

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Wednesday 1<sup>st</sup> February 2017  
At 1.00pm  
At the Emergency Planning Annex,  
Stockton Police Station, Bishop Street,  
Stockton-On-Tees, Cleveland, TS18 1SY

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

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

**Middlesbrough Borough Council:-**  
Councillor Mick Thompson

**Redcar and Cleveland Borough Council:-**  
Councillor Alec Brown

**Stockton Borough Council:-**  
Councillor Mike Smith

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
  - 3.1 To receive the minutes of the meeting held on 30<sup>th</sup> November 2016  
(previously circulated)



**4. ITEMS FOR DECISION**

- 4.1 CEPU Internal Audit Report – *Chief Emergency Planning Officer*
- 4.2 Financial Management Report – as at 31<sup>st</sup> December 2016 – *Chief Finance Officer and Chief Emergency Planning Officer*

**5. ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Function and Operation of Cleveland LRF – *Cleveland LRF Chair*
- 5.2 Activity and Incident Report – *Chief Emergency Planning Officer*

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

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

Wednesday 29<sup>th</sup> March 2017 at 1pm at the Emergency Planning Annex, Stockton Police Station, Bishop Street, Stockton-On-Tees



# EMERGENCY PLANNING JOINT COMMITTEE

1<sup>st</sup> February 2017



**Report of:** Chief Emergency Planning Officer

**Subject:** CEPU INTERNAL AUDIT REPORT

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For discussion and information.

## 2. PURPOSE OF REPORT

- 2.1 To bring members attention to the recently published internal audit of Cleveland Emergency Planning Unit undertaken by Hartlepool Borough Council.

## 3. BACKGROUND

- 3.1 In December 2016 an audit was undertaken by Hartlepool Councils audit team on the function of Cleveland Emergency Planning Unit.
- 3.2 The overall opinion is that “**Satisfactory Assurance** can be provided that the risks are well controlled” – which is the highest rating possible under the Hartlepool audit scheme.
- 3.3 The report assessed a number of areas against guidance and legislation including framework, funding, information sharing, risk assessment, emergency planning, communication and business continuity management.
- 3.4 As would be anticipated a number of areas for future development were identified as a result of the audit. These five areas are outlined alongside timescales in appendix 1. Risk assessments have been undertaken against each and will be monitored both by the Chief Emergency Planning Officer and by the Hartlepool borough Council internal audit system.
- 3.5 The contribution of all staff has been recognised by the Chief Emergency Planning Officer CEPO.

- 3.6 Further audits are due to take place in 2017 by both Middlesbrough and Redcar and Cleveland Councils – the findings of which will be reported to the Emergency Planning Joint Committee in due course.

#### **4. PROPOSALS**

- 4.1 That the CEPO ensures that the actions / areas identified are progressed where they have not already been undertaken.

#### **5. RISK IMPLICATIONS**

- 5.1 Failure to undertake action identified as part of the audit presents a risk to the effectiveness of both the Cleveland Emergency Planning Unit and to the wider Cleveland Local Resilience Forum.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 both in terms of the Local Authority Emergency planning function and in terms of the Local Resilience Forum functions.

#### **8. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 8.1 There are no child and family poverty implications relating to this report.

#### **9. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 9.1 There are no equality and diversity considerations relating to this report.

#### **10. STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report. Staff have been made aware of the outcome of the audit and thanked for their contribution in achieving the outcome.

#### **11. ASSET MANAGEMENT CONSIDERATIONS**

- 10.1 There are no asset management considerations relating to this report.

#### **12. RECOMMENDATIONS**

- 12.1 That the CEPO reports the progress of the actions identified within the standing CEPU activity report at future meetings.

- 12.2 That a similar report and action plan is produced following the forthcoming audits to be undertaken on behalf of Redcar & Cleveland and Middlesbrough councils.

**13. REASONS FOR RECOMMENDATIONS**

- 13.1 To ensure that members of the EPJC have confidence that the CEPU is continually progressing and addressing any areas of risk that can be resolved.

**14. BACKGROUND PAPERS**

Audit Report Hartlepool Borough Council.

**15. CONTACT OFFICER**

Stuart Marshall  
Chief Emergency Planning officer  
Cleveland Emergency Planning Unit  
Tel 01642 301515  
Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

## Appendix 1 Summary of actions identified, actions and timescale

Theme	Finding	Action	Timescale
ISS.1 Strategic Risk Register	Effective arrangements are not currently in place to identify and manage strategic risks to the effective operation of the LRF and its planning and preparedness functions	A strategic risk register, be developed by the Strategic Board, following an analysis of the strategic risks faced by the Body, which details risks to the effective operation of the LRF and its planning and preparedness functions be developed and approved by the Strategic Board. The register should be readily accessible to appropriate members of the LRF and subject to regular review.	31/3/2017
ISS.2 Model Publication Scheme	The model publication scheme introduced by the Information Commissioner's Office. The scheme was approved by the Emergency Planning Joint Committee on 30 <sup>th</sup> June 2010. A revised model publication scheme has since been produced by the Information Commissioner.	The revised model publication scheme published by the Information Commissioner should be adopted.	31/1/2017
ISS.3 Community Risk Register	There is no evidence in minutes provided that the Strategic Board approves the CRR.	The CRR should be approved by the Strategic Board (completed 7 <sup>th</sup> December 2016 and now included in annual the strategic boards annual business cycle).	31/12/2016
ISS.4 Emergency Plans	Formal arrangements for ensuring all multi-agency Emergency Plans are passed to the CEPU for distribution by the LRF Manager, and approval of the LRF membership and subsequent entry onto Plan Tracker are not in place. This potentially increases the possibility that different versions of the same plan are in place, plans can become outdated or that the LRF membership is unaware of the full range of plans in place.	All newly published or updated plans, and in particular, multi agency plans, should be forwarded to the LRF Manager to promote consistency, raise awareness with the membership and ensure that all responders have access to the correct version	31/3/2017
ISS.5 Business Continuity Management	The LRF does not have procedures in place to obtain the necessary assurance that Category 1 and 2 responders have robust Business Continuity Management arrangements in place to ensure that they can exercise their functions in the event of an emergency.	Assurances should be obtained from responders that effective Business Continuity Management arrangements are in place to enable them to perform their Civil Protection Duties in the event of emergency. Risks should be added to the LRF Strategic Register.	31/3/2017

# EMERGENCY PLANNING JOINT COMMITTEE

1<sup>st</sup> February, 2017



**Report of:** Chief Finance Officer and Chief Emergency Planning Officer

**Subject:** FINANCIAL MANAGEMENT REPORT - AS AT 31<sup>st</sup> DECEMBER 2016

## 1. PURPOSE OF REPORT

1.1 To provide details of progress against the Joint Committee's overall revenue budget for 2016/2017.

## 2. BACKGROUND AND REPORTING ARRANGEMENTS 2016/17

2.1 The report provides an overall picture of performance and progress of the Emergency Planning Unit (EPU) against the approved 2016/2017 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 the Unit on behalf of four local authorities within the Tees Valley (excluding Darlington) to ensure accountability and to provide a strategy for addressing financial issues. This Committee will continue to receive regular reports which will provide an update of forecast outturns and explanation of any significant budget variances and any other financial issues arising.

## 3. 2016/17 FORECAST OUTTURN

3.1 As reported in the table overleaf, the overall forecast favourable outturn for the main EPU budgets is a net surplus of £55,000 before release of reserves. This results in a favourable variance of £32,000 compared to budget. The original budget included an assumed surplus of £23,000 as a result of result of additional cost recovery under REPPIR including "Exercise Jackdaw" an exercise, which only occurs once every 3 years. The additional favourable variance is mainly owing to vacant posts and maternity leave.

3.2 Therefore the total forecast contribution to reserves is £55,000. It is proposed that any favourable variance at outturn is transferred to reserves

to support future service delivery and help manage the reduction to funding of the Unit in the coming years.

	Budget	Actual as at 31st December 2016	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
<b>Main Emergency Planning Budget</b>				
Direct Costs - Employees	262	178	238	(24)
Direct Costs - Other	107	53	100	(7)
Income	(392)	(388)	(393)	(1)
<b>Net Position Before Use of Reserves</b>	(23)	(157)	(55)	(32)
Transfer To/(From) Reserve	23	0	55	32
<b>Net Position After Use of Reserves</b>	0	(157)	0	0

3.3 In addition to the main budget shown in the Table above, the Unit also has the following externally funded budgets as set out below.

	Budget	Actual as at 31st December 2016	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
<b>Local Levy Fund</b>				
Direct Costs - Employees	34	26	34	0
Direct Costs - Other	36	12	21	(15)
Income	(70)	(40)	(70)	0
	0	(3)	(15)	(15)
<b>Local Resilience Forum (LRF)</b>				
Direct Costs - Employees	31	23	31	0
Direct Costs - Other	10	1	10	0
Income	(41)	(40)	(41)	0
	0	(16)	0	0
<b>Training &amp; Enterprise</b>				
Direct Costs - Other	12	6	18	6
Income	0	(6)	(6)	(6)
Use of Reserve	(12)	0	(12)	0
	0	0	0	0
	0	(18)	(15)	(15)

3.4 As report last quarter, the Local Levy Fund budget is expected to report a favourable variance of £15,000 at outturn. It is proposed that this will be transferred into a reserve to meet future costs as part of a proposed ongoing programme of community resilience activity after the current funding arrangements end in March 2017. This aligns to an original aim of the project to increase the sustainability of community resilience beyond the life span of the project.



- 3.5 The LRF budget is expected to spend in line with budget. The Training and Exercising Budget is expected to use the £12,000 set aside in reserve from previous years as previously determined.
- 3.6 Members are reminded of the significant financial challenges in the medium term as a result of decreasing contributions from the four Local Authorities, following the agreement between the Councils to continue the annual 5% reduction until March 2018. These reductions in Council contributions are driven by significant cuts in Government funding, which have had a disproportionate impact on the four Tees Valley Authorities. In addition, there is uncertainty as to whether external income streams will continue. In particular, the current Local Levy Fund arrangements end on 31<sup>st</sup> March 2017.
- 3.7 A service review is currently underway which is considering the future options for the EPU which include the following:
- Identifying non statutory activity which could be ceased in order to balance the budget in line with continued reductions in contributions from the four authorities and implications for staffing and the resulting level of service.
  - Ending the 5% reduction to annual contributions from the four authorities from 2018/19 and giving a one-off refund funded from reserves.
  - Using reserves to balance the budget for a specified number of years.
- 3.8 A report was due to come to this meeting covering these issues however due to an ongoing staffing restructure and the service review this will now be presented to members later in the year.

#### **4. RECOMMENDATIONS**

- 4.1 That Members note the contents of the report and approve the following:
- Transfer any underspend to reserves to support future service delivery.

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

- 5.1 To support future service delivery of the Emergency Planning Unit.

#### **6. BACKGROUND PAPERS**

- 6.1 None.

#### **7. CONTACT OFFICER**

Stuart Marshall  
Chief Emergency Planning officer  
Cleveland Emergency Planning Unit  
Tel 01642 301515

Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

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

# EMERGENCY PLANNING JOINT COMMITTEE

1<sup>st</sup> February 2017



**Report of:** Cleveland LRF Chair

**Subject:** FUNCTION AND OPERATION OF CLEVELAND LRF

---

## 1 TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

## 2 PURPOSE OF REPORT

2.1 To provide members of the Emergency Planning Joint Committee (EPJC) with background information on the structure and operation of Cleveland Local Resilience Forum.

## 3 BACKGROUND

3.1 Following discussion at the EPJC, there has been some discussion around the operation and transparency of the Cleveland Local Resilience Forum (LRF). As a result it has been agreed that the Chair or Vice Chair will attend the EPJC to update members twice per year. In addition the Chief Emergency Planning Officer / LRF Manager will continue to update members of the EPJC on the role and function of the Cleveland LRF.

3.2 The purpose of the LRF process is to ensure effective delivery of those duties under the Civil Contingencies Act (CCA) 2004, that need to be developed in a multi-agency environment and individually as a Category 1 responder. In particular;

- 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.

3.3 The LRF is a non-statutory body, introduced following the introduction of the CCA 2004. The Act identifies a number of agencies as Category one (including the emergency services and local authority) or Category two responders and imposes duties on these agencies.

3.4 The Cleveland LRF is currently funded from a combination of public and private monies (total annual subscription £40,500), with the majority of this amount contributing to the role of secretariat provided by the Local Authority Emergency Planning Unit.

3.5 The current Chair is Phil Lancaster, Director of Community Protection at Cleveland Fire Brigade, with Vice Chair provided by Louise Wallace, Director of Public Health at Hartlepool Council.

3.6 The basic LRF structure is comprised of three tiers:

The Strategic Board	Provides strategic direction to members and sub-groups, actively seeks assurance from the membership, sub-groups and secretariat.
Tactical Business Group	Oversees and enables the operational work, coordinates activities and identifies areas of concern which cannot be resolved without strategic direction.
Operational Groups	Operates in thematic areas, with specific objectives / areas of Local Health Resilience Partnership Risk Assessment Group <ul style="list-style-type: none"> <li>• Warning and Informing</li> <li>• Business Continuity Focus Group</li> <li>• Blue Lights Group</li> <li>• Training and Exercising Group</li> <li>• Flood Adverse Weather Group</li> <li>• Voluntary Emergency Liaison Group</li> </ul>

3.7 To provide EPJC members with an understanding of the LRF structure, operation and processes, a copy of the LRF Strategic Board’s terms of reference are attached in appendix 1.

3.8 A structure chart detailing the groups associated with Cleveland LRF and inter-linkages to other resilience structures is outlined in appendix 2.

3.9 A table outlining organisational representation by sub-group is presented in appendix 3.

- 3.10 A breakdown of the finances for the Cleveland LRF operation detailing contributions is contained in appendix 4.

#### **4 PROPOSALS**

- 4.1 That members familiarise themselves with the LRF structure and operation with a view to being in a position to seek assurance at future meetings.
- 4.2 That the CEPO / LRF Manager provide members with copies of the LRF annual plan 2017 -18 and report once approved by the Strategic Board.

#### **5 RISK IMPLICATIONS**

- 5.1 Members require assurance that the LRF operates in an effective manner failure to provide this assurance and transparency may result in concerns in the effectiveness of the LRF and the critical role it undertakes.

#### **6 FINANCIAL CONSIDERATIONS**

- 6.1 There are no direct financial consideration as a result of the report contributions to the LRF have been agreed by partners to 2019.

#### **7 LEGAL CONSIDERATIONS**

- 7.1 The LRF itself is not a statutory body, however an effective LRF is seen as critical for the delivery of the duties which the local authorities and others are required to meet under the Civil Contingencies Act 2004.

#### **8 CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 8.1 There are no child and family poverty implications relating to this report.

#### **9 EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 9.1 There are no equality and diversity considerations relating to this report.

#### **10 STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report.

#### **11 ASSET MANAGEMENT CONSIDERATIONS**

- 11.1 There are no asset management considerations relating to this report.

#### **12 RECOMMENDATIONS**

- 12.1 It is recommended that members of the EPJC continue to seek assurance on the operation and effectiveness of the Local Resilience Forum from the CEPO / LRF Manager and the LRF Chair.

**13 REASONS FOR RECOMMENDATIONS**

- 13.1 To enable members to ensure on behalf of the public an effective LRF.

**14 BACKGROUND PAPERS**

None submitted.

**15 CONTACT OFFICER**

Stuart Marshall  
Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Tel 01642 301515  
Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

## Appendix 1 Terms of reference for the Strategic Board

### CLEVELAND STRATEGIC BOARD – TERMS OF REFERENCE

The role of the forum members in response and recovery mode is captured within its Major Incident Procedures Manual.

The Cleveland Local Resilience Form (CLRF) was formed in 2004 taking over the remit of the previous Senior Co-ordinating Group as a requirement of the Civil Contingencies Act 2004.

Under the Civil Contingencies Act, co-operation between local responders is a legal responsibility. Whilst the LRF is not a statutory body, within the Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 and accompanying statutory guidance entitled “Preparing for Emergencies”, it is seen as the principal mechanism for facilitating multi-agency co-operation, especially between Category 1 and Category 2 Responders.

Category 1 responders are:	Category 2 responders are:
Local Authorities Police Fire Ambulance Service NHS England Acute Hospital Trust Port Health Authority Environment Agency Maritime and Coastguard Agency Public Health England	Electricity Distributor(s) Gas Distributor(s) Water & Sewerage Undertakers Telephone Service Providers (fixed and mobile) Railway Operators Airport Operators Ports Highways Agency Health & Safety Executive Clinical Commissioning Groups

The Regulations and guidance consider it best practice that an LRF is based on a Police Force. Consequently the Cleveland LRF is based on the area covered by Cleveland Police.

Whilst guidance recommends that meetings must be held at least every six months, the Cleveland LRF considered it both practical and reasonable to hold meetings three times a year, the timing of which has been carefully considered to enable appropriate deliberation of the latest risks and threats that Cleveland may face and allow partner agencies to meet this through planning, exercising and resource allocation.

More information and documentation about the work of the Cleveland LRF can be found on the joint Emergency planning Unit / Local Resilience forum website at <http://www.clevelandemergencyplanning.info/> the standard social media tag for LRF activities is #ClevelandLRF.

#### **Secretariat of the LRF**

The primary secretariat is provided by the LRF Manager and LRF Coordinator:

- Agreeing the agenda with the Chair;
- Organising the production of any discussion papers or presentations;
- Following up matters arising and action points;
- Ensuring the meetings of sub groups are effectively organised, relevant matters are undertaken and issues are brought to the attention of the LRF; Ensuring sub groups undertake projects directed by the LRF;
- Briefing the LRF Chair.

#### **Key working practices are:**

Papers for meetings will be circulated to members at least 8 working days prior to the meeting.

Minutes of meetings will be circulated within 8 working days of the meeting date. Standard Agenda Items include (May) Standard Report, Annual Report, Finalise Annual Work Plan, Review of Resource Allocation in light of December, Finalise training and exercise plan, Review objectives/achievements. (September) Standard Report, Business Continuity Assessment, Seasonal Preparedness, Horizon Scanning and Strategic Analysis. (December) Standard Report, Training and Exercise draft plan for next financial year, Risk and draft annual work plan for next financial year, Review of SCG members and identification of skill gap, Resource allocation, Financial plan, LRF Handbook – any updates, dates for following year for agreement.

***Training:***

On an annual basis, appropriate training will be offered by Cleveland LRF Secretariat to partners.

***Mission of the Cleveland LRF***

The Forum exists to:

To have a robust and effective multi-agency planning and response framework that will deliver a coordinated, interoperable, accountable and professional preparedness and response capability to a major incident or emergency affecting the Cleveland LRF area.'

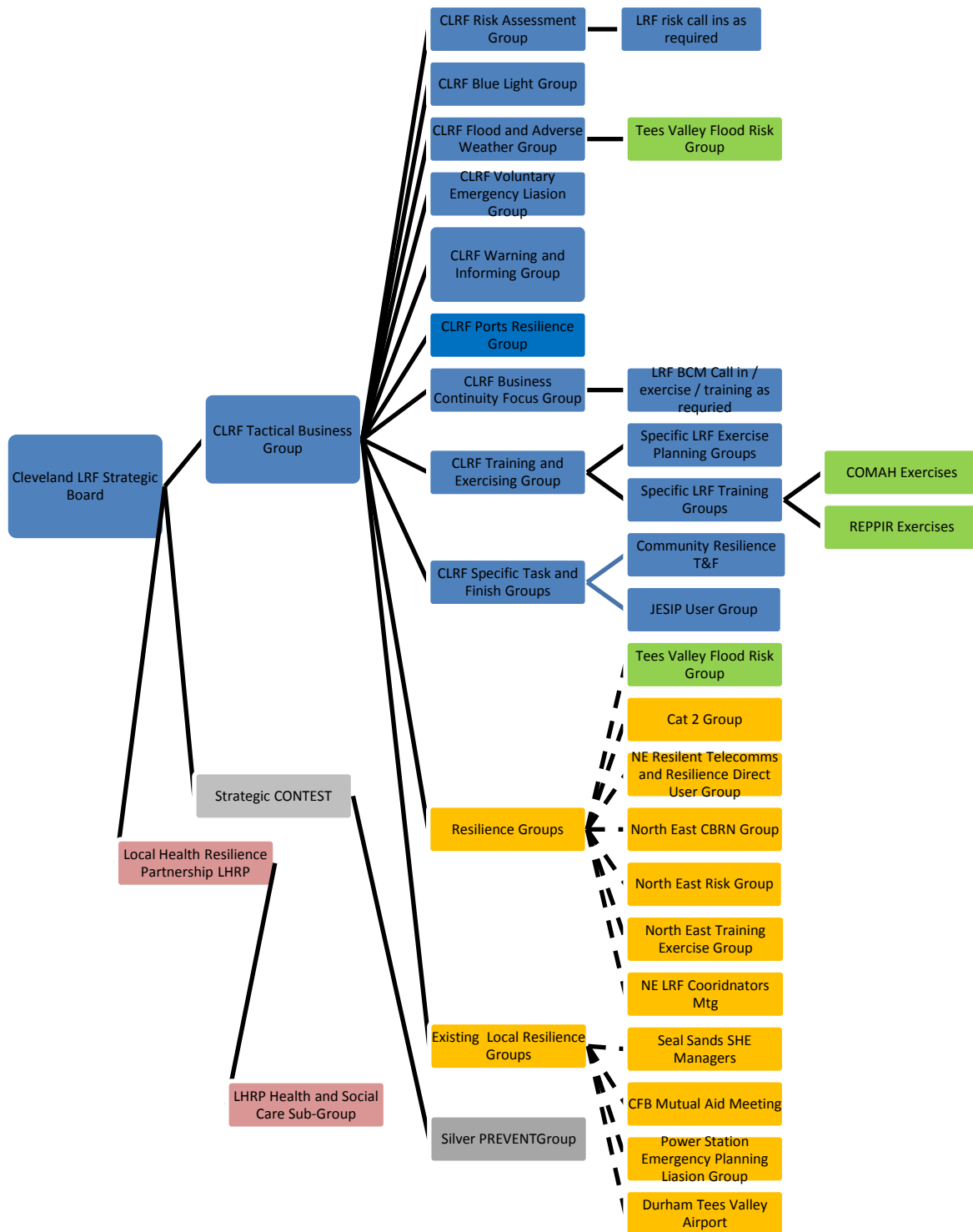
Date Reviewed: 1.10.16

Date to be Reviewed: 1.10.17

Chair/Vice Chair Review 1.10.18



**Appendix 2 Structure chart of the Cleveland LRF and interlinkages to other resilience structures**





**Appendix 3 Organisation representation by sub-group**

	Strategic Board	Tactical Business Group	Risk Assessment Group	Warning and Informing Group	Business Continuity Focus Group	Blue Lights Group	Flood Adverse Weather Group	Training and Exercising Group	Voluntary Emergency Liaison Group	Local Health Resilience Partnership
Airport Operators										
Anglian Water / Hartlepool Water										
APHA										
British Red Cross										
British Transport Police										
BT Open Reach										
Cleveland EPU										
Cleveland Fire										
Cleveland Police										
Coastguard										
Environment Agency										
Hartlepool Council										
Health and Safety Executive										
Highways England										
Met Office										
Middlesbrough Council										
MOD										
NHS England										
North East Ambulance Service										
North Tees Foundation Trust										
Northern PowerGrid										
Northumbrian Water										
PD Ports										
Port Health Authority										
Public Health England										
Railway Operators										
RED DCLG										
Redcar and Cleveland Council										
South Tees Foundation Trust										
Stockton Council										
Thirteen Housing Group										



## Appendix 4 Finances of the Cleveland LRF

Following a review of the CLRF in 2012, the services which the CEPU undertake with regards to the LRF were summarised as:

1. Management and secretariat for the Strategic Board (formally Chief Officer Group).
2. Administration, leadership and secretarial support to all sub-groups and ad hoc task and finish groups.
3. Performance management of the work of the CLRF.
4. Representation at local, regional and national meetings.
5. Assessment, action and circulation of government circulations and directives.
6. Provision of accommodation and refreshment for meetings.
7. Provision of training.
8. Travel and transportation.

In addition to the activities outlined above the amount of regional work undertaken to drive efficiency has significantly increased with the establishment of groups to progress risk, training and exercising following requests from partners for greater collaboration as a means of reducing demands on partners.

To provide this level of support an annual contribution is made by a number of agencies to the Cleveland LRF as outlined below.

<b>Agency</b>	<b>Amount</b>
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
North East Ambulance Service	£3,500
NHS England	£3,000
PD Ports	£1,000
<b>Total</b>	<b>£40,500</b>

# EMERGENCY PLANNING JOINT COMMITTEE

1<sup>st</sup> February 2017



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY AND INCIDENT REPORT

---

## 1. TYPE OF DECISION/APPLICABLE CATEGORY

For Information and assurance.

## 2. PURPOSE OF REPORT

- 2.1 To assist members of the EPJC in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
- 2.2 To inform members of the Emergency Planning Joint Committee (EPJC) of the activities, incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 5<sup>th</sup> November 2016 and the 6<sup>th</sup> January 2017.
- 2.3 To provide oversight to the EPJC members of the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum (LRF).

## 3. BACKGROUND

- 3.1 Appendix 1 provides a cumulative overview of the progress made towards meeting the agreed action plan April 2016 – March 2017. 46 of the 106 actions, agreed at the start of the year, have now been completed, the Chief Emergency Planning Officer is confident that all actions will be completed at year end. This is based upon a number of the actions having been partially completed but not fully met within the latest period e.g. where an action has been completed in three of the four boroughs or where standing actions can only be completed at year end e.g. provision of duty officer throughout the year.
- 3.2 Notable actions completed in the period included:

- Request and collation of exercise bids from industry and LRF partners for inclusion in the 2017-18 exercise calendar.
  - Review of event guidance for officers working on Independent Safety Advisory Groups.
  - Competency framework has been completed by all four boroughs identifying training needs of key response staff.
  - Stockton has undertaken a test of the borough emergency centre.
  - Skinnigrove community plan has been finalized and published.
  - LRF handbook has been completely revised and republished.
  - A review of all four councils' major incident plans has been completed.
  - Emergency equipment in all four boroughs has been audited.
  - An out of hours contact exercise was held with local authorities and the voluntary sector.
- 3.3 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) activities of note for EPJC members. Several new pieces of guidance are being reviewed with a view to incorporation into LRF processes including site clearance, human aspects and spontaneous volunteers. Further guidance is due on fuel emergency planning and flooding. Planning has started for the 2017 Cleveland LRF strategic exercise and the findings of exercise Swan (pandemic Flu) are being incorporated into local planning arrangements. The public community risk register is currently being updated and will be launched in the spring.
- 3.4 Training and exercising are critical to the effective implementation of emergency plans; an overview of training provided/facilitated within the period is contained in appendix 3. Training within the period has been reduced due to the winter period, planning is ongoing on a number of exercises and training sessions are scheduled within the next quarter on legal process, strategic decision making and recovery following incidents.
- 3.5 The Unit has worked with the Local Levy Fund and Environment Agency on a community resilience project aimed at increasing the resilience to flooding across Cleveland. Key actions in the period are outlined in appendix 4, as the CEPU based project comes to its end staff are working with Environment Agency colleagues to ensure a smooth transition. The team are currently developing a number of community risk mapping products.
- 3.6 CEPU provides both a 24 hour point of contact for partners requesting assistance, and for the provision of tactical advice to the four local authorities. 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 these include protocols with the emergency services and early warning systems with industry and agencies.
- 3.7 An outline of warnings received are contained in appendix 5, and incidents that staff have been involved in or notified of are contained in appendix 6.

#### **4. PROPOSALS**

- 4.1 The Chief Emergency Planning Officer continues to develop the report to reflect the activities of the Unit.
- 4.2 EPJC Members provide feedback on the amended report structure with a view to continual improvement.

#### **5. RISK IMPLICATIONS**

- 5.1 Failure to deliver on a number of the activities included within the annual plan which tie directly into legislation could result in enforcement action being undertaken against the authority. In addition the failure to respond appropriately may result in impacts on the social, economic and environmental welfare of the community.
- 5.2 There are no significant risk concerns as a result of the action plan. Should actions not be met these will be reported alongside the means of mitigation.

#### **6. FINANCIAL CONSIDERATIONS**

- 6.1 There are no financial considerations relating to this report.

#### **7. LEGAL CONSIDERATIONS**

- 7.1 The key legislation is the Civil Contingencies Act 2004 which identifies the local authorities as a Category 1 responder, section 10 of the CCA 2004 identifies failure by a person or body identified within the legislation may bring proceedings in the High Court.
- 7.2 In addition a number of actions relate to the Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2001 and Pipeline Safety Regulations 1996. All of the above place statutory duties upon the local authority, failure to provide to an adequate level resulting in possible enforcement.

#### **8. CHILD AND FAMILY POVERTY (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 8.1 There are no child and family poverty implications relating to this report.

#### **9. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)**

- 9.1 There are no equality and diversity considerations relating to this report.

#### **10. STAFF CONSIDERATIONS**

- 10.1 There are no staff considerations relating to this report.

#### **11. ASSET MANAGEMENT CONSIDERATIONS**



10.1 There are no asset management considerations relating to this report.

## 12. RECOMMENDATIONS

12.1 It is recommended that members of the EPJC note the areas of work undertaken and seek further clarification as appropriate from the Chief Emergency Planning Officer.

## 13. REASONS FOR RECOMMENDATIONS

13.1 To ensure that members of the EPJC can effectively obtain assurance that the duties and expectations on the local authorities can be met in the event of an incident and that the agreed action plan is being delivered.

## 14. BACKGROUND PAPERS

14.1 CEPU annual plan 2016 – 17, EPJC Meeting Papers issued 20<sup>th</sup> July 2016  
[https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency\\_planning\\_joint\\_committee](https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency_planning_joint_committee)

## 15. CONTACT OFFICER

Stuart Marshall  
Chief Emergency Planning Officer  
Cleveland Emergency Planning Unit  
Tel 01642 301515  
Email: [stuart.marshall@hartlepool.gov.uk](mailto:stuart.marshall@hartlepool.gov.uk)

## Appendix 1 CEPU Action plan 2016 -17, Summary of progress

The following table provides an overview of the CEPU annual plan 2016 – 17 with actions allocated to one of 7 areas of work. The full action plan is available from the EPJC Meeting Papers issued 20<sup>th</sup> July 2016

[https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency\\_planning\\_joint\\_committee](https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency_planning_joint_committee).

Area	Description of area	Total Count	Completed Q1	Completed Q1 + Q2	Completed Q1 - Q3	Completed Q1 - Q4
Assurance	Activities to provide evidence and assurance to CEPU and stakeholders that the processes in place remain effective and that key expectations and duties continue to met.	17	4	6	9	
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	2	3	7	
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	23	6	6	6	
Maintenance	The maintenance of emergency plans and contact information, processes, structures etc to ensure that when required functions can be effectively undertaken.	23	6	7	10	
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	2	3	4	
Process	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	1	1	1	
Training / Testing	The provision of awareness / skills training and the testing of plans and process to ensure that the plans remain complete, accurate and practicable.	19	4	6	9	
<b>Total Number of actions</b>		<b>106</b>	<b>25</b>	<b>32</b>	<b>46</b>	



**Appendix 2 Key LRF Activities 05/11/2016 – 06/01/2017**

<b>Date</b>	<b>Event / Meeting</b>	<b>Notes</b>
9 November 2016	Tactical Business Group (TBG)	Agenda items included - Cyber resilience awareness session, NHS Cold Weather and Heatwave plan, Resilience Direct, Climate Change.
15 November 2016	Site Clearance Workshop	Based upon the recently released guidance, a number of CEPU and LRF officers attended.
16 November 2016	LRF Co-ordinators Meeting	Progressing the efficiency and effectiveness agenda across the 3 LRFs.
18 November 2016	NE Training and Exercising Group (NE TEG)	Agreement reached on progressing a north east calendar of training and exercises and commonality in documentation.
21 November 2016	Spontaneous Volunteers Group (York)	Ongoing work following the release of national guidance on the application of spontaneous volunteers. Attendees include Local Authority and British Red Cross.
1 December 2016	Training and Exercising Group (TEG)	Identification of emerging trends and patterns in exercising, identification of areas requiring testing and exercising.
7 December 2016	Strategic Board (SB)	Agenda items included changes to heatwave and cold weather planning, community resilience, port resilience, risk assessment and common consequence planning, training and exercising needs and emerging issues.
12 December 2016	CLRF Strategic Exercise Meeting 2	Planning meeting regarding exercise Ironstone May 2017 included a number of LRF partners.
13 December 2016	Blue Lights Group (BLG)	Issues included the adoption of JESIP, lessons from recent exercises and training / exercising requirements.
15 December 2016	LRF Co-ordinators Meeting	Progressing the NE work specifically the joint development plan. Number of areas of work now completed.
21 December 2016	Work on Human Aspects Guidance	New guidance issued – additional work required with neighboring local authorities and the LRF to incorporate the guidance into current practice.



### Appendix 3 Staff trained and exercised by agency / authority 05/11/2016 – 06/01/2017

Training	06/01 – 24/06/2016		25/06 – 26/08/2016		27/08 – 04/11/2016		05/11/2016 – 06/01/2017	
	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
SFEDI Business Resilience Advisor	3	7						
Emergencies on trial	2	36						
Tactical Emergency Response	3	31						
Social Media in Emergencies	1	12						
Recovery Planning	1	4						
Speed Training (with the NE LRFs)	1	36						
North East Survivor Management Workshop			1	54				
Community Resilience Workshop					1	11		
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved
COMAH Exercises (Industrial exercises)	5	3*	3	5*	3	6	1	9
Borough Emergency Centre Exercises			1	9	1	12	1	17
Emergency accommodation exercises / training	1	19						
Exercise Jackdaw (Nuclear Exercise)	1	9						
Exercise Trafalgar (Firearms Exercise)	1	3						
Exercise Aurora II (Youth engagement)	1	60						
Public event (Stockton Cycling and fireworks)	1	16			1	15		
Exercise Swan (Pandemic Influenza) (August – October)			1	10	1	10		
Water Search and Rescue					1	15		
Major Accident Hazard Pipeline					1	1		
Contact Exercise							4	33

The above table provides an overview of the training undertaken or facilitated by the unit within the period.

\* The same officer was involved in several of the exercises as part of the Local Authority role in exercising the external emergency response plans under the Control of Major Accident Hazard Regulations 2015.



## **Appendix 4 Community Resilience Activities 05/11/2016 – 06/01/2017**

### **General Project Update**

- CEPO in discussion with the Environment Agency regarding location of the EA officer within the Emergency Planning Unit from April once the RFCC Project begins under the EA lead. The EA officer will be based at the CEPU for an average of 3 days a week.
- CEPO and Community Resilience Officer continue to work on the project and broader Community Resilience. Report was submitted to the LRF Strategic Board.

### **Rapid response catchments**

- Joint EA/NWL/MBC/CEPU engagement with the communities near to the Marton West Beck was postponed from December to January due to staffing issues. The events will now take place 18<sup>th</sup> – 21<sup>st</sup> January.
- Publication of the Skinningrove flood plan, the EA have produced a risk assessment for addition to the plan.

### **Schools and vulnerable**

- Crucial Crew – two of the four authorities have for CEPU to attend next years, discussions on going with the remaining authorities.

### **Business and Industry**

- Completion of the NE business flood exercise, the CEPU is currently producing the final package that will be used across the NE to improve business resilience to flooding.

### **Upcoming activities**

- Finalise and publish the CEPU Business Continuity Management BCM strategy for small and medium enterprises.
- Youth resilience activity workbooks and activities to be produced.
- Exercise Aurora
- Reissue of the Local Resilience Forum Community Risk Register.
- Joint LRF work on spontaneous volunteers.
- Cooperation with Cabinet Office on the National Community Resilience Guidance and National Citizens Service.
- Lead Officer to attend the Communities Prepared National Group on the 18<sup>th</sup> January.
- Emergency planning presentation to Public Services BTEC students at Bede College on the 19<sup>th</sup> January and to student Nurses at Teesside University on the 31<sup>st</sup> January.
- Confirmation of crucial crew activities.
- Project handover and integration of future project.





**Appendix 5 Communications received 05/11/2016 – 06/01/2017**

<b>Type of Incident</b>	<b>Number received in period</b>	<b>Notes</b>
Pollution reports (HM Maritime Coastguard Agency)	0	None received in period.
National Severe Weather Service (Met Office)	2	Severe weather warnings received for both snow and wind.
Heatwave Alerts (Met Office)	0	None received in period.
Cold Weather Alerts (Met Office)	5	Ranging from level 1 to level 3.
Industrial Communications Red (Local Industry)	0	None received in period.
Industrial Communications Blue (Local Industry)	5	Flaring false alarms and release of steam / noise.
Flood Guidance Statements (Met Office and Environment Agency)	2	Surface water and high tides.
Flood Alert (Environment Agency)	6	4 relating to 21 <sup>st</sup> November and 2 to high tides.
Flood Warnings (Environment Agency)	2	Both relating to Middlesbrough Becks on the 21 <sup>st</sup> November.
Severe Flood Warnings (Environment Agency)	0	None received in period.



**Appendix 6 Incidents of note 05/11/2016 – 06/01/2017**

Date	Borough	Exact Location	Type of Incident	Additional Information
22/11/2016	Redcar, Middlesbrough and Stockton	Wide area	Heavy rain / flooding	<p>Surface water flooding, leading to flooding of becks. Significant traffic issues across the area and impact on electricity supply across the area.</p> <p>Following incident issues identified with design and operation of some flood structures and dialogue opened with partners.</p> <p>Significant number of public warnings issued and social media interest.</p>
24/11/2016	Hartlepool	Several sites including Belle Vue Way, Mainforth Terrace and Belle Vue Way.	Utility failure (water) and subsequent flooding	<p>Damage to mains within Hartlepool impacting on Belle Vue Way and Bowness Close.</p> <p>Internal flooding reported to one residential property and traffic disruption.</p> <p>One school closed as a result of low water pressure.</p> <p>Emergency Services, council highways and Hartlepool water in response.</p>