

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 9th September 2015

1.00 pm

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 Helen McLuckie

Stockton Borough Council:-
Councillor Mike Smith

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 19 May/17 June 2015** *(previously circulated)*



4. ITEMS FOR DECISION/INFORMATION

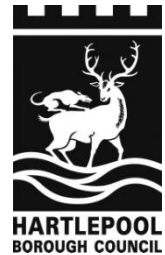
- 4.1 CEPU Action Plan 2015/16 – *Chief Emergency Planning Officer*
- 4.2 Local Resilience Forum Accountability – *Chief Emergency Planning Officer*
- 4.3 Discussion – Community Resilience – *Principal Emergency Planning Officer*
- 4.4 Reported Incidents and Warnings Received – *Chief Emergency Planning Officer*
- 4.5 Quarter 1 Revenue Financial Monitoring Report 2015/2016 – Chief Finance Officer

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



EMERGENCY PLANNING JOINT COMMITTEE

9th September 2015



Report of: Chief Emergency Planning Officer

Subject: CEPU Action Plan 2015/16

1. Purpose of the report

1.1 To provide members with an update on the progress of the Cleveland Emergency Planning Unit against the 2015 /16 action plan.

2. Introduction

2.1 A number of realistic and meaningful performance indicators were approved by the EPJC at the meeting held in May 2015, these are identified to manage and continually improve the service and performance, and determine if the Emergency Planning Unit is meeting its aims and objectives.

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 Despite a number of issues impacting on the unit, primarily relating to the provision of ICT, the team are confident that all actions will be delivered as per the action plan.

3. Areas of note

3.1 From the action plan the following items are of note:

- Two of the four borough major incident plans have been reviewed.
- Duty Officer Guidance has been reviewed and amended following a number of incidents.
- Discussion with the Emergency Planning College at Easingwold is ongoing in relation to the provision of training for the local authorities.
- Training has been provided by the unit on logging and rest centre management.
- The Emergency Accommodation Plan and Transport Plan have been reviewed.
- 9 COMAH plans have been reviewed, updated and reissued.
- 2 Multi Agency COMAH exercises have taken place

- Work is ongoing on the development of a longer term Community Resilience Strategy with discussions having been entered into with neighbouring authorities, DCLG and LRF Partners.

4. Key Themes

- 4.1 As outlined in the original paper the following key themes are being progressed alongside the action plan.

Key Theme	Progress
Maintaining the capability of response by the four authorities (planning and training)	To support the generic capability a number of specific activities have been identified within the CEPU workplan e.g. walkthroughs, training of borough officers.
Restructure of the Unit	Being progressed with Job Evaluation and Human Resources following informal consultation with the officers directly affected.
Development of a sustainable strategy for community resilience	Research is ongoing with local partners and with national resilience structures to identify national examples of good practice and local areas of interest. Few examples of a local strategy encompassing resilience across the board have been found. Discussions with lead partners are ongoing.
Development of localised planning assumptions and benchmarking capability against these	Good progress has been made with 5 of the 6 most common consequences for Cleveland having been undertaken. Lead officers and deputies have been identified for each of the 22 resilience work streams. This work has identified knowledge gaps that are being followed up with LRF partners prior to the capability assessment.
Implementation of COMAH 2015	Plan template has been updated to reflect the changes in legislation and plans are being updated as appropriate. Additional work required reference liaison with the public on the plans. Support has been provided to operators reference public information requirements.
Addressing the revised guidance on Humanitarian Assistance and Recovery	The anticipated review of guidance has been delayed until after September. This should not impact the delivery of the recovery and humanitarian workshop planned for December.
Development of peer work plan between Joint EPU stakeholders	Additional joint work is being undertaken on Industry and the development of local planning assumptions against the hazards and threats in Cleveland

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
A01 Review emergency planning arrangements in each local authority	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.
A02 Review guidance for Duty Officer (6 monthly)	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.
A03 Provision of conduit for the LA	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
A04 Test of Each Borough Emergency Centre's process and procedures	The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty)	Feedback from exercises against complete accurate and practicable criteria.
A05 Rest Centre procedures and exercises	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
A05 3 Review Rest Centre	Confirmation that cases are accessible and are	Plan assessed against Accurate, Practicability and Complete criteria How accessible cases are

Boxes in each LA	ready for use	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.
A06 COMAH Offsite Emergency Response Plans	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.
A07 To seek continued compliance with the Pipeline Safety Regs		
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
A08 Maintain understanding of Seveso III and COMAH	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.
A09 REPIIR	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 REPIIR Plan	Legal duty on each local authority to produce a plan under REPIIR	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 REPIIR plan.	Attendance at exercises. Feedback from participants.
A10 Conduct / Participate in multi-agency exercises under COMAH / Pipelines / REPIIR	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 REPIIR 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.
A11 Attendance and participation in Independent Safety Advisory Groups (ISAG)	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.

A12 Develop a programme of community resilience initiatives	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.
A13 Working with the voluntary sector in emergency planning	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.
A14 Provision of internet sites	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.
A15 Promote BCM to SMEs	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
A16 BC Plan for CEPU	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.
A17 CEPU Strategic Risk Register		
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.
A18 Circulation of minutes of meetings and	Good administrative practice	Circulated within 8 working days of meeting date

other information received by the unit	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	
A19 Submission of requests for invoices for exercises and / or plans.	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	
A20 Develop and review admin procedures within the unit.	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
A21 Income Generation		
A21 1 Income generation increased	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.
A21 2 Update the marketing Plan for CEPU income generation	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
A22 Exercising and Testing		
A22 1 DTVA Airport Exercise	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
A22 2 Strategic Exercise	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
A22 3 Recovery Exercise	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.
A22 4 Elected Members Seminar	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

9th September 2015



Report of: Chief Emergency Planning Officer

Subject: Local Resilience Forum Accountability

1 PURPOSE OF THE REPORT

1.1 To provide members with an overview of the accountability of the Cleveland Local Resilience Forum (LRF).

2 BACKGROUND

2.1 Following discussion at the Emergency Planning Joint Committee (EPJC) in May 2015 the Chair requested further information regarding the democratic and financial oversight of the Cleveland Local Resilience Forum.

2.2 Whilst there have been a number of appeals at a national level to make the Local Resilience Forums statutory bodies at the current time LRFs remain non-statutory. The purpose of the LRF is to support the delivery of statutory duties placed upon Category 1 responders under the Civil Contingencies Act (2004) (Appendix 1). The LRF's current funding is based upon contributions from public money via a number of contributing agencies (Appendix 2).

2.3 The current funding formula in total for the LRF budget is £40,500 per annum, of which £20,000 is comprised from collective local authority contributions.

2.4 The current arrangements enable the Cleveland Emergency Planning Unit to recharge a management fee and administrative fee to cover the support provided by its officers, this is carried out on an annual basis. LRF expenditure typically comprises of training and exercising costs, travel to and attendance at workshops / meetings, development and printing of public advice, provision of services to support responders e.g. provision of WiFi at multi-agency command locations. The management fee is recharged at year end, and is calculated based on the funds available once all identified supporting LRF activities have been undertaken.

3 CURRENT SITUATION

3.1 The finances for the LRF are held by Hartlepool Borough Council under a budget code of the Cleveland Emergency Planning Unit. Cleveland LRF finances are reported to the EPJC via the LRF Manager and Finance Officer generally on a

quarterly basis alongside the other financial elements of the Cleveland Emergency Planning Unit.

- 3.2 As with the other accounts held by CEPU the accounts are audited and an annual report is provided to LRF members outlining income and expenditure.
- 3.3 Decisions on expenditure are split between the Chief Officer Group, Chair and the LRF Manager smaller amounts up to approx £1,500 being approved solely by the LRF manager however there is currently no specific threshold for these tiers.
- 3.4 Requests for support e.g. for exercising are taken on a case by case basis with the merits to the collective LRF being considered. There is currently no formal application/approval mechanism.
- 3.5 Current reporting systems are based upon the same oversight structure applied to the local authority emergency planning unit, whereby reports on finance and actions are reported to a group of members forming the Emergency Planning Joint Committee. The EPJC is comprised of representatives of the four local authorities.
- 3.6 In terms of process, the annual LRF action plan is reported to the EPJC for information.
- 3.7 An annual public report is produced by the LRF and shared via partners and websites.
- 3.8 Minutes of the LRF are available via the LRF secretariat and there is a freedom of information process in place – due to the sensitive nature of some of the LRF work certain elements are subjected to the closed sessions.

4 RECOMMENDATIONS

- 1) That the Emergency Planning Joint Committee receive reports as deemed appropriate from the EPJC Chair and LRF manager regarding the activities of the LRF.
- 2) The LRF Manager develops the LRF financial mechanisms and these are included in the LRF handbook e.g. the development of specific application channels and expenditure thresholds / over which approval is required and the mechanisms to support this.
- 3) That a recommendation is made at the Strategic LRF meeting that constituent LRF agencies consider their own internal reporting lines to ensure appropriate democratic oversight of the LRF function and seek assistance from the LRF Manager where required.

Appendix 1) Cleveland LRF Contributions 2015-16

Agency	Amount
Cleveland Police	£8,000
Cleveland Fire Brigade	£5,000
Stockton BC	£5,000
Middlesbrough BC	£5,000
Hartlepool BC	£5,000
Redcar & Cleveland BC	£5,000
NEAS	£3,500
NHS England	£3,000
PD Ports	£1,000
Total	£40,500

Appendix 2) The purpose of the Local Resilience Forum

‘The purpose of the LRF process is to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment and individually as a Category 1 responder.

In particular the LRF process should deliver: the compilation of agreed risk profiles for the area, through a Community Risk Register; a systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:

- risk;
- planning for emergencies;
- planning for business continuity management;
- publishing information about risk assessments and plans;
- arrangements to warn and inform the public; and
- other aspects of civil protection duty, including the promotion of business continuity management by local authorities; and support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multiagency exercises and other training events.’

EMERGENCY PLANNING JOINT COMMITTEE

9th September 2015



Report To: Emergency Planning Joint Committee

Report Of: Principal Emergency Planning Officer

Subject: Discussion - Community Resilience

Date: 9th September 2015

1. PURPOSE OF REPORT

- 1.1. Community resilience is about communities using local resources and knowledge to help themselves during an emergency in a way that complements the local emergency services. Both as individual agencies and as a collective under the Local Resilience Forum agencies undertake a number of activities that align to the community resilience aims (below) outlined in the Strategic National Framework on Community Resilience ([Link](#)).
- 1.2. This report is presented to members of the Emergency Planning Joint Committee with a view to stimulating debate on the role and future of community resilience within Cleveland. This is one of several such dialogues undertaken with the intention of drawing key issues into a local strategic framework.

2. AIMS OF COMMUNITY RESILIENCE

- 2.1. The aims of community resilience as identified in the national framework are as follows:
 - increase individual, family and community resilience against all threats and hazards;
 - support and enable existing community resilience, and expand and grow these successful models of community resilience in other areas;
 - remove the barriers which inhibit or prevent participation in community resilience at a local level;
 - support effective dialogue between the community and the practitioners supporting them;
 - raise awareness and understanding of risk and the local emergency response capability in order to motivate and sustain self resilience;
 - provide tools to allow communities and individuals to articulate the benefits of emergency preparedness to the wider community; and
 - provide a shared framework to support cross-sector activity at all levels in a way that ensures sufficient flexibility to make community resilience relevant and workable in each local area/community.

3. RECENT EXAMPLES OF COMMUNITY RESILIENCE IN CLEVELAND

- 3.1. Recent examples of community resilience undertaken within Cleveland have included the following activities.

- Duke of Cornwall's Award
- Crucial Crew
- Learn and Live Campaign (road safety)
- Engagement with Hartlepool College as part of Exercise Sandpiper
- Direct targeting of business and industries at risk of flooding
- Promotion of Business Continuity Management advice through local business networks.
- Attendance at community shows e.g. Cleveland Show, Hartlepool Heritage Festival.

4. CONSIDERATIONS

4.1. Members are asked to consider the following for discussion and feedback at the Emergency Planning Joint Committee:

- 1) What are the key outcomes that a community resilience programme in Cleveland should be delivering?
- 2) Where are our current strengths in community resilience?
- 3) Where are the areas requiring further development?
- 4) Where do members believe members can add value to the delivery of Community Resilience?

4.2. Feedback from the discussions will be collated with a view to developing a strategy for the longer term sustainable implementation of Community Resilience.

5. PROPOSALS

5.1. No options submitted for consideration other than the recommendation.

6. RECCOMENDATIONS

6.1. That members note the report.

7. REASONS FOR RECCOMENDATIONS

7.1. To ensure that members have the opportunity to shape the future delivery of community resilience within the Cleveland area.

8. BACKGROUND PAPERS

8.1. Strategic National Framework on Community Resilience

9. CONTACT OFFICER

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Appendix 1) Examples and theme areas Cleveland Community Resilience Project supported by the Local Levy Fund

	Completed	Future
Industry	<ul style="list-style-type: none"> • Identification of business's at risk • Flood Seminar aimed at industrial leaders (80) • Supporting BC planning • Business Summit • COMAH Briefings 	<ul style="list-style-type: none"> • Issue of signposting information • Engagement with SME's • Business Resilience Group
Schools and Education	<ul style="list-style-type: none"> • Direct engagement with children (Crucial Crew 2,000), Ex Aurora 50, School over 500 assemblies) • Engagement with staff in school in at risk areas and direct contact with schools (approx 40 schools engaged with) • Identification of at risk schools and direct engagement / signposting 	<ul style="list-style-type: none"> • Children's Uni • School assemblies • Crucial Crew • Development of LRF Community resilience • Development of Ex Aurora with youth / school groups
Elderly and Vulnerable	<ul style="list-style-type: none"> • Community Summer Show • Provision of language specific documentation • Flood product awareness open days • Contact and information supplied to campsites and traveller community 	<ul style="list-style-type: none"> • Engagement with care providers – Voluntary and statutory
Rapid Response Catchments	<ul style="list-style-type: none"> • Skinningrove engagement • Waterproof document wallets issued to at risk households • Drop in session • Community plan – riverside building 	<ul style="list-style-type: none"> • Skinningrove Community awareness and exercise • Handover of plan to community

EMERGENCY PLANNING JOINT COMMITTEE

9th September 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 7th May and 4th August 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 14 warnings were received from various agencies.

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 warnings issued for heavy rain with the possibility of surface water fortunately in both instances the worst of the weather tracked outside the Cleveland Area.

- 3.4 In addition 1 heatwave warning was issued at level 3 – this resulted in a teleconference and communication of advice through the health and social care sector as per the heatwave plan. Fortunately the criteria for level 3 was short lived with no impacts reported.

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 1 flood alerts and 0 flood warnings were issued by the Environment Agency within the Cleveland LRF boundary. Of note the warning related to the Middlesbrough Becks flood warning area – this is the first time the system has been triggered.
- 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 12 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 0 “polrep” were issued by the Coastguard.

7 Incidents of Note

- 7.1 In the period 2 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 07/05/2015 – 04/08/2015

Date	Area	Type of Incident	Notes
25 th June 15	Seal Sands	Industrial	Reported release of Sulphur Trioxide resulting in sheltering action being taken on a Upper Tier COMAH site and neighbouring site. CEPU contacted by concerned neighbouring site and facilitated the exchange of information on risk between site, neighbours and services.
24 th July 15	Redcar and Cleveland	Flooding utilities failure	Flooding due to a burst water main at Kirkleatham affected limited residential housing and owl sanctuary. Response from Brigade to assist with pumping out.

**EMERGENCY PLANNING JOINT
COMMITTEE**
9 September, 2015



Report of: Chief Finance Officer

Subject: QUARTER 1 REVENUE FINANCIAL MONITORING REPORT
2015/2016

1. PURPOSE OF REPORT

1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2015/2016.

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 As reported in the table overleaf, the main Emergency Planning budget shows a forecast favourable variance of £26,000, which is mainly owing to savings resulting an internal staffing restructure. This follows from a recent staffing vacancy, which has created an opportunity to achieve early, some of the savings required in the next financial year as a result of the annual 5% reduction in the contributions received from each Local Authority. It is proposed that any favourable variance at outturn is transferred to reserves to support future service delivery.

3.2 Included within the main Emergency Planning budget is an unfavourable variance on the 'Direct Costs- Other' line, which is mainly owing to one-off expenditure of £16,000 because of the accommodation move. This has been offset by a release from reserves created at outturn which were earmarked for this purpose.

3.3 A summary of the overall Emergency Planning budget is shown in the table below:

Actual Position 30/06/15						
Cost Centre	Description	Annual Budget £'000	Expected Budget to Date £'000	Actual Expenditure/ (Income) to Date £'000	Variance to Date Adverse/ (Favourable) £'000	Projected Outturn Variance Adverse/ (Favourable) £'000
Emergency Planning	Direct Costs - Employees	359	90	80	(8)	(28)
	Direct Costs - Other	89	17	23	20	20
	Income	(448)	(98)	(98)	14	(2)
	Use of Reserve	0	0	(16)	(16)	(16)
Emergency Planning Total		0	9	(11)	26	(26)
Local Levy Fund	Direct Costs - Other	50	0	1	(11)	0
	Income	(50)	(10)	(10)	3	0
Environment Agency Total		0	(10)	(9)	(8)	0
Local Resilience Forum (LRF)	Direct Costs - Other	41	3	0	(9)	0
	Income	(41)	(14)	(14)	(5)	0
Local Resilience Forum Total		0	(11)	(14)	(14)	0
Enterprise	Direct Costs - Other	0	0	1	1	15
	Income	0	0	(1)	(1)	(17)
Enterprise Total		0	0	0	0	(2)
Training and Exercise	Direct Costs - Employees	0	0	4	4	20
	Use of Reserve	0	0	(4)	(4)	(20)
Training and Exercise Total		0	0	0	0	0
GRAND TOTAL		0	(12)	(34)	4	(28)

3.4 A favourable variance of £2,000 is expected on the Enterprise budget as a result of income generating activity. It is proposed that any favourable variance at outturn is transferred to reserves at year end.

3.5 The Training and Enterprise Budget includes the intention to use £20,000 currently held within the earmarked reserve for this budget.

3.6 The Governments Spending Review published on 21st July 2015 has highlighted that the Unit is certain to face significant financial challenges in the medium term as a result of the proposed annual 1% pay increase for 4 years and the phased implementation of a National Living Wage, particularly as staffing costs account for approximately 65% of running costs. Officers are in the process modelling the impact of these costs pressures and a different range of scenarios of funding on the budget over a 5 year period and will provide further details in the next quarters report.

4. RECOMMENDATIONS

4.1 That Members note the contents of the report and approve the following:

- Use £16,000 of reserves to fund the cost of the accommodation move.
- Transfer any underspend to reserves to support future service delivery.

5. REASONS FOR RECOMMENDATIONS

To support future service delivery of the Emergency Planning Unit.

6. BACKGROUND PAPERS

6.1 None.

7. CONTACT OFFICER

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