2.1 The Accounts and Audit (Amendment) (England) Regulations 2011 requires accounts to be approved by 30<sup>th</sup> 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 following table:

<b>Outturn Position 31/03/2015</b>	
<b>Description</b>	<b>Outturn Variance Adverse/ (Favourable) £</b>
Emergency Planning	(27,000)
Environment Agency Grant	0
Local Resilience Forum (LRF)	0
Enterprise	1,000
Training & Exercise Group	(1,000)
<b>Total</b>	<b>(27,000)</b>

- 3.2 There is a favourable variance of £27,000 on the main Emergency Planning Unit (EPU) budget, which is a higher than the £2,000 outturn variance projected at Quarter 3 as a result of higher than anticipated income generation from training and COMAH fees in the last quarter. In addition there has been some savings in running costs. This underspend has been transferred to the main general reserve as agreed at the Joint Committee meeting on 3<sup>rd</sup> February 2015. This can be used in 2015/16 to fund the one-off costs resulting from the relocation of the Unit to the new office in Stockton.
- 3.3 The 2014/15 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 2015 the Enterprise project had made a small loss of £1,000 which has been funded from the reserve created in previous years.
- 3.6 In 2011-12 the then Chief Emergency Planning Officer also set up a Training and Exercise Group project. This account has made a surplus of £1,000 which has been transferred to the Training and Exercise Reserve as agreed at the Joint Committee meeting on 3<sup>rd</sup> February 2015.

#### **4. RECOMMENDATIONS**

- 4.1 Members approve the 2014/2015 revenue outturn and that the principle adopted at the Joint Committee meeting on the 4<sup>th</sup> February 2014 continues and the under-spend is transferred to reserves.

#### **5. REASONS FOR RECOMMENDATIONS**

- 5.1 To finalise reporting requirements for 2014/2015.

**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 2014/2015**

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**Explanatory Foreword**

This foreword provides details of the 2014/2015 outturn position for the Cleveland Emergency Planning Unit. The Unit is involved in several initiatives and these include the standard operation of the Unit 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 2014/2015 the contributions were as follows: -

Hartlepool	£63,000
Middlesbrough	£100,000
Redcar & Cleveland	£91,000
Stockton-on-Tees	£115,000

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 2014/2015 from recharges made to those local companies that are subject to the Control of Major Accident Hazard (COMAH) Regulations 1999. 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. Total income from all sources received in 2014/2015 totalled £583,000 and was £49,000 more than originally budgeted.

Expenditure was £556,000 and this was higher than budgeted as a result of additional running costs in relation to the income generation activities and one-off costs resulting from staffing restructures.

An overall favourable variance of £27,000 has been transferred to reserves. Details of expenditure and income are set out overleaf:

**EMERGENCY PLANNING - REVENUE OUTTURN REPORT 2014/2015**

Line No	Description of Expenditure	2014/15 Revised Budget	Actual Expenditure/ (Income)	Variance Adverse/ (Favourable)
Col. A	Col. B	Col. C	Col. D	Col. E
		£'000	£'000	(E=D-C) £'000
	<b>EMERGENCY PLANNING EXPENDITURE</b>			
1	Employees	386	408	22
2	Premises	68	76	8
3	Transport	8	9	1
4	Supplies & Services	57	55	(2)
5	Third Party Payments	0	0	0
6	Support Services	15	8	(7)
7	TOTAL EMERGENCY PLANNING EXPENDITURE	534	556	22
	<b>EMERGENCY PLANNING INCOME</b>			
8	Local Authority Contributions	(368)	(368)	0
9	Fee - COMAH Regulations	(15)	(43)	(28)
10	Other Income	(151)	(171)	(20)
11	Planned Use of Reserve	0	(1)	(1)
12	TOTAL EMERGENCY PLANNING INCOME	(534)	(583)	(49)
13 (7+12)	GROSS OUTTURN	0	(27)	(27)
14	Transfer to Reserve Account	0	27	27
15	NET OUTTURN	0	0	0

**Beacon Authority**

The Beacon Scheme identifies excellence and innovation in local government. A grant of £102,500 was received in 2007/2008 and is held by the unit on behalf of the successful partnership based upon the joint unit. This money is held in a reserve which currently has a balance of £26,000.

**Local Resilience Forum (LRF)**

The Forum is the body that oversees emergency planning and civil contingencies across the four unitary local authority areas of Hartlepool, Stockton, Redcar and Cleveland and Middlesbrough and is coterminous with the boundary of Cleveland Police and Cleveland Fire Brigade. It comprises of senior officials representing all Category 1 Responders, as defined under the Civil Contingencies Act, together with key partners.

The costs of the Forum totalled £41,000 in 2014/2015 and is funded by income from other local bodies.

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**

2013/2014 Net Expenditure £000		2014/2015 Gross Expenditure £000	2014/2015 Gross Income £000	2014/2015 Net Expenditure £000
(49)	Central Services to the Public	556	583	(27)
(49)	<b>Net Cost of Services</b>	556	583	(27)
(49)	<b>Net Operating Expenditure</b>			(27)
(49)	<b>(Surplus) / Deficit for the Year</b>			(27)

**Balance Sheet as at 31<sup>st</sup> March 2015**

31st March 2014 £000		31st March 2015 £000	31st March 2015 £000	NOTE
	<b>CURRENT ASSETS</b>			
13	Debtor	19		1
367	Bank	303		
380			322	
	<b>CURRENT LIABILITIES</b>			
119	Creditors and other balances	34		2
			34	
<b>261</b>	<b>TOTAL ASSETS LESS LIABILITIES</b>		<b>288</b>	
261	Earmarked Reserves	288		3
<b>261</b>	<b>TOTAL EQUITY</b>		<b>288</b>	

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

2013/2014 £000		2014/2015 £000	NOTE
13	General & Other Debtors	19	a
13	Total	19	

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

**2. Creditors and Other Balances**

2013/2014 £000		2014/2015 £000	NOTE
119	General & Other Creditors	34	b
119	Total		

- 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 2014 £000		Receipts in Year £000	Payments in Year £000	Balance at 31st March 2015 £000	Note
147	Emergency Planning General Reserve	27	0	174	c
31	Local Resilience Forum	0	0	31	d
26	Beacon Authority	0	0	26	e
26	Enterprise	1	0	27	f
31	Training & Exercise Group	0	1	30	g
261	Total	28	0	288	

- 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.
- 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).

# EMERGENCY PLANNING JOINT COMMITTEE

19<sup>th</sup> May 2015



**Report of:** Chief Finance Officer

**Subject:** 2014/2015 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 2014/2015.

## 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 30<sup>th</sup> 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 2014/2015 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 2014/15 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 2015

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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 2015.

### 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 2015, 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 their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, 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 annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor 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](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)) or from the members area of the Association of Drainage Authorities website ([www.ada.org.uk](http://www.ada.org.uk)).

## Section 1 – Accounting statements 2014/15 for:

Enter name of reporting body here:

CLEVELAND EMERGENCY PLANNING JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			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	211,896	261,331	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	620,225	600,769	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	370,825	408,333	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	199,965	165,604	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	261,331	288,113	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 – <b>to agree with bank reconciliation.</b>
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 2015 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 7.5.2015

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 2014/15

## 4.2 Appendix A

We acknowledge as the members of **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 2015, 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 council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect 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 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, 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 Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

CLEVELAND EMERGENCY 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 2015.

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 2014/15 annual return

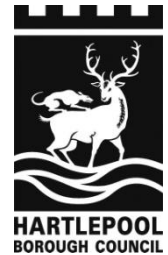
- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guides\* which are updated from time to time and contain everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have 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 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 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 2015 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All red boxes completed by internal audit and explanations provided?	

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guides, is available from NALC and SLCC representatives or Governance and Accountability for Internal Drainage Boards in England – A Practitioners' Guides, is available from the ADA at The Association of Drainage Authorities, 12 Cranes Drive, Surbiton, Surrey, KT5 8AL or from the NALC, SLCC or ADA websites - see page 1 for addresses.

# EMERGENCY PLANNING JOINT COMMITTEE

19<sup>th</sup> May 2015



**Report of:** Chief Emergency Planning Officer

**Subject:** CEPU ACTION PLAN 2014/15 AND  
PROPOSED ACTION PLAN / PRIORITIES FOR  
2015/16

## 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 2014/15 Action Plan (appendix 1) and the proposed action plan / priorities for 2015/16.

## 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 2014.

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

2.3 The majority of the Units local authority related actions have been achieved in addition to the Local Resilience Forum actions undertaken by the unit.

2.4 The majority of actions contained in the action plan were delivered in addition to a range of unscheduled work. Members are asked to note the volume of work delivered in the face of both staff shortages and an imminent move of accommodation. Areas where the action plan has not been delivered are identified in section 4.

2.5 A core action plan for 2015/16 is included in appendix one – in addition priority areas are identified in section 4.2 which will be incorporated into the units work.

## 3. Progress on the 2014 / 15 action plan

3.1 Core actions have been completed in a number of authorities including reviewing and testing of major incident plans. All four authorities have run

exercises involving the opening of borough emergency centres with the learning being used to improve the major incident plan / highlight training needs.

- 3.2 Emergency transport and accommodation was tested on 26<sup>th</sup> February with a joint exercise between Stockton and Middlesbrough councils.
- 3.3 Work on industrial emergency planning is maintaining a high standard with 100% compliance with the Control of Major Accident Hazard Regulations (COMAH) for both testing and planning being maintained. Following exercises actions are recorded and monitored by the CEPU ensuring that learning from exercises can be relayed to all operators/ services. Dialogue with the competent authority continues in anticipation of the changes to COMAH regulations due for implementation in June 2015.
- 3.4 The pipelines plan contains 50 Major Accident Pipelines and has been reviewed and is in date. The plan was tested in early 2015 despite not being a statutory requirement again learning from the exercise has been incorporated into future plans and training.
- 3.5 In relation to Nuclear emergency planning compliance is maintained for planning and testing with regular liaison with the operator and the competent authority. In November officers attended a national conference to ensure that they remain up to date with good practice.
- 3.6 The unit continues to assist with the Independent Safety Advisory Process with attendance at all four authorities ISAGs.
- 3.7 The community resilience project continues to raise awareness of risks and actions that can be taken by communities across Cleveland. Engagement with specific communities continues to progress with officers providing support for the launch of a new flood warning scheme for Middlesbrough Becks.
- 3.8 Exercise Sandpiper held on the 20<sup>th</sup> January has been debriefed with action plans being developed for local authorities and the wider Local Resilience Forum.

#### **4. Ongoing items of work**

- 4.1 The following areas of work will be carried forward into 2015/16 not having been completed within the proposed financial period due to a number of specific circumstances:
  - The CEPU business continuity plan will be updated shortly following a move of accommodation and restoration of full ICT provision.
  - The quarterly emergency planning liaison meetings with the power station have been reduced from the planned four to two the original objective of the meetings having been met.
  - Liaison with the HSE and areas of high COMAH industries will continue outside of the emergency planning society structure. This follows the establishment of a regional COMAH forum.

- The business continuity package for care homes is still in development and will be carried forward into 2015/16 workload.
- The transport plan will be updated in the first quarter of the new financial year – it should be noted that this was tested in the rest centre exercise.
- Training needs analysis within each of the respective boroughs are ongoing due to the high staff turnover and increase in the number of those actively involved in emergency planning.

4.2 The 2015 / 16 core action plan at appendix one will ensure that the key/statutory elements of emergency planning are covered. The plan will be further developed based on the following key themes.

- 1) Maintaining the capability of response by the four authorities (planning and training)
- 2) Restructure of the Unit
- 3) Development of a sustainable strategy for community resilience
- 4) Development of localised planning assumptions and benchmarking capability against these
- 5) Implementation of COMAH 2015
- 6) Addressing the revised guidance on Humanitarian Assistance and Recovery
- 7) Development of peer work plan between Joint EPU stakeholders

## **5. RECOMMENDATIONS**

5.1 That Members note the report and seek clarification or involvement where appropriate.

## **6. REASONS FOR RECOMMENDATIONS**

6.1 To ensure that members are aware of the role of CEPU and the range of work undertaken by the Unit.

## **7. BACKGROUND PAPERS**

No background papers supplied.

**8. CONTACT OFFICER**

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## Appendix 1 CEPU Action Plan 2015 -16

Objective	Justification	Indicators
<b>A01 Review emergency planning arrangements in each local authority</b>	Duty under the CCA	Review of plan in financial year
	Identified best practice	Feedback from officers / departments
	Significant change within LA structures	
A01 1 After Hours contact Exercise	Need for reassurance that all required roles can be filled out of hours.	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	Need for assurance that plans remain effective	Each borough plan to be reviewed using is it Complete, Accurate and Practicable criteria.
A01 4 Walkthrough of each Borough Major Incident Plan	Provides staff new to roles in MIPs with confidence	Number of attendees
	Provides an opportunity to identify errors in plans	Feedback from participants
		Issues identified at sessions
A01 5 Training Needs Analysis undertaken by each borough against plan	To ensure that staff with an emergency function have relevant and recent training	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	Ensuring that staff within command centres have shared understanding with partner agencies.	Expectation that 75% of staff identified for Tactical and Strategic functions will have attended in last 3 years
A01 7 Provision of loggist training sessions	Increasing need for transparency and the ability to prove that decisions made were appropriate.	Number of loggists trained adequate to provide 24 hour cover at tactical and operational levels.
<b>A02 Review guidance for Duty Officer (6 monthly)</b>	Ensure that the role of duty officer is structured and that learning is incorporated into the function.	Reviews undertaken of the document (minimum 6 monthly)
		Feedback from officers and partners.
<b>A03 Provision of conduit for the LA</b>	Need for access by council officers and partners to tactical advice 24 / 7	Internal monitoring of availability of cover.
		Duty officer rota
		Feedback from partners and incidents
<b>A04 Test of Each Borough Emergency Centre's process and procedures</b>	The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty)	Feedback from exercises against complete accurate and practicable criteria.
<b>A05 Rest Centre procedures and exercises</b>	Expectation and duty on local authority to assist those made homeless as a result of an emergency	Ability to respond to requests for assistance from residents and emergency services.
		Feedback following incidents
A05 1 Two Training Sessions on Rest Centres	Need for staff to understand and have confidence in their roles in the emergency accommodation plan. Open to staff from across Cleveland.	Feedback from training sessions
		Attendance at sessions
A05 2 Provision of a rest centre exercise	Need to test in real time the effectiveness of the emergency accommodation plans	Feedback from staff
		Feedback from partners
		Feedback from peers
		Plan assessed against Accurate, Practicability and Complete criteria

A05 3 Review Rest Centre Boxes in each LA	Confirmation that cases are accessible and are ready for use	How accessible cases are Contents of cases
A05 4 Review Transport Plan	Need for confidence that the plans are accurate, complete and practicable	Review and re-issue of the plan.
<b>A06 COMAH Offsite Emergency Response Plans</b>	Legal duties are met under the Control of Major Accident Hazard Legislation (COMAH)	Internal monitoring and feedback from the Competent Authority (HSE and EA)
A06 1 All COMAH OFSERP plans written reviewed within legal timescales	Requirement under COMAH Legislation for the local authority to produce and review offsite emergency plans pre-scribed time scales	Constant review of plans against deadlines.
A06 2 Annual Meeting with HSE / EA ref COMAH	Ensures that CEPU are aware of any changes to the legislation and views of the competent authority.	Notes from meetings, action plans produced as a result of the meeting.
A06 3 Annual review of COMAH plan Structure	Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning.	Feedback from the competent authority and responders.
		Meeting to be documented and action plan developed as required.
A06 4 COMAH Overview Document Review 1	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.	6 monthly update period on the document.
A06 5 COMAH Overview Document Review 2	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.	6 monthly update period on the document.
A06 6 Plan sign off processing place	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.	Developed process for sign off within CEPU incorporating key stakeholders. Operation of the system in 2013-14.
<b>A07 To seek continued compliance with the Pipeline Safety Regs</b>		
A07 1 All plans to be written / reviewed within legal timescales	Requirement under PSR Legislation for the local authority to produce and review Major Accident Hazard plans pre-scribed time scales	Constant review of plans against deadlines.
A07 2 Annual review of pipelines structure	Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning.	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)	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.	6 monthly update period on the document.
A07 4 Undertake 1 exercise of a Major Accident Hazard Pipeline	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.	Multi-agency test of the plan
	This will assess the plan against Completeness, Accuracy and Practicality.	Feedback from participants
		Amendments made to plans
<b>A08 Maintain understanding of Seveso III and COMAH</b>	Allows CEPU to undertake forward planning and if appropriate influence potential changes to legislation.	Attendance at briefings and consultation sessions.

A08 1 Maintain Seat on regional COMAH meeting	Allows CEPU to gain learning and benchmark against national colleagues.	Attendance at briefings and consultation sessions. Follow up actions incorporated into review of plans and procedures.
<b>A09 REPPIR</b>	Compliance with the regulations is required under the Radiation Emergency Preparedness Public Information Regulations	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	Ensures that good communication between the CEPU and members of the LCLC are maintained allowing CEPU to adapt plans and procedures to emerging needs.	Attendance, minutes and actions from meetings.
A09 2 Two emergency planning liaison meetings	Ensures that CEPU maintain awareness of partners needs and effective liaison.	Attendance, minutes and actions from meetings.
A09 3 Meet legal duties ref REPPIR Plan	Legal duty on each local authority to produce a plan under REPPIR	Ability to demonstrate compliance by all authorities to this duty.
A09 4 Participation in/observation of level 1 exercises	Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPPIR plan.	Attendance at exercises. Feedback from participants.
<b>A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPPIR</b>	Ensures that plans are tested against Complete, Accurate and Practicable Criteria and where required are updated to reflect issues identified.	Exercise report issued via the LRF. Excel monitoring and action recording.
A10 1 All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Legal duty under COMAH to test each offsite emergency response plan within 3 year period.	Continually monitored by CEPU for 100% compliance
	Allows confidence in the effectiveness of the offsite plan and its dovetailing with the onsite plan	Exercise calendar Debrief reports and testing matrices for each site detail period of testing and any identified issues
		Regular communication with HSE, EA and Operators.
A10 2 Annual report submitted to the LRF Business and Policy Group.	Provides assurance to partners that the response to the range of priority risks identified by the CLRF have been tested.	Report submitted.
	Identifies key issues arising from the exercise calendar both regards to the response and to the planning of exercises.	Feedback from members.
A10 3 CEPU attendance at Level 1 and Pre-Level 1 on site exercises at power station.	Ensures that CEPU maintains good communication and awareness of the power stations response. Allows identification of issues to develop the Offsite REPPIR plan.	Attendance at exercises.
		Feedback from participants.
A10 4 Key learning points and actions submitted into Excel	Documents where issues have been identified and that the learning from such events can be documented.	Number of identified actions recorded. Number of actions recorded as successfully completed.
<b>A11 Attendance and participation in Independent Safety Advisory Groups (ISAG)</b>	Provides input on emergency planning to event organisers and partners within ISAGs	Responses to events submitted to CEPU as part of the ISAG process.
		Attendance at ISAG meetings.
A11 1 Assistance to event organisers / event teams	Ensures that event organisers are aware of the expectations of emergency planning with regard to public events.	Pre-meetings and advice issued to event organisers.
	Ensures dovetailing between event organisers and emergency planners.	Increased awareness amongst event organisers of the need for emergency plans to be developed.
A11 2 Produce standardised guidance for CEPU officers attending ISAGS	Provides consistency between CEPU representatives to both ISAGs and event organisers.	Production of guidance.
		Minutes from ISAGs

A11 3 ISAG Training to be delivered on request by Boroughs in conjunction with events team / borough staff.	Provide event organisers with an understanding of event safety, liability and the ISAG process. To encourage community events to continue whilst reducing the risks to the community.	Number of events passing through ISAGs without additional input from agencies.
		Attendance and feedback from the pilot study.
<b>A12 Develop a programme of community resilience initiatives</b>	Community resilience will allow a more effective response by both communities and responders.	Increased awareness of risk
	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.	Development of a longer term community resilience strategy.
A12 1 Identify communities at risk	Allows targeting of specific messages to communities at risk as oppose to blanketing with generic information. (Duty under CCA)	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	Will reduce the impact of incidents upon residents.	Uptake of the templates
	May reduce the demand on responders.	Feedback from community and residents.
	Will prepare the community to assist itself in a response.	Download of materials from CEPU website
A12 3 Work with existing community groups and partners to raise awareness of risk and associated actions	Engaging through existing groups is likely to be more effective than trying to establish specific groups / meetings.	Number of groups / forums that CEPU are engaged with.
	Groups will be able to advise on their specific needs as oppose to CEPU assuming what is required.	Feedback from groups following CEPU engagement.
	By working with existing groups action is likely to be more sustainable.	Downloads / provision of Community Risk Register and associated templates
A12 4 Provide a range of information to local residents via established media	Increases the range and number of residents that are likely to receive the information as oppose to CEPU direct mailing.	Number of articles produced and printed in media / broadcast / published on websites.
	Allows information to be issued without raising undue concern.	Feedback via forums and residents.
	Increases the transparency of CEPU and emergency planning.	Circulation figures.
A12 5 Support for the implementation of the Duke of Cornwall's Award	Reinforces community resilience with youth groups.	Feedback from the award pilots
		Number of participants achieving the award within Cleveland
A12 6 Develop a sustainable community resilience model appropriate to Cleveland	Will ensure the continuation of the work undertaken by the Unit / wider LRF in the event of funding ceasing.	Approval and sign up to plan by LRF / wider partners.
<b>A13 Working with the voluntary sector in emergency planning</b>	The voluntary sector provide an essential function in emergency response and bring a range of specialised skills to the response.	Ongoing dialogue between the voluntary sector and CEPU officers.
A13 1 1 Live play rest centre exercise involving voluntary agencies	Ensures that the local authority and partners understand the roles and capabilities of the voluntary sector.	Feedback from all participants.
	Allows the plans and related assumptions to be tested in realistic manner.	Identification of actions following the exercise.
A13 2 4 x Training sessions / presentations to or with voluntary agencies	Ensures that the strong relations between the voluntary sector and CEPU are maintained.	Presentations
	Ensures communication and understanding of roles and procedures.	Feedback from attendees
		Action plans as required
A13 3 Conduct one out of hours contact exercise	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.	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	Ensures that the good relationship between the voluntary sector and CEPU is maintained.	Minutes
	Ensures that changes in response and capability are communicated.	Attendance
		Action plan
A13 5 Involve one or more voluntary agencies in 2 exercises	Provides an opportunity for partners and voluntary organisations to understand roles and capabilities against a realistic scenario.	Involvement of voluntary organisations in exercises. Feedback from Voluntary Organisations.
A13 6 Review the voluntary sector register of capabilities	Ensures that CEPU has the ability to contact voluntary organisations to support an emergency. Ensures clarity of role and access to resources.	Review of document. Correction and additions made.
<b>A14 Provision of internet sites</b>	Provision of a website for use by partners and the public both for CEPU and for CLRF.	Access to professional the website(s) 24 / 7 that comply with council policy on accessibility.
A14 1 Web site reviewed every 28 days	The website provides a point of contact for the unit.	Sign off from officer tasked to review
	It assists with the transparency and warning and informing functions of the unit.	Increased relevant content – irrelevant content removed from site
		Easier access by members of the public to information of relevance.
		Confidence that all material is accurate and up to date.
A14 2 Greater use of social media by the CEPU / LRF	Will assist in developing awareness and reinforcing key messages via partners (non-response).	Scoping to be undertaken with HBC Media Team.
<b>A15 Promote BCM to SMEs</b>	Duty under the CCA	Increased awareness of BCM and the benefits to business within CLRF area.
	Reduces the impact of incidents on the business but also on the responders and wider community.	Increased requests for assistance / signposting from SMEs to CEPU.
A15 1 Promote BCM in appropriate forums	Duty under the CCA – targeting of forums likely to have greater impact than approaching individual SMEs.	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	Reduces the need for CEPU to develop / reproduce existing BCM materials when national / international materials are readily available via professional bodies.	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.	Will make BCM and the benefits more tangible to the sectors concerned education and social care.	Feedback from attendees
	Will allow CEPU to collate shared learning that can be further used to promote BCM to SMEs	Number of times the package has been run
		Collation of key learning
<b>A16 BC Plan for CEPU</b>	Allows CEPU to ensure that priority services are maintained.	Compliance with key statutory and operational duties in the event of disruption.
A16 1 Conduct an annual exercise involving the plan	Ensures that CEPU has an effective understanding of its critical business, the threats to it and how these will be maintained.	Feedback from the exercise. Identification of areas of weakness and strength.
A16 2 Review CEPU BCM Plan	Ensures that the CEPU BCM plan is accurate, practicable and complete.	Incorporate learning from the exercise. Ensure that any changes to the plan are undertaken.

<b>A17 CEPU Strategic Risk Register</b>		
A17 1 Review the EPU strategic Risk Register	Ensures that CEPU is aware of what risks may impact on its ability to deliver an effective resilience service to residents, authorities and partners.	Identification and analysis of key risks. Action plans to prevent, mitigate and recover from risks.
<b>A18 Circulation of minutes of meetings and other information received by the unit</b>	Good administrative practice	Circulated within 8 working days of meeting date
	Allows information to be shared	Circulation of other material within 5 days
	Actions are identified and dealt with	
	Timely circulation of relevant information on emergency planning issues	
<b>A19 Submission of requests for invoices for exercises and / or plans.</b>	Best value	EPO's to provide costing within 7 days of exercise or plan completion
	Improve the internal administrative working of emergency planning unit	
	Effective cost recovery	
<b>A20 Develop and review admin procedures within the unit.</b>	Improve internal admin within the unit	Review every 6 months
	Ensure effective administrative practice	Update office procedure manual every month
		Minutes from weekly admin meetings
<b>A21 Income Generation</b>		
<b>A21 1 Income generation increased</b>	Best value	Review existing recharges to industry to ensure that all costs are identified and recovered.
	Secure funding for the unit	Increase in number of cost neutral courses / seats on courses
	Scope out specific sources of funding for EP related work	Development of additional income generation activities.
<b>A21 2 Update the marketing Plan for CEPU income generation</b>	Spreads the risk of reliance on a limited number of income streams and ensures that effort is spent in the most effective areas.	Production of the plan in line with new income streams and experience from previous income generation activities.
		Identification of areas that can produce an effective income
		Ensures that products are relevant for the end users
<b>A22 Exercising and Testing</b>		
<b>A22 1 DTVA Airport Exercise</b>	Civil Aviation Authority licensing requires the testing of the emergency procedures for the airport which include the Local Authority.	Independently observed by CAA
		Debrief report
		Action plan / lessons learnt
<b>A22 2 Strategic Exercise</b>	Duty to plan for emergencies under the CCA requires that plans prepared are tested.	Number of strategic officers engaged
	The strategic exercise will test a number Local Authority plans required by the CCA with partners both from neighbouring boroughs and from partner agencies.	Debrief report
	The exercise will be debriefed both internally and externally allowing continual improvement of plans.	Action plan / lessons learnt
<b>A22 3 Recovery Exercise</b>	Undertake a recovery exercise that ensures familiarity of staff with the models and frameworks included in the plan	Debrief report and findings will ensure that future training meets needs.
<b>A22 4 Elected Members Seminar</b>	Provision of central training and testing seminar to ensure clarity and provide assurance to members on the recovery process.	Feedback from the event Attendance

# EMERGENCY PLANNING JOINT COMMITTEE

19<sup>th</sup> May 2015



**Report of:** Chief Emergency Planning Officer

**Subject:** MOVE OF CLEVELAND EMERGENCY PLANNING UNIT

## **1. Purpose of the report**

- 1.1. To provide members with an overview of the new accommodation at Stockton Police Annex and the impact of the move on the Unit's financial strategy.

## **2. Background**

- 2.1. Following notice being served at Aurora Court, the Cleveland Emergency Planning Unit CEPU moved on the 24<sup>th</sup> of April to new accommodation at Stockton Police HQ annex.
- 2.2. The accommodation is owned and maintained by Cleveland Police as part of Stockton HQ although the building itself is self contained.
- 2.3. The accommodation is shared with the emergency services as per the previous accommodation at Aurora Court. The lease is held by Cleveland EPU with contributions to the unit from both North East Ambulance Service and Cleveland Fire Brigade.
- 2.4. The accommodation can be accessed 24 hours a day and contains storage for equipment including rest centre materials (sleeping bags, camp beds etc).
- 2.5. Whilst a standalone building the annex is part of Police Estates therefore certain ways of working are being introduced in line with Police ways of working.
- 2.6. In summary the accommodation comprises of two meeting rooms, an office, two small rooms currently utilised as stores and an open plan office. Other accommodation was considered however this option ensured that all parties could maintain the joint arrangement.

### 3. Costs of the move

- 3.1. The annual cost of accommodation is £25,000 with a maximum of £3,000 annual service charge. The lease is for 10 years however contains a review and potential opt out at 5 years.
- 3.2. The costs of the move on the local authority are as follows:

**One off costs** to be taken from reserves.

	Cost
Access Control	£2,537
Removal	£2,917
Clean of premises	£230
Change of locks	£392.50
Signage	£82.50
Shredit	£150
Front door	£1,520.50
HBC Network	£3,352.15
Divert mail / phones	£326
Additional ICT cable	£3,950
<b>Total</b>	<b>£15,457.65</b>

**On going annual** costs - £28,000 per annum (including £3,000 capped service charge).

- 3.3. There is a marginal saving on ICT provision with the data cable required to access Hartlepool's systems reducing by £3,000 per year as a result of the move. In addition the move has prompted a review of the ICT infrastructure resulting in a number of additional savings e.g. telephone provision.

### 4. Impact on the Financial Strategy

- 4.1. The benefits of the lease include greater clarity with the service charge being set at a maximum of £3,000 per year. This approach has reduced some of the risk / uncertainty which the unit was exposed to at the previous accommodation whereby service charge increased as other tenants left the building.
- 4.2. An additional benefit of the move is the reduced time that officers will be required to spend on partner recharges, administration relating to the building and liaison with landlords.

### 5. Conclusions

- 5.1. In summary the new accommodation meets the needs of the joint EPU and brings financial stability. The co-location of services within a building provides significant benefits both in planning and response and by maintaining this a



significant risk to the quality and volume of planning has been averted. As an indirect result of the move there have been some savings made in terms of ICT provision there has also been a saving made that will significantly support the ongoing budget reductions.

## **6. Recommendations**

6.1. That Members note the report.

## **7. Reasons for recommendations**

7.1. To ensure that members are aware of the impact on financing and the longer term stability that the move has brought.

## **8. Background papers**

8.1. None submitted.

## **9. Contact Officer**

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# CLEVELAND LOCAL RESILIENCE FORUM

**Report to:** Local Resilience Forum Chief Officer Group

**From:** Principal Emergency Planning Officer

**Date:** 29 April 2015

**Subject:** Cleveland Incident Recovery Plan

## 1. Purpose of the report

- 1.1 To provide members with the assurance that the Cleveland Incident Recovery Plan has been reviewed.

## 2. Background

- 2.1 The Cleveland Incident Recovery Plan maintained by the Emergency Planning Unit has been comprehensively reviewed in consultation with LRF partners.
- 2.2 The plan has purposely been written in a manner which will allow it to be applied to the broad range of incidents identified on the Community Risk Register. The plan is non-prescriptive enabling those faced with the task of coordinating and contributing to the recovery process to adapt the generic framework to identify and meet the needs of the situation.
- 2.3 The Local Authority (LA) will usually lead and coordinate the recovery process and whilst the plan does focus on the recovery process adopted by the LA, it also provides advice and considerations which will be pertinent to other organisations who would be involved in the recovery phase of an incident.
- 2.4 In order to support recovery scoping the plan places an emphasis on the requirement to assess the needs of those affected by the emergency and it provides a structure for a detailed impact assessment across a number of thematic areas. This is line with the section of the SOLACE Guidance For Local Authority Chief Executives which refers to *A prepared local authority has plans in place for assessing the impacts of an emergency.*

## 3. Key Messages

- 3.1 The plan identifies that recovery starts at the outset of the incident, recovery considerations should be discussed from very early on in the incident.



- 3.2 As the Local Authority usually leads the recovery phase, the process will start with the LA, however as the incident unfolds it will require the involvement and input from other agencies including voluntary organisations. To ensure a smooth handover it is encouraged for the Recovery Coordinating Group (RCG) to sit prior to formal handover from the Strategic Coordinating Group (SCG).
- 3.3 A number of models are presented for the lead i.e. combined RCG, Lead local authority the most appropriate option will need to be selected at the time of the incident.
- 3.4 A model impact assessment framework is included within the plan to ensure that a comprehensive assessment can be undertaken on the impacts of an incident and revisited during the recovery process – this will require significant resource to develop and maintain.

## **4. Training and Exercising**

- 4.1 CEPU will provide an awareness session outlining the key processes within the plan.
- 4.2 The Cleveland Incident Recovery Plan will also be tested as part of a table top exercise by the end of 2015. Date to be confirmed.
- 4.3 In line with good practice a testing matrix will be developed outlining the key elements of the plan, this will aid the effectiveness of testing and exercising and allow the continual improvement of the plan, provide assurance to duty holders and assist in the identification of training needs.

## **5. Recommendations**

- 5.1 Members note the information provided and make themselves familiar with the role of Elected Members in the plan.
- 5.2 Members continue to support the training and exercising opportunities offered by the Cleveland LRF / Emergency Planning Unit.

## **6. Further Information**

- 6.1 The Cleveland Incident Recovery Plan will be available on Resilience Direct. The SOLACE Guidance are available on Resilience Direct

Report Author: Rachael Campbell, Principal EPO  
Report date: 30/04/2015

# EMERGENCY PLANNING JOINT COMMITTEE

19<sup>th</sup> May 2015



**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 26<sup>th</sup> December 2014 and 7<sup>th</sup> May 2015.

## 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. During the period 38 warnings were received from various agencies of which 21 were received out of 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 were 2 weather warning issued for strong winds.

#### 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 17 flood alerts and 0 flood warnings were issued by the Environment Agency within the Cleveland LRF boundary. 2 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.

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

5.5 0 red alerts were issued during this period.

## 6 Pollution Reports

6.1 During the period 1 “polrep” was issued by the Coastguard relating to the loss of shipping containers in the North Sea there was no impact on Cleveland as a result.

## 7 Incidents of Note

7.1 In the period 5 incidents of note have occurred these are outlined in Appendix 1.

7.2 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 26/12/2014 – 07/05/2015**

<b>Date</b>	<b>Area</b>	<b>Type of Incident</b>	<b>Notes</b>
31 <sup>st</sup> March	Redcar and Cleveland	Potential Marine Pollution	Shipping containers containing chemicals lost at sea. Polrep issued. Containers not located presumed sank at sea. No impact on Cleveland area.
13 <sup>th</sup> February	Redcar and Cleveland	Health	Death reported by undertakers as potential Ebola following recent return of UK National from West Africa. Communication with North East Health sector, confirmation that it was not Ebola and reassurance provided to those involved.
5 <sup>th</sup> February	Stockton	Fire and shelter	Fire at Non-COMAH site in Egglecliffe. Required stay in message to local schools and residents. Assistance required with road closures and media cell.
24 <sup>th</sup> March	Hartlepool	Potential Unexploded Ordnance	Suspected sea mine at Heugh battery area after investigation proved to be false alarm.
1 <sup>st</sup> May	Stockton	Chemical	Release of substance to air believed to be S03 neighbouring industrial plants took shelter. Messages issued and liaison between responders and site.