

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 21 February, 2018

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 6th December 2017 (previously circulated)
4. **ITEMS FOR DECISION**

No items



5. ITEMS FOR DISCUSSION/INFORMATION

- 5.1 Financial Management Report for Period ending 31st January 2018 – *Chief Finance Officer and Chief Emergency Planning Officer*
- 5.2 Activity and Incident Report (11th November 2017 – 31st January 2018) – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. DATE AND TIME OF NEXT MEETING:

To be confirmed



EMERGENCY PLANNING JOINT COMMITTEE

21st February, 2018



Report of: Chief Finance Officer and Chief Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT REPORT FOR PERIOD ENDING 31ST JANUARY 2018

1. PURPOSE OF REPORT

1.1 To provide details of the forecast outturn for the Cleveland Emergency Planning Joint Committee as at 31st January, 2018.

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 January, 2018.

3. 2017/18 FORECAST OUTTURN

3.1 The latest forecast outturn as shown in the table overleaf is a favourable variance before release of reserves of £8,000. This is consistent with the £7,000 favourable variance reported last quarter. As a result, the release of reserves required to balance the budget is forecast to be £4,000 compared to the budgeted level of £12,000. This is mainly owing to reduced employee costs resulting from vacant posts.

3.2 The £10,000 adverse variance shown for other costs relates to course running costs incurred as a result of increased course provision to schools, Emergency Planning College training courses and recharges made under the REPPiR (Radiation Emergency Preparedness and Public Information) legislation and 'Pipeline' regulations. This has resulted in increased income, which has offset the lower amount of COMAH exercise income receivable in

the current year, due to revised invoicing arrangements which result in a more consistent profile of income after this transitional year.

Table 1: Forecast Outturn – Main Budget

	Budget	Actuals at 31st January 2017	Forecast Outturn	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
Main Emergency Planning Budget				
Direct Costs - Employees	306	242	289	(17)
Direct Costs - Other	90	84	100	10
Income	(384)	(368)	(385)	(1)
Net Position Before Use of Reserves	12	(42)	4	(8)
Refund to Councils	0	0	280	280
Transfer To/(From) Reserve	(12)	0	(4)	8
Transfer of Reserve for Refund	0	0	(280)	(280)
Net Position After Use of Reserves	0	(42)	0	0

3.3 The forecast outturn includes the refunds to Councils to be paid in early February, 2018 as approved by this Committee on 21st June, 2017.

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 January 2017	Forecast Outturn	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000	£'000
Local Resilience Forum (LRF)				
Direct Costs - Employees	23	19	23	0
Direct Costs - Other	19	17	19	0
Income	(42)	(42)	(42)	0
	0	(6)	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

21st February, 2018



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY AND INCIDENT REPORT
(11th November 2017 – 31st January 2018)

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 11th November 2017 and the 31st January 2018.

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 the 31st January 2018, 55 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, invoicing/circulation of meeting minutes within timescales etc.

3.2 Notable actions completed in the period included:

- Exercising of all COMAH Off Site Emergency Response Plans within the 3 year period.
- Meeting of the Council Officer leads for emergency planning to give direction to the Unit and input into future workplan.

- An afterhours contact exercise was held across all four local authorities to confirm that staff are able to respond in the event of an incident.
- A review of the SOLACE Guidance¹ was undertaken against the four local authorities to ensure that the key expectations can be demonstrated.
- A review of all meetings attended by CEPU Staff was undertaken with a number of changes made to future commitment.
- A plan was produced outlining the future direction of income generation
- Further work was undertaken with schools to test the internal plans developed with CEPU. Materials for schools have also been produced to aid future marketing.

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.

- The LRF handbook and structure has been updated to reflect a number of changes both locally and nationally. A review of the means of working is being undertaken to further aid efficiency and effectiveness.
- The instant message system used for activation of partners to incidents has been trialed and is now live.
- From bids received from all LRF partners and industry an exercise calendar has been produced and agreed at the relevant LRF groups.

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 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.

3.6 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.

¹ Society of Local Authority Chief Executives, "Local authorities' preparedness for civil emergencies - A good practice guide"
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/368617/Oct_2014_LA_preparedness_for_emergencies_guide.Final.pdf

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	8	12		
Community Resilience / Business Resilience	Promotion of community and business resilience activities.	10	1	5	7		
Development	Actions aimed at further increasing the effectiveness and efficiency of existing process, resources and practice.	21	0	4	8		
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	12		
Management	Tasks undertaken to ensure the unit and staff continue to operate effectively.	9	1	1	3		
Process*	Application of agreed workflow to ensure that CEPU and CLRF activities are undertaken in an efficient and timely manner.	5	0	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	13		
Total Number of actions		107	8	39	55		

Note 4 of the 5 actions identified under process can only be closed as complete at year end (e.g. invoicing, production of minutes within timeframes). The means of reporting such actions will be reviewed for the future workplan.

Appendix 2 Key LRF Activities 11th November 2017 – 31st January 2017

Date	Event	Brief Details of Event/Key Agenda/Discussions
13/11/2017	LRF Tactical Business Group	Issues included the move to the future community safety hub, risk scanning and exercise requirements for the coming year. An update was provided on industrial and emergency planning.
16/11/2017	Consultation	Meeting with consultants to aid the development of the Port Emergency Plan.
17/11/2017	NE LRF	Meeting of NE training and exercising group chairs, with the intent of ensuring that there is a reduction in duplication and greater spread and consistency of training across the North East.
24/11/2017	Middlesbrough	EMRT recovery exercise held with Middlesbrough borough council, highlighting the role of the authority and tools / plans in place to assist in the development of a recovery strategy and framework.
24/11/2017	Emergency Planning Leads	Meeting of the 4 local authority leads for emergency planning from the councils, commitment to work towards common systems of work where beneficial and to future meetings.
29/11/2017	Exercise Domino	Test of a domino scenario based one COMAH site impacting on another. This was a challenging exercise which required a significantly larger command and control system. Good feedback received from attendees.
29/11/2017	Mass Casualties	Meeting of North East health and LRF representatives to further develop arrangements for a mass casualty incident. Key for the local authorities is the ability to support an increase of discharges to social care 24 hours a day.
12/12/2017	LRF Strategic Board	In addition to the standing agenda the following were discussed Training and Exercise plan 2018/19, Community Safety Hub priorities for CLRf work plan a change to the Standing Environment Groups in England (SEG) boundaries, the draft Resilience Standards and Winter Preparedness.
18/12/2017	Enquiry on flu planning	Assurance provided to central government reference the local arrangements in place for managing flu planning.
12/01/2018	LRF information sharing	Meeting of the three LRFs reference the means of sharing and supporting information in the event of a large incident. Discussions included developing common systems and training packages allowing staff to be deployed cross border to increase resilience.
17/01/2018	NE RD User Group	Attendance at the North East LRF Resilience Direct user group. Sharing of good practice and identification of issues requiring further work to be raised with the National Team.
19/01/2018	Threat Escalation	Meeting held with the LRF membership to review previous escalation, in agency guidance and the multi-agency response to an escalation in the UK threat Level.
24/01/2018	MAFP review	The LRF contributed to the national review of the Multi-Agency Flood Plan / associated guidance being led by DEFRA. Point submitted included interoperability and mutual aid between authorities, tools to assist information collection and warn and inform, clear national guidance based on existing legal framework on agencies responsibilities in flood events and recovery.
25/01/2018	Mass Casualty Framework planning	Planning group to develop a test of the North East Mass Casualty framework. The primary area of note for the LA is the decant of existing patients from hospitals into the social care.
26/01/2018	Category 2 responder meeting	The LRF attended the Category 2 responders meeting. A number of case studies were shared from recent incidents, discussion held on the future work plan of the group.

Appendix 3 Staff trained and exercised 11th November – 31st January 2018

	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 (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	1	20				
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						
Emergency Accommodation					1	10				
Total	13	273	9	175	2	30				
Exercises	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	1	48				
Recovery Exercise (Borough)			1	7	1	20				
NHS NE Mass Casualties Framework			1	3						
Out of hours contact					1	50				
Total	4	120	6	99	3	118				

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 Communications received 1st September – 10th November 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)	5	Issued for strong winds and snow.
Heatwave Alerts (Met Office)	0	None received in period.
Cold Weather Alerts (Met Office)	9	Several periods of prolonged cold weather. No significant issues reported.
Industrial Communications Red (Local Industry)	0	None received in period.
Industrial Communications Blue (Local Industry)	6	The majority related to either planned or unplanned flaring which can cause concern offsite.
Flood Guidance Statements (Met Office and Environment Agency)	0	None received in period.
Flood Alert (Environment Agency)	9	A number of flood alerts were issued relating to coastal and river flooding. No major issues reported.
Flood Warnings (Environment Agency)	1	Relating to Victoria Harbour Hartlepool, no issues reported.
Severe Flood Warnings (Environment Agency)	0	None received in period.

Appendix 5 Incidents of note 11th November – 31st January 2018

Date	Borough	Exact Location	Type of incident	Additional information
16/11/2017	Hartlepool	North Sea off Hartlepool	Maritime	For information only fishing vessel sinking no casualties or pollution.
01/12/2017	Redcar & Cleveland	Marske Industrial Estate	Fire	For information only fire at Marske Industrial estate 5 fire appliances in attendance.
02/12/2017	Middlesbrough	Chipnam Road Easterside Middlesbrough	Unsafe Structure	Request from Police for structural engineer to attend the scene. Following a number of calls, the owner (a Housing Group) were able to provide a structural engineer.
09/12/2017	Hartlepool	Sheriff Street	Unsafe Structure	Vehicle hit house causing structural damage.
09/12/2017	Hartlepool	Hartlepool Town centre	Fire	Fire at Wesley Building structural engineer required and area secured.