

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 21st June 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 29th March 2017 (previously circulated)



4. ITEMS FOR DECISION

4.1 Financial Management Outturn Report 2016/17 – *Chief Finance Officer and Chief Emergency Planning Officer*

4.2 CEPU Proposed Action Plan 2017-2018 – *Chief Emergency Planning Officer*

5. ITEMS FOR DISCUSSION/INFORMATION

5.1 Activity and Incident Report 3rd March 2017 – 26th May 2017 – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. DATE AND TIME OF NEXT MEETING

Wednesday 20th September at 1.00pm at the Emergency Planning Annex, Stockton Police Station, Bishop Street, Stockton-on-Tees.



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD 29th March 2017

The meeting commenced at 1.00pm at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

Present:

Councillor: Marjorie James (Hartlepool Borough Council) (In the Chair)

Councillors: Alec Brown (Redcar and Cleveland Borough Council)
Mike Smith (Stockton Borough Council)
Mick Thompson (Middlesbrough Borough Council)

Officers: Stuart Marshall, Chief Emergency Planning Officer
Rachael Campbell, Principal Emergency Planning Officer
Jon Hepworth, Group Accountant (Regeneration and
Neighbourhoods)
Denise Wimpenny, Principal Democratic Services Officer

31. Apologies for Absence

None

32. Declarations of interest by Members

None

33. Minutes of the meeting held on 30th November 2016

Minutes received

34. Minutes of the meeting held on 1st February 2017

Minutes received

35. CEPU Internal Audit Report (*Chief Emergency Planning Officer*)

Purpose of report

To bring members' attention to the recently published internal audit of the CEPU undertaken by Hartlepool Borough Council.

Issue(s) for consideration by the Committee

Following an audit in December 2016 the CEPU had been shown to provide 'satisfactory assurance that the risks are well controlled' – the highest rating possible under Hartlepool's audit scheme. A number of areas for future development had been identified, details of these were appended to the report.

Members were advised that the Chair of the Local Resilience Forum was unfortunately unable to attend today's meeting.

The Chair welcomed the proposals in place to address the findings of the audit and the commitment from the Chair of the LRF to develop relationships with the Group and attend future meetings of this Committee twice yearly to ensure increased transparency of the LRF, the benefits of which were outlined.

Decision

- (i) That progress on the actions identified within the Cleveland Emergency Planning Unit's activity report be reported to future meetings of this Committee.
- (ii) That a similar report and action plan be produced following the forthcoming audits to be undertaken at Redcar and Cleveland and Middlesbrough Councils.

36. Financial Management Report – as at 31st December 2016 (*Chief Finance Officer and Chief Emergency Planning Officer*)

Purpose of report

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

Issue(s) for consideration by the Committee

An overall picture of the performance and progress of the EPU against the

approved 2016/20/17 revenue budget was provided. A favourable variance of £32,000 on the main Emergency Planning Unit (EPU) budget had been achieved due to staffing savings. The Local Levy Fund was also under spent by £15,000. It was recommended that these savings be transferred to the main Emergency Planning Reserve, the Local Levy Fund reserve and the LRF reserve.

Members were reminded of the ongoing budget pressure being faced by all 4 local authorities and the obvious impact this would have on funding the Unit. An agreement had previously been made to reduce the contribution for each Local Authority by 5% per year until March 2018. In addition the Local Levy Fund arrangements were due to end on 31st March 2017. A service review was looking at future options for the EPU such as ceasing non-statutory activities, ending the 5% reduction to local authority contributions and using reserves to balance the budget.

The Chair referred to the budgetary impact as a result of the Environment Agency's proposals to directly employ a resilience worker.

The Group Accountant responded to issues raised by Members in relation to the report. Clarification was provided regarding the potential redistribution levels for each local authority in terms of reserves. To assist with ongoing budget pressures, the Chair questioned the feasibility of each local authority acquiring their share of reserves as a one-off cash lump sum and highlighted that this was a matter for discussion and agreement between Elected Members of the respective 4 Cleveland authorities. The Group Accountant advised on predicted shortfalls for future financial years.

Following further discussion in relation to predicted shortfalls and estimated reserve levels and, given that redistribution levels would be clearer in the coming months, it was suggested that the potential for reserves to be redistributed to local authorities, as a cash lump sum, be explored and a report be provided for consideration at the next meeting.

Decision

- (i) That the report be noted and any underspend be transferred to reserves to support future service delivery.
- (ii) That the potential for reserves to be redistributed to local authorities as a cash lump sum be explored and a report be provided for consideration at the next meeting of this Committee.

37. Function and Operation of Cleveland LRF *(Cleveland LRF Chair)*

Purpose of report

To provide members with background information on the structure and operation of Cleveland Local Resilience Forum

Issue(s) for consideration by the Committee

Following previous discussion by the Committee, it had been agreed that the Chair or the Vice-Chair of the Cleveland Local Resilience Forum (CLRF) be invited to attend the Committee to update members on a twice-yearly basis. The report provided details of the purpose and structure of the CLRF, including the terms of reference, finances and inter-linkages to other resilience structures.

Given that apologies had been received from the Chair and Vice-Chair of the CLRF, the Chief Emergency Planning Officer responded to issues raised in relation to the report.

In response to clarification sought, the Chief Emergency Planning Officer outlined the contribution arrangements by agencies to the CLRF, the various categories of contributions as well as the benefits as a result. Emphasis was placed upon the need to establish, in future discussions with the Chair and Vice Chair of the CLRF, whether there was a fairer way of including more category 1 contributions and explore the feasibility of encouraging contributions from category 2 agencies.

Decision

That the contents of the report be noted and the Committee continue to seek assurance on the operation and effectiveness of the Local Resilience Forum from the CEPO/LRF Manager and LRF Chair.

38. Restructure of Cleveland Emergency Planning Unit *(Chief Emergency Planning Officer)*

Purpose of report

To provide an update on recent changes to the structure of Cleveland Emergency Planning Unit.

Issue(s) for consideration by the Committee

Members were given information as to recent structural changes to the CEPU. These included a review of the existing Senior Emergency Planning Officer post, the removal of the Community Resilience Post and the creation of an Assistant Emergency Planning Officer post on a 12-month fixed term contract.

Decision

- (i) That the Committee continue to seek assurance on the operation and effectiveness of CEPU staffing and engage with staff.
- (ii) That Members be updated on income generation as part of the standard financial reporting and progression of officers through the development scheme as appropriate.

39. Activity and Incident Report – 5th November 2016 – 6th January 2017 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the activities, incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit between 5th November 2016 and 6th January 2017.

To provide oversight on the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum.

Issue(s) for consideration by the Committee

It was reported that between 5th November 2016 – 6th January 2017 –

17 warning communications had been received
2 incidents of note had taken place
6 training exercises had been held

Information was also given regarding community resilience activities and LRF activities as well as a summary of progress carried out as part of the CEPU Action Plan. It was noted that no training events had been held due to the winter recess.

In relation to flooding, whilst it was acknowledged that measures were in place to deal with flood related incidents, a Member raised some concerns that there were insufficient measures in place in terms of flood prevention.

The Chief Emergency Planning Officer reported on the role of the Emergency Planning Unit and the duty upon local authorities to investigate flood related incidents. A discussion followed during which the Chair updated Members on her role as a representative on the Flooding and Coastal Committee and the arrangements in place to address such issues. The importance of resilience work was highlighted as well as the need for Members who participate in these Forums to report any concerns of this type.

Decision

The Committee noted the areas of work undertaken as outlined in the report.

40. Activity and Incident Report – 7th January – 5th March 2017 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the activities, incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit between 7th January – 5th March 2017.

To provide oversight on the actions undertaken under the community resilience project hosted at the Unit and the actions associated with the Cleveland Local Resilience Forum.

Issue(s) for consideration by the Committee

Between 7th January – 5th March 2017 –

- 19 warning communications had been received
- 2 incidents of note had taken place
- 7 training events had been held
- 2 training exercises had been held

Information was also given regarding community resilience activities and LRF activities as well as a summary of progress carried out as part of the CEPU Action Plan.

Some concerns were raised regarding the lack of take up of the recovery training and the need to reschedule from the initial date to May 2017. The potential reasons for the low take up were discussed. The Chair requested that details of the event be provided to all Members of the Emergency Planning Joint Committee and suggested that the week of the Mayoral elections be avoided. In relation to the community risk register, the Chair

requested an electronic copy of the register and suggested that this also be made available in hard copy format.

The Chief Emergency Planning Officer responded to queries raised in relation to tidal surge issues and flooding as a result of becks.

Decision

The Committee noted the areas of work undertaken as outlined in the report.

41. Date and Time of Next Meeting

It was noted that the next meeting would be confirmed in the new municipal year. The Chair thanked Members for their contribution and highlighted that Middlesbrough Borough Council would take over the role of Chair from the start of the next municipal year for a period of two years, and Redcar and Cleveland Vice-Chair, in accordance with the rotational arrangements set out in the constitution and terms of reference.

The meeting concluded at 2.40 pm.

P J DEVLIN

CHIEF SOLICITOR

PUBLICATION DATE: 5 April 2017

EMERGENCY PLANNING JOINT COMMITTEE

21st June, 2017



Report of: Chief Finance Officer and Chief Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT OUTTURN REPORT
2016/17

1. PURPOSE OF REPORT

- 1.1 To provide details of the revenue outturn for the Cleveland Emergency Planning Joint Committee for the year 2016/2017.
- 1.2 To provide a medium term financial forecast for the five year period covering 2017/18 to 2022/23 and make recommendations for addressing the effect of annual 5% reductions in Local Authority contributions and removal of Local Levy Fund income in 2017/18.

2. BACKGROUND AND REPORTING ARRANGEMENTS 2016/17

- 2.1 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.
- 2.2 This report provides an overview of the financial outturn of the EPU and considers issues in relation to the medium term financial outlook.

3. 2016/17 OUTTURN

- 3.1 As reported in the table overleaf, actual net expenditure for the main Emergency Planning budget was a surplus of £71,000 compared to a budgeted surplus of £23,000, resulting in a favourable variance of £48,000. This results in a net contribution to reserves of £71,000 to support future service delivery.

Table 1: Outturn

Budget Area	Budget	Actual as at 31st March, 2017	Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Emergency Planning			
Direct Costs - Employees	276	242	(34)
Direct Costs - Other	93	102	9
Income	(392)	(415)	(23)
Net Expenditure before Reserves	(23)	(71)	(48)
Contribution to Reserves	23	71	48
Net Expenditure after Reserves	0	0	0
Local Levy Fund			
Direct Costs - Employees	36	39	3
Direct Costs - Other	34	17	(17)
Income	(70)	(70)	0
Net Expenditure before Reserves	0	(14)	(14)
Contribution to Reserves		14	14
Net Expenditure after Reserves	0	0	0
Local Resilience Forum (LRF)			
Direct Costs - Employees	10	13	3
Direct Costs - Other	30	32	2
Income	(40)	(45)	(5)
Net Expenditure before Reserves	0	0	0
Contribution to Reserves	0	0	0
Net Expenditure after Reserves	0	0	0
Training and Exercise			
Direct Costs - Other	14	14	0
Net Expenditure before Reserves	14	14	0
Use of Reserve	(14)	(14)	0
Net Expenditure after Reserves	0	0	0
	0	0	0

- 3.2 The original budget included an assumed surplus of £23,000 as a result of additional cost recovery under REPIR (Radiation Preparedness and Public Information Regulations) 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.
- 3.3 The Local Levy Fund was underspent by £14,000 as a result of a vacant post. It is recommended that the unspent monies are transferred to the LLF

reserve and that it is renamed as the ‘community resilience’ reserve to be spent in future years in support of building and supporting community resilience activities.

- 3.4 The Training and Exercise Budget cost of £14,000 was funded from reserves created in previous years, as previously reported and approved by the Committee.
- 3.5 The level of Reserves has increased in recent years mainly as a result of ‘advance budget’ savings arising from vacant posts. The level of reserves as at 31st March, 2017 is shown in the table below.

Table 2: Reserves

	General £000's	LRF £000's	Community Resilience £000's	Total £000's
Balance as at 1 April, 2016	266	31	16	282
Movement in year	71	0	14	85
Balance as 31st March, 2017	337	31	30	398

- 3.6 Unit level of general reserves are at a level which require review and are discussed further in section 5.

4. FINANCIAL OUTLOOK AND FUTURE FUNDING

- 4.1 The EPU has faced significant financial challenges in recent years as a result of the 5% reduced contributions from the four Local Authorities which will continue until March 2018. These reductions have been driven by significant cuts in Government funding, which have had a disproportionate impact on the four Authorities.
- 4.2 To date the Unit has dealt with decreasing resources by reducing accommodation costs and restructuring by deleting vacant posts. It has also been successful in increasing income generation and has recently introduced a new recharging structure for duties undertaken to meet the requirements of COMAH (Control of Major Accident Hazards). A number of recoverable costs were identified that have resulted in an overall increase in the level of forecast income. However, the Unit is now reaching a point of critical mass and any further reductions to staffing will have a significant adverse impact upon the Unit’s ability to undertake both planning and response duties.
- 4.3 The development of effective emergency plans requires substantial resource, not just in the production of the plans but their maintenance and associated training and testing. There are currently over 70 community risks (flooding, pandemic flu, structural failure etc) identified within the Cleveland Community Risk Register and 16 national key work-streams (including aspects as diverse as mass fatalities, site clearance, utilities failure, business and corporate resilience etc). A reduction in staff would result in a

reduction in the amount of time and resource which can be spent on each portfolio or alternatively the identification of areas of work that cannot be undertaken in favour of other areas. In addition the risk associated with knowledge and experience leaving the authority increases, as more is placed onto individual officers' portfolios.

- 4.4 In response to an incident the unit provides a liaison and tactical advisory function to the local authorities and in some instances wider partners. Whilst there are on-call arrangements these are limited in that they provide for a single officer being able to respond out of hours. Experience from a number of incidents has identified the value in having a pool of staff who whilst not on call have offered to support the response by relieving the duty officer or operating at additional locations within the command system.
- 4.5 The Unit has increased income generation, however, these can only be pursued if there is capacity within the CEPU team to support these non-statutory functions. A reduction in staffing as a result of continuing budget reductions would jeopardise the progress made, with officers having to both pick up additional work as well as pursue income generation activities - whilst maintaining the core functions of the CEPU.
- 4.6 The Table below shows the forecast for the next five financial years, taking into account expected levels of inflation, increased income generation and known funding reductions, including the Environment Agency's decision to withdraw Local Levy Funding of £50,000 from 2018/19.

Table 3: Medium Term Financial Forecast & Proposed Future Funding

	2017/18 £000	2018/19 £000	2019/20 £000	2020/21 £000	2021/22 £000	2022/23 £000
Expenditure						
Running Costs - Employees	263	265	273	276	282	287
Running Costs - Other	91	95	98	100	102	104
Expenditure Total	354	360	371	376	384	391
Income						
Proposed Contributions from Councils	(315)	(303)	(303)	(303)	(310)	(315)
Other Income (incl COMAH)	(30)	(57)	(68)	(73)	(74)	(76)
Income	(345)	(360)	(371)	(376)	(384)	(391)
Net Budget Deficit/(Surplus)	9	0	0	0	0	0

- 4.7 The above table also shows the amount of Council contributions required to balance the budget in future years and provide the necessary financial stability to maintain its current staffing structure and local focus. A breakdown of this proposed level of funding by Council is attached at Appendix 1. If agreement can be reached among the partner Councils to fix future funding at this level, it would allow the Unit to refund a large amount of its existing reserves to them.

- 4.8 These reserves were previously held to help the Unit manage a period of transition as it downsized in response to reducing resources. The budget has reduced by 43% in cash terms from £622,000 in 2007/08 to a current budget of £354,000. The main area of risk for the budget now is the increased reliance on ‘other income’ which has grown as a proportion of its overall funding. A refund of £280,000 would leave the EPU with general reserves of £50,000 which is sufficient to meet any risks in relation to income and other future unforeseen financial pressures. The table below shows the allocation of the refund by Council.

Table 4: Potential Refund of Reserves to Councils

Proposed Refund for each Council	%	Amount
Redcar & Cleveland	24%	68,040
Middlesbrough	27%	76,160
Stockton	31%	87,920
Hartlepool	17%	47,880
		280,000

5. CONCLUSION

- 5.1 The outturn position for the Emergency Planning Unit is a favourable variance of £48,000, resulting in a transfer of £71,000 to the general reserve. This is mainly owing to staffing vacancies and maternity leave in addition to a higher level of income from cost recovery.
- 5.2 As set out in section 4, the Unit has reduced its operating budget each year as a result of reducing Council contributions and has now reached the point where further reductions will have a significant adverse impact on the service. To address the longer term financial stability of the Unit it is recommended that discussions are initiated with partner Councils to agree a funding strategy which enables the EPU to balance its budget. If such an agreement could be reached, there could be scope for giving Councils a one-off refund from the current level of reserves.

6. RECOMMENDATIONS

- 6.1 Members are recommended to approve the following:
- 6.2 To note the outturn position and approve the transfer of £71,000 to the general reserve and £14,000 to the Community Resilience Reserve;
- 6.3 To note the medium term financial outlook and to begin discussions with the Leaders and Chief Executives of the four Councils to agree a medium term funding strategy for the Unit.

7. REASONS FOR RECOMMENDATIONS

To support future service delivery of the Emergency Planning Unit.

8. BACKGROUND PAPERS

8.1 None.

9. CONTACT OFFICER

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Appendix 1

PROPOSED FUTURE CONTRIBUTIONS BY COUNCIL

	2018/19	2019/20	2020/21	2021/22	2022/23
	£	£	£	£	£
Redcar & Cleveland	73,629	73,629	73,629	75,330	76,545
Middlesbrough	82,416	82,416	82,416	84,320	85,680
Stockton	95,142	95,142	95,142	97,340	98,910
Hartlepool	51,813	51,813	51,813	53,010	53,865
	303,000	303,000	303,000	310,000	315,000

EMERGENCY PLANNING JOINT COMMITTEE

21st June 2017



Report of: Chief Emergency Planning Officer

Subject: CEPU PROPOSED ACTION PLAN 2017 – 2018

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.2 For consideration and approval by the Emergency Planning Joint Committee (EPJC).

2. PURPOSE OF REPORT

- 2.1 As per the Emergency Planning Joint Committee (EPJC) terms of reference to provide the EPJC the action plan of the emergency planning unit.
- 2.2 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.

3. BACKGROUND

- 3.1 Appendix One provides a breakdown of the proposed 2017 – 18 CEPU annual action plan. This document outlines the key functions of the unit with regards to its duties undertaken on behalf of the local authority. A number of actions relate directly to the statutory functions placed upon the authorities by legislation (including the Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations 2015, Radiation Emergency Preparedness Public Information Regulations 2001 and Pipeline Safety Regulations 1996).
- 3.2 Where actions are non-statutory they are based upon guidance that such as that associated with the Civil Contingencies Act 2004 and the good practice contained in the SOLACE guidance on emergencies issued 2015.
- 3.3 The proposed plan contains a total of 107 actions/objectives and their associated indicators which will be progressed throughout the year. To aid reporting the actions have been identified under 7 headings identified in table 1.

Table 1 count of actions against headings

Summary Heading	Count
Assurance	19
Community Resilience / Business Resilience	10
Development	21
Maintenance	24
Management	9
Process	5
Training / Testing	19
Grand Total	107

- 3.4 In addition members are asked to note that there will be further actions requested by the Unit for example the units role in providing a management and secretariat function for the Local Resilience Forum, actions emerging from stakeholder meetings, furthering the community resilience project and the response and recovery to incidents.
- 3.5 Actions have been allocated to officers and monitoring and review will be undertaken throughout the year by the Chief Emergency Planning officer and Principal Emergency Planning Officer. Any learning or changes in process are recorded and the action plan updated.
- 3.6 Members will receive update reports at each EPJC meeting however are encouraged to seek further clarification and involvement on activities where they feel there may be benefit.
- 3.7 For members information and consideration an outline of the LRF annual plan is attached at appendix 2.

4. PROPOSALS

- 4.1 That following consideration that the members approve the proposed action plan.
- 4.2 That the Chief Emergency Planning Officer provides quarterly updates or additional information as requested by EPJC members.

5. RISK IMPLICATIONS

- 5.1 Failure to understand the role and remit of the role of the authority may result in the focus being elsewhere resulting in a lack of preparedness or resilience within the authority.
- 5.2 At present many of the elements are addressed by the CEPU.

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 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2001.

8. CHILD AND FAMILY POVERTY

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

9. EQUALITY AND DIVERSITY CONSIDERATIONS

- 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 approve the action plan relating to the actions undertaken on behalf of the Local Authority.
- 12.2 That members seek involvement and clarification on the action plan where appropriate.
- 12.2 That the CEPO continues to develop the CEPU annual action plan and the EPJC standard report to provide assurance to EPJC members that the key considerations continue to be met and that members are updated at the quarterly EPJC meetings.

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.

14. BACKGROUND PAPERS

Appendix 1 Summary of Proposed CEPU Action Plan 2017 – 18.

15. CONTACT OFFICER

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Appendix 1 CEPU Proposed action plan 2017 -18

Objective		Guidance / Legislation	Justification	Indicators
Conduct an annual exercise involving the CEPU BCM plan	Assurance	CEPU Internal BCM	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.
Review CEPU Business Continuity Management Plan	Assurance	CEPU Internal BCM	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. Plan sign off.
Contact Exercise	Assurance	Civil Contingencies Act Maintain Emergency Plans	Confirmation that contact details are right and that phones are being answered.	Number of persons able to attend location by position against MIP Structure. Identification of any key areas not contactable. Response times recorded and reported to EMRT / equivalent (BCO, opening BEC).
Mutual Aid Exercise	Assurance	Civil Contingencies Act Maintain Emergency Plans, SOLACE Guidance	Mutual aid is one means of managing the impacts on the authority and community. Following last year's successful test of the Local Authority Mutual Aid protocol the benefit of testing and highlighting the scheme was highlighted.	Number of councils engaged, ability to obtain / provide the resources requested.
Each Local Authority Major Incident Plan to be reviewed	Assurance	Civil Contingencies Act Maintain Emergency Plans, SOLACE Guidance	Need for assurance that plans remain effective	Each borough plan to be reviewed using - is it Complete, Accurate and Practicable criteria.
Plan sign off process actively utilised	Assurance	Civil Contingencies Act Maintain EP, SOLACE.	Need for process to be actively applied 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.	Monitoring and review of plan sign off process and usage quarterly via team meeting. All sign offs filed on server as part of plan management process.
Annual Meeting with HSE / EA ref COMAH	Assurance	COMAH	Ensures that CEPU are aware of any changes to the legislation and views of the competent authority.	Date held. Notes from meetings filed, action plans produced as a result of the meeting.

All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Assurance	COMAH	Legal duty under COMAH to test each offsite emergency response plan within 3 year period. Allows confidence in the effectiveness of the offsite plan and its dovetailing with the onsite plan.	Continually monitored by CEPU for 100% compliance. 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.
Annual report submitted to the LRF Business and Policy Group on Industrial Emergency Planning and risk (Pipelines, COMAH and REPPIR)	Assurance	COMAH, PSR, REPPIR	Provides assurance to partners that the response to the range of priority risks identified by the CLRF have been tested. Identifies key issues arising from the exercise calendar both regards to the response and to the planning of exercises.	Report submitted. Feedback from members.
All plans to be written / reviewed within legal timescales	Assurance	Pipelines	Requirement under PSR Legislation for the local authority to produce and review Major Accident Hazard plans pre-scribed time scales	Situation report of all plans maintained and available. Quarterly updates provided to CEPO / PEPO, Borough lead and EPJC.
Meet legal duties ref REPPIR Plan	Assurance	REPPIR	Legal duty on each local authority to produce a plan under REPPIR	Ability to demonstrate compliance by all authorities to this duty.
Participation in/observation of level 1 or pre-level 1 exercise	Assurance	REPPIR	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 exercise (name and date). Feedback from participants. Sharing of learning at CEPU team meetings.
Review of SOLACE guidance against current practice	Assurance	Civil Contingencies Act, SOLACE Guidance	Need to ensure that the authorities maintain good practice against guidance issued	Number of elements maintained, Report produced for EMRT / Portfolio holders, Action undertaken as a result.
Strategic report to LMT / EMT	Assurance	Civil Contingencies Act, SOLACE Guidance	Greater clarity and consistency between boroughs. Greater transparency on role of the CEPU and range of activities undertaken.	Date the report is produced, content of report, feedback from the report, set structure.

EMRT meetings IMRT / Briefing to lead portfolio holders	Assurance	Civil Contingencies Act, SOLACE Guidance	Ensures that knowledge of EP and resilience is shared and coordinated in the local authorities.	Attendance and representation from boroughs, minutes from meetings, completed actions.
Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	Assurance	Civil Contingencies Act, SOLACE Guidance	Confirms the communications routes and the resources which the voluntary sector can call on for an out of hour's incident at a location within Cleveland.	Ability to contact volunteer groups, Number of volunteers by group, Response time to a prescribed location, Report to be produced for CEPO / EMRTs or equivalent.
Elected Members Seminar	Assurance	Civil Contingencies Act, SOLACE Guidance	Provision of central training and testing seminar to ensure clarity and provide assurance to members on the recovery process.	Feedback from the event, attendance.
After Hours contact Exercise (four local authorities)	Assurance	Civil Contingencies Act, SOLACE Guidance	Need for reassurance that all MIP required roles can be filled out of hours.	All four authorities to undertake
Review and revise the mass fatalities and excess deaths plans	Assurance	Civil Contingencies Act, SOLACE Guidance	Ensures that the authority can meet the requirements of either mass fatalities or excess deaths events.	Plans to be reviewed and signed off by the LRF(s).
Voluntary Orgs training / presentations	Community Resilience / Business Resilience	Civil Contingencies Act	Ensures that understanding is shared and understood presentations can be to VELG or non-LRF linked groups	
Promote BCM in appropriate forums (e.g. Business summits, interest groups and 1 to 1 with business)	Community Resilience / Business Resilience	Civil Contingencies Act	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 events attended date and audiences.
Signpost SMEs to further information advice and templates	Community Resilience / Business Resilience	Civil Contingencies Act	Reduces the need for CEPU to develop / reproduce existing BCM materials when national / international materials are readily available via professional bodies (e.g. National Planning Assumptions for businesses)	Use of links on websites. Engagement with business networks who can assist in the relay of information to SMEs e.g. NECC (Date and who), FSB, Economic Regeneration Teams. Develop generic exercise materials for SMEs addressing the impacts of the national planning assumptions for business. Feedback from SMEs.

Deliver the Business Continuity Management packages for the caring sectors.	Community Resilience / Business Resilience	Civil Contingencies Act - Local Authority BCM	Will make BCM and the benefits more tangible to the sectors concerned with education and social care. Will allow CEPU to collate shared learning that can be further used to promote BCM to SMEs.	Feedback from attendees. Number of times the package has been run (date and numbers attending). Collation of key learning.
SHE Managers Attendance	Community Resilience / Business Resilience	COMAH	Ensures that the unit maintains relationship with industry and is aware of issues. Provides a forum for sharing learning between industry and responders.	Attendance, lessons learned and shared.
Presentations to voluntary orgs and outside groups	Community Resilience / Business Resilience	Community Resilience	Ensures that CEPU understands capability of voluntary partners beyond established VELG members, Ensures that Voluntary Orgs and outside groups have the opportunity to engage beyond the single points of contact	Number of offers made and accepted, feedback following presentations.
Undertaking coping with schools emergency training	Community Resilience / Business Resilience	Community Resilience	Ensures that schools and educational establishments have support when producing emergency plans.	Number of sessions undertaken and number or requests for additional support.
Provide a range of information to local residents via established media	Community Resilience / Business Resilience	Community Resilience	Increases the range and number of residents that are likely to receive the information as oppose to CEPU direct mailing. Allows information to be issued without raising undue concern. Increases the transparency of CEPU and emergency planning.	Number of articles produced and printed in media / broadcast / published on websites. Feedback via forums and residents, Circulation figures.
Review of exercise aurora and support for the wider uptake of the Community Safety Award	Community Resilience / Business Resilience	Community Resilience	Reinforces community resilience with youth groups, review of existing mechanisms.	Feedback from the award pilots. Number of participants achieving the award within Cleveland.
Provide support for event organisers.	Community Resilience / Business Resilience	Events (Non-Statutory)	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.

4.2

Review CEPU lead officer	Development	CEPU Internal	Ensuring best use of officer time, that officers remain up to date with priority areas.	New sheet produced reflecting current CEPU and LRF priorities
Review officer manual (not response)	Development	CEPU Internal	Ensures clarity and consistency for officers across areas of work (events, planning, filing)	Improved consistency, reduced variation between officers
Review of meetings attending and value (internal and external)	Development	CEPU Internal	Limited resources and the need to focus on the most beneficial areas of work	Meetings attended vs. officer time. Number of meetings that are no longer required. New commitments.
Develop and review admin procedures within the unit.	Development	CEPU Internal	Review admin within the unit, including provision of support for Cleveland Police. Ensure effective administrative practice.	Review office manual every 6 months. Update office procedure manual every month. Minutes from weekly admin meetings.
Income Generation update the marketing Plan for CEPU income generation.	Development	CEPU Internal	Spreads the risk of reliance on a limited number of income streams and ensures that effort is spent in the most effective areas. Best value, Secure funding for the unit. Scope out specific sources of funding for EP related work. Ensure that there is an accurate baseline.	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. Review existing recharges to industry to ensure that all costs are identified and recovered. Ability to analyse any income generation activity cost vs. income. Development of additional income generation activities.
Develop a brief strategy and options for future promotion of BC strategy	Development	Civil Contingencies Act	Ensures that best use of limited resources and recently developed resources for business.	Document produced and agreed at EMRTs and BC Focus group.
Review of incidents	Development	Civil Contingencies Act - Local Authority	Ensures lessons learnt and shared	Actions logged, updates to responding officer notes
Closer working with neighbouring LRFs / CCUs	Development	Civil Contingencies Act - Local Authority	Better efficiencies of scale, identification and development of good practice	Outcomes e.g. Joint training and exercising, shared plan structure, agreed protocols, designated leads.
Annual CEPU collective review of the four Local Authority Major Incident Plans	Development	Civil Contingencies Act Maintain Emergency Plans, SOLACE Guidance	Quality assurance and consistency between the four plans	Collective review of plan against Complete, Accurate and Practicable criteria. Identification and sharing of good practice.

Annual CEPU collective review of the four Local Authority Major Incident Websites	Maintenance	Civil Contingencies Act Maintain Emergency Plans, SOLACE Guidance	Quality assurance and consistency between the four councils websites and the information on them relating to emergencies	Collective review of websites and content against guidance. Identification and sharing of good practice.
Team Exercise / scoping / scenario	Development	Civil Contingencies Act Maintain Emergency Plans, SOLACE Guidance	Opportunity for team to jointly work through key response mechanisms outside formal exercise. Tests key assumptions and gives clarity.	Lessons / issues identified, Officers confidence
Maintain Seat on regional COMAH meeting	Development	COMAH	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.
Annual review of COMAH plan Structure	Development	COMAH	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. Non COMAH lead from EPU to attend to ensure objectiveness. Meeting to be documented and action plan developed as required.
Key learning points and actions submitted into Excel from industrial exercises (PSR, REPIR and COMAH)	Development	COMAH, PSR, REPIR	Documents where issues have been identified and that the learning from such events can be documented.	Identified actions recorded. Number of actions recorded as successfully completed.
Develop a programme of community resilience initiatives	Development	Community Resilience	Community resilience will allow a more effective response by both communities and responders. To ensure that effective use of resources is maintained and that the initiative is sustainable CEPU will coordinate Community resilience activities as a structured project.	Increased awareness of risk. Development of a longer term community resilience strategy.
Work with existing community groups and partners to raise awareness of risk and associated actions	Development	Community Resilience	Engaging through existing groups is likely to be more effective than trying to establish specific groups / meetings. Groups will be able to advise on their specific needs as oppose to CEPU assuming what is required. By working with existing groups action is likely to be more sustainable.	Number of groups / forums that CEPU are engaged with. Feedback from groups following CEPU engagement. Downloads / provision of Community Risk Register and associated templates

4.2

Develop a sustainable community resilience model appropriate to Cleveland	Development	Community Resilience	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.
Continue development CEPU / LRF Crucial Crew	Development	Community Resilience , CCA	Provides an introduction / awareness of risk and the actions at a household level.	Number of children engaged, feedback received from participants.
Review standardised guidance for CEPU officers attending ISAGS and events	Development	Events (Non-Statutory)	Provides consistency between CEPU representatives to both ISAGs and event organisers.	Annual review of guidance. (Date).
Annual review of pipelines structure	Development	Pipelines	Ensure that the plans take account of changes in legislation, guidance and recommendations following local and international learning.	Feedback from the partner agencies. Non-Pipeline lead to attend to ensure objectiveness. Meeting to be documented and action plan developed as required.
Attendance at 2 Local Community Liaison Councils and 2 Emergency Planning Consultative Committees	Development	REPPIR	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.
Greater use of social media by the CEPU / LRF	Development	Civil Contingencies Act, SOLACE Guidance	Making communities aware of the work and advice available from the unit.	Production of guidance to officers on how to make activities social media friendly. EPOS to make activities and events undertaken by officer's social media friendly for councils and partners. (e.g. Making agencies aware of work, attendance, creating hash tags, provision of photos).
Hold 3 meetings with the voluntary sector	Maintenance	Community Resilience , CCA	Ensures that the good relationship between the voluntary sector (responders) and CEPU is maintained. Ensures that changes in response and capability are communicated. Provides an opportunity for the participants to share good practice / identified issues.	Minutes, Attendance, Action plan

Confidential Duty Officer Phone Book	Maintenance	Civil Contingencies Act, SOLACE Guidance	Ensures that essential contact numbers are up to date and shared.	Number of amendments, time to update.
Audit of Command Room plans	Maintenance	Civil Contingencies Act, SOLACE Guidance	Ensures that plans are accurate and up to date and resources are replaced.	Old plans removed, updates provided.
Review Rest Centre Boxes in each LA	Maintenance	Civil Contingencies Act, SOLACE Guidance	Confirmation that cases are accessible and are ready for use	All cases accessed / seen by EPO. Contact details for access to cases confirmed, contents of cases checked.
Review emergency accommodation plan and develop shelter section	Maintenance	CCA SOLACE / Housing Act	Confirmation that the plan is complete accurate and practicable	Plan reviewed based upon feedback from exercise (following sign off process). Borough specific sections reviewed by Borough Officer. Plan reissued (RD and Paper)
Plan audit	Maintenance	Civil Contingencies Act	Ensures that plans are up to date across all BECS, CEPU and command locations	Number of plans out of date, number of plans expired, number of discontinued plans.
Audit of kit / stores	Maintenance	Civil Contingencies Act	Ensures that the equipment is fit for purpose and readily available.	Stock take record, access, condition of equipment, 24/7 access arrangements confirmed.
LRF handbook annual review	Maintenance	Civil Contingencies Act	Provides consistency of expectation between LRF members. Provides definitive reference mechanisms and roles.	Feedback on the document. Changes required to the document.
All COMAH OFSERP plans written reviewed within legal timescales	Maintenance	COMAH	Requirement under COMAH Legislation for the local authority to produce and review offsite emergency plans pre-scribed time scales	Situation report of all plans maintained and available. Quarterly updates provided to CEPO / PEPO, Borough lead and EPJC.
COMAH Overview Document Review 1	Maintenance	COMAH	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. Plan reissued (RD and Paper)
COMAH Overview Document Review 2	Maintenance	COMAH	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. Plan reissued (RD and Paper)

4.2

Identify / reassess communities at risk	Maintenance	Community Resilience	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.
Produce information including household and community plan templates	Maintenance	Community Resilience	Will reduce the impact of incidents upon residents. May reduce the demand on responders. Will prepare the community to assist itself in a response.	Uptake of the templates. Feedback from community and residents. Download of materials from CEPU website.
Review the voluntary sector register of capabilities	Maintenance	Community Resilience	Ensures that CEPU has the ability to contact voluntary organisations to support an emergency. Ensures clarity of role and access to resources. Possibly include NE.	Annual review of document. Correction and additions made. Document issued RD and Paper.
LRF Structure and positions review and update	Maintenance	Local Resilience Forum	Ensures that there is clarity on structure and representation for agencies	Updated structure and position holders, reissued across partners.
Undertake 6 monthly review of pipelines overview (1)	Maintenance	Pipelines	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.
Undertake 6 monthly review of pipelines overview (2)	Maintenance	Pipelines	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.
Updates of Borough Emergency Contact List emergency contact lists	Maintenance	Civil Contingencies Act, SOLACE Guidance	Need to ensure that the contacts contained are accurate, easily accessed and robust.	Contact sheet updated and issued, number of roles maintained.

4.2

Review Transport Plan	Maintenance	Civil Contingencies Act, SOLACE Guidance	Need for confidence that the plans are accurate, complete and practicable	Request updated information. Plan reissued (RD and Paper).
Web site reviewed every 28 days	Maintenance	Civil Contingencies Act, SOLACE Guidance	The website provides a point of contact for the unit. It assists with the transparency and warning and informing functions of the unit. Brief news content to be added to site at least every 28 days.	Sign off from officer tasked to review. Increased relevant content – irrelevant content removed from site. Easier access by members of the public to information of relevance. Shows the Units profile, gives an understanding of CEPU function and partnership working.
Review guidance for Duty Officer (6 monthly)	Maintenance	Civil Contingencies Act, SOLACE Guidance	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). Ensure that practice / guidance remains current, agreed and reflect needs. Feedback from officers.
Borough Emergency Centre audit	Maintenance	Civil Contingencies Act, SOLACE Guidance	Ensures that good practice is utilised, ensures that centres are operational, provides independent feedback to borough officer	Non-Borough lead to produce feedback, Identification of issues, Sharing of good practice
Provision of conduit for the Local Authority and provision of tactical advice	Maintenance	Civil Contingencies Act, SOLACE Guidance	Need for access by council officers and partners to tactical advice 24 / 7	Annual duty officer rota produce, agree and maintain. Partners notified of Duty Officer schedule and key information 6 weekly. Internal monitoring of availability of cover via the weekly / team meetings, Feedback from partners and incidents - incorporated into CEPU learning.
Monthly team meetings	Management	CEPU Internal	Ensures clear understanding and opportunity to question policy, develop and share lessons from activities and incidents.	Attendance of officers, Minutes produced, Actions completed, team morale.
Team brief weekly	Management	CEPU Internal	Ensures support for officers, Encourages opportunities for reducing duplication between officers. Ensures minor issues can be dealt with before developing.	Attendance of officers, Notes Produced, Actions complete feedback on systems / process.

Quarterly 1 to 1s (all staff)	Management	CEPU Internal	Ensures development, communication and feedback for managers and officers	Notes from meetings, feedback, PDPS
Appraisals	Management	CEPU Internal	Ensures clarity on expectation, resolves issues and provides a mechanism for dialogue on development	Notes from meetings, Feedback, PDPS
Health and Safety in unit review actions and risk assessments	Management	HSAWA	Need to ensure that health and safety issues are managed and maintained.	Risk assessments updated, staff awareness of Risk Assessments. Need to ensure that routine activities required are maintained.
Quarterly budget meetings	Management	Local Government Act	Need for regular monitoring and alteration of budget prior to EPJC meeting to provide accurate and timely info.	Changes to the budget, incorporation of new activities.
Budget profile coming year	Management	Local Government Act	Ensures that the budget enables the units core priorities, ensures the resilience and security of the key functions.	Incorporate income generation and reduction in budget.
Allocation of budget to future activities 17-18	Management	Local Government Act	Ensures that budget profiling can be undertaken.	Accuracy of budget profiling. Reduced variation in the budget ensuring reduced under / overspend.
Review the EPU strategic Risk Register	Management	CEPU Internal BCM	Ensures that CEPU is aware of what risks may impact on its ability to deliver an effective resilience service to residents, authorities and partners. Allows consideration and planning on upcoming issues.	Identification and analysis of key risks. Action plans to prevent, mitigate and recover from risks. Incorporate into the CEPU annual planning cycle and EPJC as appropriate.
Submission of requests for invoices for exercises and / or plans.	Process	CEPU Internal	Best value, Improve the internal administrative working of emergency planning unit, Effective cost recovery	EPO's to provide costing within 7 days of exercise or plan completion
Action logs used to record all action plans and meeting actions	Process	CEPU Internal	To ensure overview of the work and activities undertaken by the unit and stakeholders needs are met. Every month.	Number of completed actions on target, Number of actions incomplete / redundant

Minutes and papers uploaded/distributed via e-mail within 8 working days	Process	Civil Contingencies Act	Information sharing and coordination. Need for information to be supplied in timely manner.	Timescale for upload / distribution
Circulation of minutes of meetings and other information received by the unit.	Process	Civil Contingencies Act Local Resilience Forum	Good administrative practice, Allows information to be shared, Actions are identified and dealt with, Timely circulation of relevant information on emergency planning issues	Circulated within 8 working days of meeting date, Minutes uploaded to resilience direct, action tracker updated to include actions
Annual plan 18 – 19	Process	CEPU Process	Need for clarity and focus against a number of competing priorities	Scoping and review of previous year, consultation, agreement, publication.
Strategic Exercise	Training / Testing	CCA, SOLACE	Duty to plan for emergencies under the CCA requires that plans prepared are tested. The strategic exercise will test a number Local Authority plans required by the CCA with partners both from neighbouring boroughs and from partner agencies. The exercise will be debriefed both internally and externally allowing continual improvement of plans.	Number of strategic officers engaged, Debrief report, Action plan / lessons learnt
Review, development and provision of one loggist training package	Training / Testing	Civil Contingencies Act, SOLACE Guidance	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.
Test of Each Borough Emergency Centre's process and procedures	Training / Testing	Civil Contingencies Act, SOLACE Guidance	The need to demonstrate that plans are effective against realistic scenarios. (CCA Duty)	Date of exercise, Number involved, Report from exercise submitted to EMRT / equivalent against complete accurate and practicable criteria and including action plan. Actions identified actioned and complete.
Provision of a joint rest centre exercise and awareness session for staff and volunteers from the 4 local authorities.	Training / Testing	Civil Contingencies Act, SOLACE Guidance	Need to test in real time the effectiveness of the emergency accommodation plans	Date of exercise, Number of staff involved, Feedback from staff, partners and peers. Exercise report produced plan assessed against Accurate, Practicability and Complete criteria and learning identified and actioned.

Exercise Calendar	Training / Testing	CCA, COMAH, PSR, REPPIR	Ensures that statutory duties are met and that exercises provide maximum benefit to participating agencies.	Exercise priorities identified, Exercise bid letters issued, Produce draft exercise calendar (date), Calendar approved by BPG, Calendar finalised and uploaded to RD
DTVA Airport Exercise	Training / Testing	Civil Aviation Authority Regulations / Airport licensing	Civil Aviation Authority licensing requires the testing of the emergency procedures for the airport which include the Local Authority.	Independently observed by CAA, debrief of report, action plan and lessons learnt.
Exercise Bidding / priority process	Training / Testing	Civil Contingencies Act	Priorities identified, exercise bids produced, produce draft ex calendar, calendar approved, calendar finalised, calendar finalised and uploaded to RD.	Request made November, returns December, calendar issued to partners February
Two Training Sessions for Rest Managers / Human Aspects (e.g. survivor reception)	Training / Testing	Civil Contingencies Act	Need for staff to understand and have confidence in their roles in the emergency accommodation plan. Open to staff from across Cleveland.	Confirmation by borough of staff trained and still available and requirement for additional training. Feedback from training added into CEPU learning and actioned.
Walkthrough of each Borough Major Incident Plan	Training / Testing	Civil Contingencies Act Maintain Emergency Plans	Provides staff new to roles in MIPs with confidence / awareness. Provides an opportunity to identify errors in plans. Provides an opportunity to identify errors in plans.	Date held, Number of attendees, Alterations identified at sessions and action plan presented to EMRT / equivalent (date).
Training Needs Analysis undertaken by each borough against plan	Training / Testing	Civil Contingencies Act Maintain Emergency Plans	To ensure that staff with an emergency function have relevant and recent training.	Report produced identifying needs of staff against role competencies and associated action plan.

4.2

Provision of agreed training package to all 4 local authorities to meet needs identified in training needs analysis (command training, legal training, logging etc)	Training / Testing	Civil Contingencies Act Maintain Emergency Plans	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
Recovery – Training	Training / Testing	Civil Contingencies Act Maintain EP, SOLACE.	Number of officers trained / made aware	Number of staff trained and aware of the roles and responsibilities under recovery
Recovery - Provision of awareness training sessions	Training / Testing	Civil Contingencies Act Maintain EP, SOLACE.	Ensuring LA are ready to take the lead on recovery. Ensuring staff are aware and familiar with process and resources required. Provide officers with confidence in meeting the needs of the community.	Number of attendees / authority, Date held, Feedback from officers / departments. Date held, Feedback from officers / departments.
Live play rest centre / survivor reception centre exercise involving voluntary agencies	Training / Testing	Community Resilience	Ensures that the local authority and partners understand the roles and capabilities of the voluntary sector. Allows the plans and related assumptions to be tested in realistic manner.	Feedback from all participants. Identification of actions following the exercise.
Training sessions / presentations to or with voluntary agencies	Training / Testing	Community Resilience	Ensures that the strong relations between the voluntary sector and CEPU are maintained. Offer to be made to voluntary sector partners to attend their meetings and provide a short brief / exercise. Ensures communication and understanding of roles and procedures. Learning to be shared.	Presentations, Response received and dates of sessions delivered. Feedback from attendees, Incorporate into the action plans as required.

4.2

Involve one or more voluntary agencies in 2 exercises	Training / Testing	Community Resilience	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.
Undertake 1 exercise of a Major Accident Hazard Pipeline	Training / Testing	Pipelines	The Pipeline Safety Regulations do not require a test of the plans however to test the effectiveness of the plans CEPU will endeavour to work with the emergency services and pipeline operators to undertake at the minimum one test of a PSR plan. This will assess the plan against Completeness, Accuracy and Practicality.	Multi-agency walkthrough to test the plan for completeness, accuracy and practicability. Feedback from participants. Amendments made to plans to be incorporated.
Elected Member training	Training / Testing	Civil Contingencies Act, SOLACE Guidance	Need for transparency and overview as part of the democratic process. Need for relationship between members and officers.	Completion of training, feedback received, numbers attending.
Recovery Exercise	Training / Testing	Civil Contingencies Act, SOLACE Guidance	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.

Appendix 2 Cleveland LRF Priorities / Actions by sub-group 2017 – 18

Tactical Business Group

Future Work 2017 – 18

- Analysis of resilience capabilities survey findings with a view to identifying areas of note.
- Assurance to be sought reference members business continuity arrangements.
- Needs assessment following the findings of the local planning assumptions against the capability.
- Publication of major incident procedures manual for response within Cleveland.
- Move of Strategic Coordination Centre.
- Continued integration of JESIP into LRF procedures and protocols.
- Review of LRF sub-group structure and activities against needs.
- Review of the National Emergency Plan Fuel.
- Updated Cleveland Temporary Mortuary Plan.

Risk Assessment Group

Future Work 2017 – 18

- Continue to work with partners across the north east as part of the NE Plus Risk Group.
- Utilise the National Risk Assessment (NRA) 2016 and associated guidance documents to develop the approach to risk in Cleveland
- The Local Resilience Planning Assumptions will be comprehensively reviewed and updated to reflect the updated guidance
- Capability gap analysis information to be included following the call in conducted in 2015 / 16
- The common consequence approach to risk management will continue with the “Call ins”, the planning assumptions for which these will be undertaken against are;
 - rubble and debris,
 - infrastructure and property affected by flooding,
 - disruption to water and sewerage supplies,
 - disruption to energy supplies and
 - disruption to health services
- Capability gap analysis to be undertaken against the 5 planning assumptions above.
- Prevention – this is an area of work which will be considered with a view to identifying where a multi-agency approach to prevention activities would be beneficial.

Training and Exercising Group

Future Work 2017 – 18

- Further work with cross boundary partners will be undertaken in 2017-18 regarding economies of scale and areas of mutual benefit including production of a combined debriefing process.
- There will be further changes to the existing exercise process to better involve updates following COMAH 2015 including domino exercises which will facilitate the exercising of multiple plans simultaneously.
- JESIP aspects to be monitored at future exercises by default.
- Membership, Chair and terms of reference review.
- Exercise Bid process and draft Exercise Calendar published
- Actions identified, recorded and monitored using the action tracking sheet.
- Outstanding actions to be followed up.
- Submission of learning to Lessons Direct / Joint Organisational Learning JOL.
- Debrief training session to be carried out during the 2017 – 2018 financial period.
- Comparison of risk vs. exercise and gap analysis.
- Develop / record model for prioritising exercise elements.
- Develop and trial model of dynamic storyline.
- Peer independent peer review and report on COMAH - Peer review of exercising by neighbouring EPU's / CCU's / duty holders.
- Training on RD in response LRF package - Training on Resilience Direct included within the response LRF package.

- Compiled training needs -Training needs to be identified as part of exercise bid process.

Cleveland Warning and Informing Group

Future Work 2017-18

Further work is required reference the:

- Development of a North East Comms Seminar to build on the closer relationships between LRFs and the North East Media
- Development of a 3 year action plan to take into account more exercising such as COMAH
- Ensuring that the LRF remains up to date with Social Media and its developing role in emergency management
- Identification of member agencies training needs.
- Closer working across the 3 NE LRFs of Cleveland, Durham and Northumbria.
- A greater use of social media in exercises and real events with common hash tags being utilised e.g. #clevelandlrf
- An annual review and test of the Cleveland Communications plan (now possibly North East Communications Strategy)
- A greater sharing of plans and information across agencies to include peer reviewing, observation of exercises and increased communications
- An increase in North East training and exercising to include seminars and workshops.
- A greater use of Resilience Direct for planning and response for sharing information.

Business Continuity Focus Group

Future Work 2017-18

- Development of a 3 year action plan
- 3 stage approach to meetings to support members with their BC planning;
 - Developing a BC exercise scenario
 - Delivering a BC exercise
 - Debriefing the exercise
- Seek assurance from agencies that their BC arrangements are in place
- Peer reviewing of plans
- Continuation of Joint BC Seminars on themed areas
- Promote support for Business Continuity Awareness Week and Resilience Awareness Week

Flood and Adverse Weather Group

Future Work 2017 – 18

- Live play SAR exercise involving statutory and voluntary agencies
- Complete Gap analysis of agencies regarding flooding incidents
- Continue to strengthen links between voluntary agencies and statutory agencies
- Review and re-issue water rescue capability register
- Contribute to the direction of the new community resilience project

Blue Light Group

Future Work 2017 – 18

- Delivery of Major Incident Procedures Manual
- Future SCC arrangements.
- Development of JESIP training / awareness for wider partners
- Development of protocols as identified through incidents or gap analysis
- Incorporation of JESIP, role of Resilience Direct and UMS into LRF partners response
- Town Centre evacuation and shelter planning review of existing documentation against needs.
- Review of new CBRN framework

- Airwave replacement impact assessment

Port Resilience Group

Future Work 2017 – 18

Deliver the activities proposed and agreed at the strategic board December 2016, including:

- Review the Ports Resilience Group means of operation.
- Address issues of both long term and emergency access and egress.
- Develop a traffic management plan.
- Increase knowledge and interoperability between the port and partners, including a Tabletop exercise to include recovery and response.
- Develop Warn and inform arrangements within the port estate.
- Undertake a strategic impact assessment on the port activities.

Voluntary Emergency Liaison Group

2017/18 Activities

- North East Voluntary Organisations to hold a speed training event to raise awareness of their services and capabilities.
- Assistance to exercise aurora III.
- Contribute to the development of Human Aspects processes within the LRF.
- Review the voluntary sector capabilities documentation.
- Inclusion in training, testing and exercising as appropriate.

EMERGENCY PLANNING JOINT COMMITTEE

21st June, 2017



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY AND INCIDENT REPORT
05/03/2017 – 26/05/2017

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 5th March 2017 and the 26th May 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 action plan April 2016 – March 2017. 103 of the 106 actions, agreed at the start of the year, have now been completed.
- 3.2 **Recovery training and exercising** – accounts for a number of incomplete actions from the 2016-17 plan, (exercising and training recovery) rescheduled for 12th September 2017.
- 3.3 **Greater use of social media** – There are a number of benefits in having a social media presence and this is an area of work that will be further progressed in the coming years plan with the support of the LRF Warn and Inform Group.

- 3.4 Notable actions completed in the period included:
- A mutual aid exercise was held with a number of Northern Local Authorities providing notional support to authorities within Cleveland and Durham. The exercise demonstrated that mutual aid is viable in some instances to support response and recovery.
 - An oil pollution exercise was held with a number of local agencies attending.
 - A walkthrough of the response to avian influenza was held with CEPU, Local Authorities and the Animal and Plant Health Agency.
 - All four authorities provided a response to the National Resilience Capabilities Survey.
 - The move to annual recharging for activities undertaken in relation to COMAH has been initiated bringing greater flexibility and stability to the Unit.
 - 2 sessions of schools emergency training have been undertaken, enhancing awareness and knowledge of school staff both in planning and response.
- 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.
- Exercise Aurora III has been held with a number of youth organizations engaged with emergency services and voluntary sector.
 - A symposium is being planned to further encourage joint working and sharing of good practice across the North East.
 - Agreement has been reached on the provision of command training at the strategic tier.
- 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.
- 3.5 The Unit continues to work with the Local Levy Fund and Environment Agency on community resilience. The agreement on the future project between the agencies has been signed off and the EA officer is expected to start in the near future. Key points of the contract are outlined in appendix 4.
- 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.
- 3.8 Finally members will be aware of the escalation and subsequent downgrading of the national threat level from severe to critical, as a result of the devastating attack in Manchester. As a result there were a number of

impacts on both the unit and local authorities, work is being undertaken to identify and review practice for future.

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

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

9. EQUALITY AND DIVERSITY CONSIDERATIONS

- 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 20th July 2016
https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency_planning_joint_committee

15. CONTACT OFFICER

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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 20th July 2016

https://www.hartlepool.gov.uk/meetings/meeting/3561/emergency_planning_joint_committee.

Once the annual action plan is approved an updated table for 2017-18 will be provided in future reports.

Area	Description of area	Total Count	Completed Q1	Completed Q1 + Q2	Completed Q1 – Q3	Completed Q1 – Q4	End of year
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	12	17
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	2	3	7	7	10
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	23	6	6	6	12	23
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	16	22
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	2	3	4	10	9
Process	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	1	1	1	7	5
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	11	17
	Total Number of actions	106	25	32	46	75	103

Appendix 2 Key LRF Activities 05/03/2017 – 26/05/2017

Date	Event	Brief Details of Event/Key Agenda/Discussions
06/03/2017	RIMNET request	Radioactive Incident Monitoring (RIMNET) a request was relayed to agencies reference identification of additional suitable locations for monitoring equipment, coordinated by the LRF. The next phase will see site surveys undertaken.
06/03/2017	Follow up Hartlepool Tidal Surge	Meeting with Environment Agency EA, CEPU and Hartlepool Council reference the learning from the potential surge and identification of required actions.
16/03/2017	LRF Coordinators mtg	Meeting to support the coordination of activities across the North East, including update on actions including the NE Action Tracker and planning the NE Symposium in July.
17/03/2017	Resilience Capability Survey Workshop Leeds	Workshop in Leeds CEPU officers attended to assist in the development of the questionnaire and gain familiarisation with the process of completing the survey, understanding of the changes and feedback mechanisms.
28/03/2017	Business Continuity Focus Group	Members made some changes to the Terms of Reference, agreed the work plan for 2017-18, discussed the expectation set questionnaire.
31/03/2017	Avian Influenza talk through/ exercise	Meeting between EPU/council EHOS and APHA to talk through process of Avian Influenza being detected and the linkages with the Local Authorities in the response and recovery from it.
04/04/2017	Tactical Business Group	Number of issues discussed, including the new Human Aspects Guidance and LRF annual work plan.
27/04/2017	NE Plus Risk Meeting	Ongoing actions to share good practice in developing local risk process.
28/04/2017	ISAG training	Event training for Independent Safety Advisory Group (ISAG) members.
02/05/2017	Strategic Board	Strategic Board approval for LRF annual Plan, Strategic Command Training North East and additional community resilience workshop.
06/05/2017	Exercise Aurora	Exercise Aurora – youth engagement award with roughly 60 eleven to eighteen year olds involved in various activities around a wide scale flooding incident. There was some interest in renewing the exercise for next year and changing the scenario.
04/05/2017	Community Resilience	Bid submitted via Teesside University for some starter funding – to look at risk mapping / community resilience.
17/05/2017	Flood and Adverse Weather Group	Review of recent events and overview of projects including discussion on the new Community Resilience Project.
24/05/2017	Warn and inform group	Discussion on member's awareness and training requirements and how these could be facilitated by the group / the wider north east region.
26/05/2017	East Coast Flood Group	Bi annual meeting of East Coast flood group to discuss issues regarding east coast flooding. Lessons identified following the potential surge.

Appendix 3 Staff trained and exercised

	05/03/2017 – 26/05/2017									
Training	Events held	Number trained								
22 nd March 2017 Coping with Schools Emergencies Stockton	1	22								
22 nd March 2017 Coping with Schools Emergencies Redcar and Cleveland	1	26								
31 st March 2017 Walkthrough of the response to avian influenza	1	10								
Exercises	Exercises held	Number involved								
2 nd May 2017 Local Authority Mutual Aid Exercise	1	11								
6 th May 2017 – Exercise Aurora	1	60								
16 th May 2017 – Marine Pollution Exercise	1	20								

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 05/03/2017 – 26/05/2017

General Project Update

- As of the 1st May the project went to an EA lead. The CEPU officer who was leading on the local delivery of the project has been successful in applying for a permanent role within CEPU.
- Final project report produced and provided to the Environment Agency outlining areas of strength and development for future as well as highlighting areas of learning and challenge. CEPU officer was involved in the selection of candidate and an action plan to support the officer coming into post has been developed.
- Steering group outlined and priorities remain as community, business and education. Discussions held with regards to multi-sector approaches within targeted communities.
- Meeting held with North East LRF Community Resilience Leads, number of joint work streams identified and actions being developed.
- Exercise Aurora III, held involving a number of youth organizations, and based on a flooding scenario.
- Attendance at Crucial Crew Stockton and Middlesbrough by a joint CEPU / EA confirmed.

Appendix 5 Communications received 05/03/2017 – 26/05/2017

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	0	None received in period. Note – additional communications from MCA reference the paraffin wax deposits on beaches.
National Severe Weather Service (Met Office)	1	Severe Weather – heavy rainfall.
Heatwave Alerts (Met Office)	0	None received in period.
Cold Weather Alerts (Met Office)	0	None received in period.
Industrial Communications Red (Local Industry)	0	None received in period.
Industrial Communications Blue (Local Industry)	13	None received in period.
Flood Guidance Statements (Met Office and Environment Agency)	1	Flood guidance statement issued in relation to heavy rainfall – no local impacts.
Flood Alert (Environment Agency)	1	Lower Tees Yarm and Lustrum.
Flood Warnings (Environment Agency)	0	None received in period.
Severe Flood Warnings (Environment Agency)	0	None received in period.

Appendix 6 Incidents of note 05/03/2017 – 26/05/2017

Date	Borough	Exact Location	Type of Incident	Additional Information
01/04/2017	Redcar & Cleveland	Flooding Eston area church lane	Flooding	Numbers of properties flooded
01/04/2017	Middlesbrough	No properties flooded but affected	Flooding	Mainly due to road wash
07/04/2017	Redcar & Cleveland	Protests at Teesport causing significant traffic disruption throughout area	Unclassified	Protests at Teesport causing significant traffic disruption throughout area
08/04/2017	Redcar & Cleveland	Siege at house leading to evacuation	Unclassified	Siege leading to evacuation
09/04/2017	Hartlepool	Fire Headland area Alliance Street	Fire	Request for structural engineer
12/04/2017	Stockton-on-Tees	Fire at Thornaby multi story flats	Fire	Request for temporary shelter for evacuees
30/04/2017	Redcar & Cleveland	Car hit building in Guisborough	Unsafe Structure	Request for structural engineer car hit bay window and still embedded in structure
03/05/2017	Hartlepool	Fire in disused Ambulance station	Fire	Request for structural engineer
04/05/2017	Redcar & Cleveland	Marine pollution paraffin wax starting in Scarborough and spreading to Redcar and Cleveland	Pollution	Several telecons held sign posts on beach some clean up on certain beaches
08/05/2017	Hartlepool	Fire at school	Fire	Fire at Rift House school, MI declared by fire
12/05/2017	National	Cyber attack	Cyber attack	Significant impacts reported on NHS systems across the country
16/05/2017	Redcar & Cleveland	Release of flammable liquid at Wilton	Chemical	Severed pipeline Leading to release of flammable material
23/05/2017	National	Increase in UK threat level	Security	Increased threat level, resulted in a number of support activities for local authorities