

# EMERGENCY PLANNING JOINT COMMITTEE

## AGENDA

Wednesday 6 December, 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 20<sup>th</sup> September 2017 (previously circulated)
4. **ITEMS FOR DECISION**

No items



**5. ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Financial Management Report for period ending 31<sup>st</sup> October 2017 – *Chief Finance Officer and Chief Emergency Planning Officer*
- 5.2 Activity and Incident Report (1<sup>st</sup> September – 10<sup>th</sup> November 2017) – *Chief Emergency Planning Officer*

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

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

Wednesday 21<sup>st</sup> February at 1.00pm at the Emergency Planning Annex,  
Stockton Police Station, Bishop Street, Stockton-on-Tees.



# EMERGENCY PLANNING JOINT COMMITTEE

6<sup>th</sup> December, 2017



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

**Subject:** FINANCIAL MANAGEMENT REPORT FOR PERIOD ENDING 31<sup>ST</sup> OCTOBER 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 31<sup>st</sup> October, 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 31<sup>st</sup> October, 2017.

## 3. 2017/18 FORECAST OUTTURN

- 3.1 As reported in the table overleaf, the net position before release of reserves is a favourable variance of £7,000. This contribution from reserves required to balance the budget is £5,000 compared to the budgeted level of £12,000. The main variance relates to an additional vacant post.
- 3.2 As previously reported, the invoicing arrangements for COMAH exercises have been reviewed, which has changed the profile of when income will be received over the 3 year cycle, with a lower amount being due in the first year. The adverse impact of this has been largely mitigated by successful income generation activities and additional costs recovery which has reduced the resulting adverse variance to £11,000.

**Table 1: Forecast Outturn – Main Budget**

	Budget	Actuals at 31st October 2017	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
<b>Main Emergency Planning Budget</b>				
Direct Costs - Employees	306	172	285	(21)
Direct Costs - Other	90	42	94	4
Refund to Councils	0	0	280	280
Income	(384)	(354)	(374)	10
<b>Net Position Before Use of Reserves</b>	<b>12</b>	<b>(140)</b>	<b>285</b>	<b>273</b>
Transfer To/(From) Reserve	(12)	0	(5)	7
Transfer of Reserve for Refund	0	0	(280)	(280)
<b>Net Position After Use of Reserves</b>	<b>0</b>	<b>(140)</b>	<b>0</b>	<b>0</b>

3.3 The above shows the release of £280,000 reserves to refund the partner councils as approved by this Committee on 21<sup>st</sup> June, 2017. Each of the councils have now indicated that they support the proposal to remove the annual 5% funding reduction and replace with the annual contributions set out in the report. A funding agreement will be sent to each Council requesting them to formally accept these proposals and a refund of £280,000 from reserves will be paid over to them when this has been obtained.

3.4 The Local Resilience Fund (LRF) outturn is expected to be in line with budget as shown in the table below.

**Table 2: Local Resilience Fund**

	Budget	Actuals at 31st October 2017	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
<b>Local Resilience Forum (LRF)</b>				
Direct Costs - Employees	23	12	23	0
Direct Costs - Other	19	11	19	0
Income	(42)	(42)	(42)	0
	<b>0</b>	<b>(19)</b>	<b>0</b>	<b>0</b>

## 4. RECOMMENDATIONS

4.1 To note the latest forecast outturn.

**5. BACKGROUND PAPERS**

5.1 None.

**6. CONTACT OFFICER**

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

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

# EMERGENCY PLANNING JOINT COMMITTEE

6<sup>th</sup> December, 2017



**Report of:** Chief Emergency Planning Officer

**Subject:** ACTIVITY AND INCIDENT REPORT  
(1<sup>st</sup> September – 10<sup>th</sup> November 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 1<sup>st</sup> September and 10<sup>th</sup> November 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 16<sup>th</sup> November 2017 39 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:
  - The Unit hosted an elected member's awareness event at Stockton library on the 10<sup>th</sup> November for the four authorities. Engagement from attendees (11) was positive with a chance to engage with officers on specific areas of work e.g. industry, flooding and human aspects. Attendees identified that additional sessions outside working hours may attract a greater representation.

- A review of the emergency related information on each authority website has been undertaken with feedback provided to the authorities, identifying suggested actions. This was undertaken against both good practice and expectations outlined in guidance.
- All emergency rest centre cases have been reviewed and restocked to ensure that the capability to rapidly support emergency accommodation is maintained.
- Two sessions on recovery have been held with senior local authority staff, outlining both the national and local approaches and frameworks.
- A recovery exercise was held on the 02/11/2017 based upon the aftermath of flooding. The exercise identified a number of areas for inclusion in future iterations of the recovery plan / guidance. Further recovery exercises are planned for a number of boroughs.

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.

- A workshop on Human Aspects was held on the 19<sup>th</sup> October, representatives from a number of LRF Partners including councils, emergency services, health and the voluntary sector assessed existing arrangements against the latest guidance. A number of areas were identified as requiring further work, however assurance was provided on a number of key areas of assistance including emergency accommodation.
- A North East volunteer's event, was held on the 28<sup>th</sup> September, showcasing the capability of the voluntary sector across the North East to assist communities and responders – the event included representation from Mountain Rescue, 4 x 4 NE, the Salvation Army, British Red Cross, Samaritans Purse as well as a community perspective.
- Following the release of a mass casualty framework for the North East work is progressing on the role of social care in the response phase.
- A review of the LRF means of operation is currently being progressed with good practice being identified across the country. Proposals will be progressed by the Strategic Board within the next financial year.
- The provision of strategic training has been progressed with agreement from the College of Policing to provide four courses across the North East – this will greatly aid interoperability between agencies. Further courses arranged for multi-agency partners on Independent Safety Advisory Groups and Social Media.

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 21<sup>st</sup> June 2017.  
[https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency\\_planning\\_joint\\_committee](https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency_planning_joint_committee)

**15. CONTACT OFFICER**

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

**Appendix 1 CEPU Action plan 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 21<sup>st</sup> June 2017.

[https://www.hartlepool.gov.uk/meetings/meeting/3722/emergency\\_planning\\_joint\\_committee](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	8			
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	1	5			
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	21	0	4			
Maintenance	The maintenance of emergency plans and contact information, processes, structures etc to ensure that when required functions can be effectively undertaken.	24	2	11			
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	1	1			
Process	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	0	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	10			
<b>Total Number of actions</b>		<b>107</b>	<b>8</b>	<b>39</b>			



**Appendix 2 Key LRF Activities 1<sup>st</sup> September – 10<sup>th</sup> November 2017**

Date	Event	Brief Details of Event/Key Agenda/Discussions
6 <sup>th</sup> September	Liaison meeting with local industry	Ensuring consistency between the key messages and operating methods and that of local industry / response providers.
8 <sup>th</sup> September	NE Risk Group	Review of supplier's software with a view to reducing duplication and administrative burden associated with risk management. Following meeting key issues were provided to the LRF Chairs for further discussion.
11 <sup>th</sup> September	Category 2 Workshop	Workshop held with a number of LRFs to support consistency between LRFs and share good practice. Consistency between LRFs means of operation activation is seen as a key priority.
14 <sup>th</sup> September	Mass Casualty Exercise	Primarily an NHS exercise, several key issues identified for other responders during the course of the exercise to support an increase in hospital capacity. Additional work identified and being progressed locally and regionally.
19 <sup>th</sup> September	Cleveland LRF Strategic Board	Meeting of the strategic board items discussed included – role of spontaneous volunteers, the new community safety hub, winter preparedness actions from the NE LRFs symposium, learning from exercises (Ironstone and Cygnus).
22 <sup>nd</sup> September	North East Training and exercising group chairs	Update provided on debriefing, exercise proposals for the forthcoming year and areas / gaps in training and provision.
29 <sup>th</sup> September	NE Communities Group	Information shared from responders to recent national incidents including Grenfell.
9 <sup>th</sup> October	NE LRF Chairs meeting	Focussed on the issues identified at the North East Symposium, training needs and greater coordination and efficiency.
12 <sup>th</sup> October	NE Flood Study Day	As part of a military led exercise a study day was held with input from the partners including the military and environment agency. Learning to be incorporated into the flood plan / protocols.
26 <sup>th</sup> October	DCLG workshop on evacuation	LRF contributed to development of guidance / sharing of good practice. Specific communities requirements and reluctance of the public to evacuate. DCLG to feedback in due course.
28 <sup>th</sup> October	NE Voluntary Sector training event	Awareness raising event between the NE LRFs and the voluntary sector. Demonstration of capabilities and areas of joint training etc to be progressed by each areas VELG.
11 <sup>th</sup> October	Ports Resilience Group	Meeting with stakeholders to progress a joint report outlining the resilience issues affecting the Port. Evidence identified and currently being collated on the business cases relating to increasing the resilience of the Port.
16 <sup>th</sup> October	Mass Fatalities Scoping	Meeting with stakeholders reference the mass fatalities arrangements within the LRF area and identification of required updates. Number of actions resulting from discussions currently being progressed.
18 <sup>th</sup> October	Human Aspects Workshop	The LRF held a workshop with key agencies on the current Human Aspects arrangements, action plan and task and finish group is being arranged to develop a number of areas.
9 <sup>th</sup> November	Communications Officers Scoping	Planning meeting following an identified need for communications officers within the NE to review existing arrangements.



**Appendix 3 Staff trained and exercised 1<sup>st</sup> September – 10<sup>th</sup> November 2017**

	27/05/2017 - 31/08/2017		01/09/2017 – 10/11/2017		11/11/2017 – 31/01/2018					
<b>Training</b>	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 (Officers)	1	12								
Loggist training	3	6								
Met Office Training*	3	115								
NE LRF Symposium*	1	53								
Project Griffin	1	41								
School Emergencies	1	24	1	70						
Strategic Training			1	11						
Recovery Awareness			2	24						
Elected Members			1	11						
Flood Study Day*			1	7						
Human Aspects			1	23						
NE Volunteers Speed Training*			1	25						
Power outage workshop*			1	4						
<b>Total</b>	<b>13</b>	<b>273</b>	<b>9</b>	<b>175</b>						
<b>Exercises</b>										
	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved
Exercise Ironstone (Strategic)	1	96								
Search and Rescue Exercise	1	8								
COMAH exercises	2	16	4	89						
Recovery Exercise (Borough)			1	7						
NHS NE Mass Casualties Framework			1	3						
<b>Total</b>	<b>4</b>	<b>120</b>	<b>6</b>	<b>99</b>						

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 1<sup>st</sup> September – 10<sup>th</sup> November 2017

### General Update

- The EA project is continuing with an increasing network and range of activities. CEPU continue to support these activities.
- Elected Member Engagement – as part of the Elected Member Awareness Session, the project was promoted with direct contact between the delivery officer and a number of members. This highlighted the support available to members and communities at risk of flooding.
- Joint attendance at the forthcoming Teesside Business Show, whereby a joint message on Business Continuity and Flooding can be provided.
- Search and rescue demonstration / awareness raising event is being progressed.
- Support provided to a number of communities to assist in developing community flood / emergency plans.
- Assistance with the development of a business engagement plan to support business in flood risk areas.
- Engagement with the street pastors and resilience officers within the Tyne and Wear area regarding their current practice in support of the emergency arrangements undertaken by the local authorities.
- A paper is being produced for the strategic board on the future delivery of youth engagement by the LRF / agencies on the key resilience messages.



**Appendix 5 Communications received 1<sup>st</sup> September – 10<sup>th</sup> November 2017**

<b>Type of Incident</b>	<b>Number received in period</b>	<b>Notes</b>
Pollution reports (HM Maritime Coastguard Agency)	0	None received in period.
National Severe Weather Service (Met Office)	1	Strong winds following hurricanes in the Atlantic. Minor local impacts.
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)	12	The majority related to either planned or unplanned flaring which can cause concern offsite. Others related to helicopter operations within industrial areas and onsite incidents e.g. loss of containment, smoke visible etc
Flood Guidance Statements (Met Office and Environment Agency)	0	None received in period.
Flood Alert (Environment Agency)	0	None received in period.
Flood Warnings (Environment Agency)	0	None received in period.
Severe Flood Warnings (Environment Agency)	0	None received in period.



**Appendix 6 Incidents of note 1<sup>st</sup> September – 10<sup>th</sup> November 2017**

Date	Borough	Exact Location	Type of incident	Additional information
08/09/2017	Stockton-on-Tees	Ladyport Green, Stockton on Tees	Fire	Fire at flat no L.A assistance required (Housing association premises).
26/09/2017	Stockton-on-Tees	COMAH Operator - Seal Sands,	Chemical	Loss of containment of chemical, following process upset, emergency services activated and stood down. Communications established between site and number of local industrial sites.
09/10/2017	Stockton-on-Tees	COMAH Operator	UXO	Report of unexploded ordinance EOD informed.
09/10/2017	Stockton-on-Tees	COMAH Operator - Seal Sands,	None Incident	Report of potential flaring beyond normal which may lead to alarm – communications strategy utilised to make partners and contact centres aware of potential concern from public and advice.
04/11/2017	Middlesbrough	Clive Road Middlesbrough, Stockton on Tees	Unsafe Structure	Structural engineer requested by Police following car crash into terraced house.
07/11/2017	Stockton-on-Tees	COMAH Operator - Seal Sands,	Fire	Fire and leak of nitro benzene at Upper Tier COMAH Site, coordination and communication process activated. Situation monitored and stood down following confirmation from operator and services at scene of no off site affects.