

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 20 September, 2017

At 1.00 pm

**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 21st June 2017 (previously circulated)
4. **ITEMS FOR DECISION**
 - 4.1 Elected Member Training – *Chief Emergency Planning Officer*



5. ITEMS FOR DISCUSSION/INFORMATION

- 5.1 Financial Management Report for Period Ending 31st July 2017/18 – *Director of Finance and Policy & Chief Emergency Planning Officer*
- 5.2 Activity and Incident Report (26th May 2017 – 31st August 2017) – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. DATE AND TIME OF NEXT MEETING:

Wednesday 6th December at 1.00pm at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-on-Tees.



EMERGENCY PLANNING JOINT COMMITTEE

20th September, 2017



Report of: Chief Emergency Planning Officer

Subject: Elected Member Training

1. Purpose of the report

- 1.1 To provide members with an overview of the Elected Members training available to members on resilience / emergency planning.

2. Introduction

- 2.1 Councils are designated as Category 1 responders under the Civil Contingencies Act 2004, therefore have a number of statutory duties to undertake. Key to the effective implementation of these duties is the oversight and involvement of Elected Members.
- 2.2 In May 2016 the Local Government Association issued guidance for councillors on emergency management within which the following is stated *“As councillors and community leaders we have an important part to play not just through being involved in responding to and recovering from an emergency, but also through being engaged in the essential planning and preparation needed to ensure resilience and readiness.”*
- 2.3 A recent audit of one of the authorities identified that *“Management should ensure that the Lead Councillor and portfolio holder for emergency planning undertake training relevant to their role.”*
- 2.3 To aid members in this role this paper provides a number of options regarding future training for Elected Members for consideration by the EPJC.

3. Training options

- 3.1 All councils emergency planning seminar. As per the approved action plan Cleveland Emergency Planning Unit are hosting an elected members seminar on the 10th November at Stockton library. This will follow last year’s successful event during which elected members were provided with an overview of the duties and local arrangements followed by questions and answers. Feedback from attendees identified that the event was considered beneficial with members citing the opportunity to discuss specific concerns

and issues with Emergency Planners as being particularly helpful. Invitations have been issued by democratic services in all four councils.

- 3.2 Emergency Planning College Training. In 2013 the CEPU hosted a one day training session from the Emergency Planning College, this enabled the EPJC and Deputies to receive direct independent training including a number of recent national case studies. The training was attended by 9 members from all four Local Authorities and the Chief Emergency Planning Officer who was able to add local context. The session finished with a short exercise to highlight how the authorities and members can contribute to response and recovery.
- 3.3 Attendance at exercises and training. Every year the LRF and CEPU organise a number and variety of training and exercises from industrial emergency planning, through live play exercises to training seminars and scoping sessions. Attendance at some of these events can be facilitated upon request and may be beneficial in providing assurance and firsthand experience of the multi-agency work undertaken within the Cleveland area.
- 3.4 In house awareness / training. The style, frequency and mode of delivery varies by borough however options include:
- Dedicated briefings to new members from the respective Senior EPO
 - Short sessions on emergency planning as part of wider member training sessions
 - e-learning packages accessible via the intranet
 - Attendance and observation at exercises

4. Recommendations

- 4.1 The following recommendations are made to the EPJC for consideration / approval.

Recommendation 1) That members encourage attendance from their colleagues at the event on the 10th November 2017.

Recommendation 2) That members of the EPJC consider the merit in a one day training session provided by the Emergency Planning College for themselves, their deputies and the leaders of the authorities.

Recommendation 3) That EPJC members consider if they would be interested in observing exercises first hand and communicate this interest to the Chief Emergency Planning Officer, who will be able to seek support from respective partners.

Recommendation 4) That members consider if the current training provision meets the needs of themselves and their colleagues, and any further areas of development that they feel would be of benefit.

5. Reasons for recommendations

- 5.1 The recommendations have been made on the basis that Elected Members and particularly those who sit on the EPJC as community representatives, are crucial both in terms of preparing for and responding to major incidents. Therefore the more prepared they are the better they will be able to undertake their respective role.

6. Background papers

Local Government Association Guidance “A councilor’s guide to civil emergencies”, 1st May 2016 <https://www.local.gov.uk/councillors-guide-civil-emergencies>

Elected Members: Your role in disaster management, Course overview, The EPC Website

<http://www.epcresilience.com/services/educate/training-courses/elected-members-your-role-in-disaster-management/>

7. Contact Officer

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EMERGENCY PLANNING JOINT COMMITTEE

20th September, 2017



Report of: Director of Finance and Policy and Chief Emergency Planning Officer

Subject: Financial Management Report for Period Ending 31ST July 2017/18

1. PURPOSE OF REPORT

- 1.1 To provide details of the revenue outturn forecast for the Cleveland Emergency Planning Joint Committee as at 31st July, 2017.

2. BACKGROUND AND REPORTING ARRANGEMENTS 2017/18

- 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 projected financial outturn of the EPU based on the financial position as at 31st July, 2017.

3. 2017/18 FORECAST OUTTURN

- 3.1 As reported in the table overleaf, the forecast outturn for the main EPU budget is a nil variance, after a planned release of reserves of £12,000 release of reserves. The use of reserves relates mainly to the funding of a temporary post.
- 3.2 The budget forecast assumes that an increased target level of additional income generation can be achieved, mainly in relation to schools. There is, however a risk to this and the position will be closely monitored throughout the year with updates provided in future reports.

Table 1: Forecast Outturn – Main Budget

	Budget	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	294	283	(11)
Direct Costs - Other	92	92	0
Income	(374)	(363)	11
Net Position Before Use of Reserves	12	12	0
Transfer To/(From) Reserve	(12)	(12)	0
Net Position After Use of Reserves	0	0	0

3.2 The Local Levy Fund project is now delivered primarily by the Environment Agency. As shown in the table below, there are expected to be some residual costs which will be funded from a release of the 'Community Resilience' reserve.

3.3 The Local Resilience Fund (LRF) outturn is expected to be in line with budget.

Table 2: Externally Funded Budgets

	Budget	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Local Levy Fund			
Direct Costs - Employees	0	0	0
Direct Costs - Other	0	2	2
Transfer To/(From) Reserve	0	(2)	(2)
	0	0	0
Local Resilience Forum (LRF)			
Direct Costs - Employees	20	20	0
Direct Costs - Other	20	20	0
Income	(40)	(40)	0
	0	0	0

4. RECOMMENDATIONS

- 4.1 To note the latest forecast outturn.

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

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EMERGENCY PLANNING JOINT COMMITTEE

20th September, 2017



Report of: Chief Emergency Planning Officer

Subject: Activity and Incident Report
(26th May 2017 – 31st August 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 26th May 2017 and the 31st August 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 2017 – March 2018. As of 20th September 8 of the 107 actions, agreed at the start of the year, have now been completed. As per previous years members are reminded that a number of actions can only be completed at year end e.g. provision of duty officer.
- 3.2 Notable actions completed in the period included:
 - 2 Upper Tier COMAH external plans were tested within the period as with all such plans exercise reports have been produced which are provided to the competent authority (Environment Agency and Health and Safety Executive).
 - 2 COMAH offsite emergency response plans have been produced within the period. Production includes dialogue with operators and

designated agencies as defined by the regulations. Revisions take account of updated guidance and learning from incidents / exercises.

- The Unit has supported a number of public events through participation on the Independent Safety Advisory Group, testing event plans and through attendance at Event Controls as requested. Events include the Middlesbrough 5km, Mela, Stockton Cycling, Festival of Thrift and Stockton Riverside Festival SIRC.

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.

- North East LRF Symposium, attended by 53 members of the resilience community including the Director of Resilience from DCLG. The event supported the ongoing work on interoperability and mutual aid. A tri-LRF workplan is currently being developed again aimed at reducing duplication across the North East.
- Call ins have been undertaken on rule and debris and flooding highlighting the local planning assumptions and identifying areas for future development.
- The search and rescue capability with regards to flooding was tested on the 11th August with staff attending from the RNLI, Maritime and Coastguard Agency and Cleveland Police.
- The strategic exercise (Ex Ironstone) for 2017 – 18 was held on the 15th June 2017 and focused on an incident and response within the Middlesbrough area. Attendees included the Local Authority, Police, Fire, Ambulance, British Red Cross, Environment Agency, NHS England, DCLG, Public Health England and the Military.
- On the 23rd August representatives from the LRF attended a Mass Casualty workshop aimed at raising awareness of the North East Mass Casualties Framework.
- On the 24th August the LRF Chair facilitated a discussion on the resilience of key infrastructure and the means by which this may be strengthened.

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. 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.

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 2017 – 18, the full action plan is available from the EPJC Meeting Papers issued 21st June 2017.
https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency_planning_joint_committee

15. CONTACT OFFICER

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Appendix 1 CEPU Action plan 2017 - 18, Summary of progress

The following table provides an overview of the CEPU annual plan 2017 – 18 with actions allocated to one of 7 areas of work. The full action plan is available from the EPJC Meeting Papers issued 21st June 2017.

https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency_planning_joint_committee

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.	19	1				
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	1				
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	21	0				
Maintenance	The maintenance of emergency plans and contact information, processes, structures etc to ensure that when required functions can be effectively undertaken.	24	2				
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	1				
Process	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	0				
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	3				
Total Number of actions		107	8				

Appendix 2 Key LRF Activities 26th May 2017 – 31st August 2017

Date	Event	Brief Details of Event/Key Agenda/Discussions
26/05/2017	East Coast Flood Group	Bi-annual meeting of East Coast flood group to discuss issues regarding east coast flooding and the national response / arrangements.
09/06/2017	Business Continuity Focus Group	Meeting and good practice session of interested parties areas of discussion included recent exercises and incidents including cyber resilience.
18/07/2017	Local Health Resilience Partnership Sub-Group	Areas of discussion included the individual chemical exposure protocol, mass casualties, exercising and testing.
04/07/2017	Ironstone debrief	Independent debriefs undertaken following Exercise Ironstone with partner agencies.
06/07/2017	Tees Valley Business Summit	Officers attended and highlighted the key resilience messages, accompanied by the new EA officer.
06/07/2017	Project Griffin at Hartlepool	Briefing to Hartlepool Borough Council Staff on project griffin.
11/07/2017	Space for smarter government	CEPO participated in SSG interview / online discussion ref space technology for use in resilience. Contributed and followed up with e-mail.
26/07/2017	NE LRF Symposium	Symposium approx 53 attendees action plan drafted included Counter Terrorism, RED DCLG Update, sustainability and lessons from recent Cyber incidents.
08/08/2017	Interview on BBC Tees	General interview with CEPO on BBC Tees reference resilience / emergency planning and the multi-agency mechanisms in place within the area to a range of risks.
11/08/2017	Search and rescue exercise	Multi-agency scoping exercise in line with UK Concept of Operations / DEFRA guidance. Output includes the integration of Flood Incident Managers into the existing command system.
22/08/2017	NECA / Mutual Aid	Meeting with counterpart undertaking work on behalf of Northumbria LRF reference the North East Combined Authority. Areas included the roles of combined authorities vs. local authorities, mutual aid, exercising and areas of common interest.
23/08/2017	Mass Casualties	NE Mass Casualty workshop, introducing and raising awareness of the wider agencies role in a mass casualty incident.
24/08/2017	Resilient infrastructure	Meeting with a number of partners reference resilient infrastructure within the Cleveland area. A number of actions identified to be taken forward.

Appendix 3 Staff trained and exercised 26th May 2017 – 31st August 2017

	27/05/2017 - 31/08/2017		01/09/2017 – 10/11/2017		11/11/2017 – 31/01/2018					
Training	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Borough Coordination Officer Training	3	22								
Emergency Planning Awareness	1	12								
Loggist training	3	6								
Met Office Training*	3	115								
NE LRF Symposium*	1	53								
Project Griffin	1	41								
School Emergencies	1	24								
Total	13	273								
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved
Exercise Ironstone	1	96								
Search and Rescue Exercise	1	8								
Exercise Dakota (COMAH)	1	8								
Exercise Gabriel (COMAH)	1	8								
Total	4	120								

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

* This training was provided to members of the three North East LRFs.

Appendix 4 Community Resilience Activities 26th May 2017 – 31st August 2017

General Project Update

- As of the 1st May the project went to an EA lead. The CEPU role has now changed from leading to supporting the project, this especially applies where the generic resilience messages are relevant to those the EA officer is working with. The CEPO is a member of the steering group and as with the previous project the EA Community Resilience Officer will report to the Tees Valley Strategic Flood Risk Group.
- CEPU have assisted with provision of contact and resources from which the EA Officer has established a range of introductory meetings and visits.
- Activities involving CEPU within the period include:
 - Attendance at Crucial Crew Middlesbrough was undertaken as a joint CEPU / EA.
 - Attendance and provision of key messages at the Tees Valley Business Summit.
 - Facilitation of a joint Cleveland / North Yorkshire review of community resilience activities with a number of initiatives and resources shared.
 - Review of the previous project and associated resources.
 - Attendance at a number of LRF meetings with a view to identifying linkages / networks and areas of priority.

Appendix 5 Communications received 26th May 2017 – 31st August 2017

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	0	None received in period.
National Severe Weather Service (Met Office)	3	Heavy rain and thunderstorms
Heatwave Alerts (Met Office)	1	60% chance of criteria for heat wave being met within 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)	12	Relating to a number of onsite processes (flaring / noise) and onsite incidents.
Flood Guidance Statements (Met Office and Environment Agency)	3	Potential surface water flooding
Flood Alert (Environment Agency)	2	Two separate incidents Middlesbrough Becks and coastal streams Redcar and Cleveland.
Flood Warnings (Environment Agency)	0	None received in period.
Severe Flood Warnings (Environment Agency)	0	None received in period.

Appendix 6 Incidents of note 26th May 2017 – 31st August 2017

Date	Borough	Exact Location	Type of Incident	Additional Information
23/06/2017	Stockton-on-Tees	Billingham	Unsafe Structure	Cladding on flats removed following advice, CFB and SBC stood up precautionary arrangements.
02/07/2017	Redcar & Cleveland	Normanby Road	Fire	Structural engineer requested by CFB due to concerns about possible building collapse onto road.
14/08/2017	Stockton-on-Tees	Seal Sands	Chemical	Concern from partners following reports of emergency response to Seal Sands, alarms sounding etc CEPU officer confirmed with emergency services and relayed to partners. No further action required.
17/08/2017	Stockton-on-Tees	TS 17	Utility Failure	Power failure leading to loss of traffic lights at Teesside Park.
24/08/17	Middlesbrough	St Hildas	Fire	Fire reported in skips in proximity to fuel storage. CEPU duty officer notified and on standby in event of escalation, no further action required.