

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Thursday 11th October 2018

At 10.00am

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 Lewis Young

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 27th June 2018

4. **ITEMS FOR DECISION**

No items.

5. **ITEMS FOR DISCUSSION/INFORMATION**

5.1 Function and Operation of Cleveland LRF – *Cleveland LRF Chair*

5.2 Financial Management Report for Period ending 31st August 2018 – *Director of Finance and Policy and Chief Emergency Planning Officer*



- 5.3 Activity and Incident Report (1st June – 31st August 2018) – *Chief Emergency Planning Officer*
- 5.4 Emergency Planning Awareness Training for Elected Members – *Principal Emergency Planning Officer*
- 5.5 Office for Nuclear Regulation Inspection – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. DATE AND TIME OF NEXT MEETING:

Wednesday 5th December at 10.00am at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-On-Tees, Cleveland TS18 1SY



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD 27th June 2018

The meeting commenced at 10.00 am at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-on-Tees, TS18 1SY

Present:

Councillor: Lewis Young (Middlesbrough Borough Council) (In the Chair)

Councillors: Marjorie James (Hartlepool Borough Council)
Mike Smith (Stockton Borough Council)

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

1. Apologies for Absence

None

2. Declarations of interest by Members

None

3. Minutes of the meeting held on 21st February 2018

The minutes were received.

4. Financial Management Outturn Report for Period Ending 31st March 2018 *(Chief Finance Officer and Chief Emergency Planning Officer)*

Purpose of report

To provide details of the financial outturn for the year ending 31st March 2018.

Issue(s) for consideration by the Committee

A summary of the outturn position was provided as set out in the report. A favourable variance of £10,000 on the main Emergency Planning Unit (EPU) budget had been achieved. The budget for the Local Resilience Forum (LRF) had been fully spent.

A member highlighted previous requests that they be more involved in the decisions taken by the LRF given the fact that taxpayer money was being spent by the group. The Chief Emergency Planning Officer advised that the Chair of the LRF would attend the October meeting of this Committee .

Decision

That the latest outturn be noted.

5. CEPU Proposed Action Plan 2018-2019 (*Chief Emergency Planning Officer*)

Purpose of report

To provide the Committee with the action plan of the Emergency Planning Unit and assist members in overseeing the Unit's performance, effectiveness and value to the four unitary authorities.

Issue(s) for consideration by the Committee

The proposed plan was comprised of 22 strategic objectives (tier 1) each containing various objectives (tier 2) and elements (tier 3). These were compiled using statutory requirements, national guidance, good practice and lessons identified locally and nationally. The strategic objectives were based on 4 priorities as follows:

- Ensuring that the authorities incorporate the lessons from the recent tragic incidents including Grenfell and Manchester;
- Ensuring that the authorities remain in a position to respond and resource a protracted incident;
- Maintaining compliance in line with the requirements of industrial legislation and ;
- Undertaking a gap analysis against the relevant elements of the forthcoming Resilience Standards

The tier 1 and 2 actions of the draft action plan were appended to the report. Quarterly updates on action plan progress in respect of tiers 1 and 2 would be provided to members.

With respect to Grenfell and Manchester the Chair queried whether officers were waiting for the official reports on these incidents before taking any measures deemed necessary. The Chief Emergency Planning Officer indicated that an independent report on the Manchester bombing had been considered by the LRF membership and as further lessons became available these would be considered. The Grenfell enquiry was ongoing and any recommendations coming out of that would be assessed and acted upon.

A member made reference to a recent policy change made by one of the partner authorities whereby the inclusion of sprinkler systems must be considered for certain buildings including houses of multiple occupation, buildings of 3 storeys and above, schools, hospitals and local government buildings. This was felt prudent in order to save lives and buildings. As this was now Council policy the Education and Skills Funding Agency were required to provide funding.

A copy of the Cleveland LRF annual report for 2017/18 was also appended for members' attention. Included within it was the action plan and LRF priorities for 2018/19. A member highlighted concerns around partner contributions being paid into the LRF, particularly the discrepancy between the amount being paid. The Chief Emergency Planning Officer commented that this was something that could be discussed with the Chair of the LRF at the October meeting.

Decision

That the action plan be approved and members updated on its actions at their quarterly meetings.

6. Activity and Incident Report – 1st February – 31st March 2018 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the activities, incidents reported and warning communications received and dealt with by the Unit between 1st February and 31st March 2018

Issue(s) for consideration by the Committee

Between 1st February and 31st March –

- 37 warning communications had been received
- 7 incidents of note had taken place
- 4 training events had been held
- 3 training exercises had been held

Information was also given regarding community resilience activities and

LRF activities.

Reference was made to a recent spate of threatening hoax e-mails which had been sent to schools across the country. The Principal Emergency Planning Officer advised that the Unit worked closely with schools to provide advice on how to respond to such threats, including advice on how to spot a probable hoax and what action they should take if the threat is credible. They would also provide advice on emergency evacuation plans.

Decision

That the report be noted.

7. Activity and Incident Report – 1st April – 31st May 2018 *(Chief Emergency Planning Officer)*

Purpose of report

To inform members of the activities, incidents reported and warning communications received and dealt with by the Unit between 1st April and 31st May 2018

Issue(s) for consideration by the Committee

Between 1st April and 31st May –

16 warning communications had been received
6 incidents of note had taken place
4 training events had been held
4 training exercises had been held

Information was also given regarding community resilience activities and LRF activities. A member highlighted that there was no representation on the LRF for some of the larger housing providers. The Chief Emergency Planning Officer indicated that the legislation covering membership of the LRF had been written in 2004, at which time such organisations had not been classed as either Category 1 or 2 responders. However the LRF did work closely with housing providers. The member felt that these organisations should be involved with the LRF and provide a financial contribution to it as in the event of an emergency situation they might require LRF assistance as much as other partners. Their expertise should be harnessed. The Chief Emergency Planning Officer indicated he would raise the role of housing providers and the LRF with the Government department responsible.

Decision

- a) That the report be noted
- b) That further investigation be undertaken into the possibility of a role on the LRF for the larger housing providers.

The meeting concluded at 10:50am.

H MARTIN

INTERIM CHIEF SOLICITOR

PUBLICATION DATE: 4th July 2018

EMERGENCY PLANNING JOINT COMMITTEE

13th September 2018



Report of: Cleveland LRF Chair

Subject: Function and operation of Cleveland LRF

1 TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

2 PURPOSE OF REPORT

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

3 BACKGROUND

3.1 Following discussion at the EPJC, there has been some conversation around the operation and transparency of the Cleveland Local Resilience Forum (LRF). As a result it has been agreed that the Chair or Vice Chair will attend the EPJC to update members. In addition the Chief Emergency Planning Officer / LRF Manager will continue to update members of the EPJC on the role and function of the Cleveland LRF and provide a copy of the annual plan presented at the previous meeting (27th June 2018). This oversight will contribute to the recently released LRF Governance resilience standard, which identifies arrangements to enable local political scrutiny of the governance arrangements as leading practice.

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

- the compilation of agreed risk profiles for the area, through a Community Risk Register;
- a systematic, planned and co-ordinated approach to encourage Category 1 responders, according to their functions, to address all aspects of policy in relation to:
 - risk;
 - planning for emergencies;

- planning for business continuity management;
 - publishing information about risk assessments and plans;
 - arrangements to warn and inform the public; and
 - other aspects of civil protection duty, including the promotion of business continuity management by local authorities; and
- support for the preparation by all or some of its members of multi-agency plans and other documents, including protocols and agreements and the co-ordination of multiagency exercises and other training events.
- 3.3 The LRF is a non-statutory body, introduced following the introduction of the CCA 2004. The Act identifies a number of agencies as Category one (including the emergency services and local authority) or Category two responders and imposes duties on these agencies.
- 3.4 The Cleveland LRF is currently funded from a combination of public and private monies (total annual subscription £41,512), with the majority of this amount contributing to the role of secretariat provided by the Local Authority Emergency Planning Unit.
- 3.5 The current Chair is Denise Ogden, Director of Regeneration and Neighborhoods at Hartlepool Council. The Vice Chair Assistant Chief Constable Adrian Roberts of Cleveland Police.
- 3.6 The basic LRF structure is comprised of three tiers:

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

- 3.7 To provide EPJC members with an understanding of the LRF structure, operation and processes, a copy of the LRF Strategic Board's terms of reference are attached in appendix 1.
- 3.8 A structure chart detailing the groups associated with Cleveland LRF and inter-linkages to other resilience structures is outlined in appendix 2.

3.9 Contributions by agency are outlined in appendix 3.

3.10 The LRFs strategic priorities 2018 – 19 are contained in appendix 4.

4 PROPOSALS

4.1 That members familiarise themselves with the LRF structure and operation with a view to being in a position to seek assurance.

5 RISK IMPLICATIONS

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

6 FINANCIAL CONSIDERATIONS

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

7 LEGAL CONSIDERATIONS

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

8 CHILD AND FAMILY POVERTY

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

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

12 RECOMMENDATIONS

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

13 REASONS FOR RECOMMENDATIONS

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

14 BACKGROUND PAPERS

EPJC previous meeting papers (27/06/2018), Item 5.2 CEPU Proposed action plan 2018 – 19, appendix 2 Cleveland LRF Annual Report 2017 – 18 available from:

https://www.hartlepool.gov.uk/meetings/meeting/3877/emergency_planning_joint_committee

15 CONTACT OFFICER

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Appendix 1 Terms of reference for the Strategic Board

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

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

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

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

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

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

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

Secretariat of the LRF

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

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

Key working practices are:

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

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

Training:

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

Mission of the Cleveland LRF

The Forum exists to:

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

Date Reviewed: 1.10.16

Date to be Reviewed: 1.10.17

Chair/Vice Chair Review 1.10.18

Appendix 3 Finances of the Cleveland LRF

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

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

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

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

Agency	Amount	%
Cleveland Police	£8,200.00	19.75
Cleveland Fire Brigade	£5,125.00	12.35
Stockton BC	£5,125.00	12.35
Middlesbrough BC	£5,125.00	12.35
Hartlepool BC	£5,125.00	12.35
Redcar & Cleveland BC	£5,125.00	12.35
NEAS	£3,587.50	8.64
NHS England	£3,075.00	7.41
PD Ports	£1,025.00	2.47
Total	£41,512.50	100

Appendix 4 Cleveland LRF Strategic Priorities

The following objectives proposed by the Chair and Vice Chair will provide the basis for the LRF work plan 2018 – 19:

1. Migration and testing of the Strategic Coordination Centre to the new Community Safety Hub and provision of a fallback at Fire HQ.
2. Adoption of and comparison of current practice and future needs against the National Resilient Standards with a view to developing a three year work programme.
3. Incorporating a new working model for the LRF based upon meetings followed by pre-designated slots for deliverables/scoping of deliverables. It is hoped that this approach will aid the consistent flow of work, provide greater input and direction and ensure that the key actions are progressed through-out the year.
4. Provision of an extensive range of training and exercising opportunities to partners based upon identified needs.
5. Provision of Multi-Agency Gold Incident Commander training to strategic leads.
6. Further develop interoperability across the North East with an emphasis on consistency of approach. This to be supported by the annual symposium and the continuation of standing and task and finish groups as required.
7. Delivery of a North East Risk Register and accompanying awareness raising session including common consequences and planning assumptions.
8. Increased awareness of the LRF Partnerships core functions and messages to broader audiences and communities.
9. Review and updates to the:
 - a. NE Chemical Biological and Radiological Nuclear (CBRN) Framework
 - b. Excess deaths and mass fatalities
 - c. Fuel Emergency plan
 - d. Radiation emergency Preparedness and Public Information Regulations (REPPIR) plan
 - e. Recovery plan (including additional information on site clearance and human aspects)

EMERGENCY PLANNING JOINT COMMITTEE

11th October, 2017



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

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

1. PURPOSE OF REPORT

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

2. BACKGROUND AND REPORTING ARRANGEMENTS 2018/19

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 August, 2018.

3. 2018/19 FORECAST OUTTURN

3.1 As reported in the table overleaf, the forecast outturn for the main EPU budget is a favourable variance of £3,000. This is mostly owing to a vacant post earlier in the year. The forecast surplus of will be transferred to the Emergency Planning Reserve.

Table 1: Forecast Outturn

	Budget	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	296	293	(3)
Direct Costs - Other	98	96	(2)
Income	(394)	(392)	2
Net Position Before Use of Reserves	0	(3)	(3)
Transfer To/(From) Reserve	0	3	3
Net Position After Use of Reserves	0	0	0

3.2 In addition to the above, the EPU manages a £42,000 budget on behalf of the Local Resilience Fund (LRF) which is expected to be fully spent in year.

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

11th October, 2018



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY AND INCIDENT REPORT
(1st June – 31st August 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 1st June 2018 and the 31st August 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 2018 – March 2019. As of the 31st August 2018, 105 of the 293 actions (35%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
 - Office for Nuclear Regulation Inspection (separate paper)
 - Awareness session for Cleveland Police Commanders on the local authority role in emergency accommodation
 - Presentation for school governors in Redcar and Cleveland on schools emergencies
 - Participation in Middlesbrough Crucial Crew – reinforcing resilience messages

- Four COMAH plans were issued in the period, with additional summary documents for pipelines and COMAH overview reissued
 - Provision of training to local housing provider on incident management and attendance at north east housing providers forum
- 3.3 Unfortunately CEPU were unable to undertake the delivery of Crucial Crew for Stockton, therefore this action will not be met in this annual period. Work continues with organisers reference future representation.
- 3.4 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 speakers included the coroner from the Manchester Arena attack, Cabinet Office, NHS England and the Home Office's Victims of Terrorism Unit.
 - Partners review of guidance and lessons identified including the Kerslake review.
 - Reassurance exercise and distribution of user guides for the new strategic coordination centre
 - Attendance and support to military resilience
- 3.5 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.
- 3.6 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 2018 – 19, the full action plan is included in the papers for the EPJC meeting 27th June 2018 ([link](#)).

15. CONTACT OFFICER

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Appendix 1 CEPU Action plan 2018 - 19, Summary of progress

The following table provides an overview of the proposed CEPU annual plan 2018 – 19 with progress within the period.

	Total Actions	Complete as of 31/05/2018	Complete as of 31/08/18
Local Authority Preparedness	34	4	15
• Audit - Review Rest Centre Boxes in each LA	4	1	4
• Audit - Review emergency accommodation plan and develop shelter section	1	0	0
• Audit - kit / stores	5	0	1
• Audit - Borough Emergency Centers	4	1	3
• Team Exercise / scoping / scenario	12	2	3
• Each Local Authority Major Incident Plan to be reviewed	4	0	1
• Review of SOLACE guidance against current practice	4	0	3
Borough specific Strategic reports to LMT / EMT 4 times per year	16	2	2
EMRT meetings / Briefing to lead portfolio holders	53	6	18
• Redcar & Cleveland EMRT meets every 2 months	6	2	4
• Middlesbrough EMRT meets Monthly	12	2	6
• Stockton EMRT meets Quarterly	4	1	1
• Hartlepool EMRT meets Quarterly	4	1	1
• Updates of Borough Emergency Contact List emergency contact lists	8	0	3
• Review, development and provision of one loggist training package	1	0	1
• Test of Each Borough Emergency Centre's process and procedures	4	0	1
• Walkthrough of each Borough Major Incident Plan	4	0	0
• Training Needs Analysis undertaken by each borough against plan	4	0	1
• Training Needs compiled into a single document ready for bidding process	1	0	0
• Provision of agreed training package to all 4 local authorities to meet needs identified in training needs analysis (command training, legal training, logging etc)	5	0	0
Info Governance	1	0	0
CEPU BCM Planning Internal	16	2	4
• Conduct an annual exercise involving the CEPU BCM plan	1	0	0
• Review CEPU Business Continuity Management Plan	2	0	2
• After Hours contact Exercise (four local authorities)	4	0	0
• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	0	0
• Confidential Duty Officer Phone Book	2	1	1
• Quarterly meeting of the lead emergency planning holders meeting	6	1	1

Provision of conduit for the Local Authority and provision of tactical advice	43	5	16
• Duty Officer Rota produced and agreed by officers	2	1	1
• Duty Officer function undertaken / fulfilled	12	2	5
• Data collated on incidents / communications and learning shared	12	2	5
• Review guidance for Duty Officer	2	0	2
• Elected Members Briefings	5	0	0
• Review and approval of EPJC constitution	1	0	0
• EPJC meetings 4 x meetings	9	0	3
Rest Centre /Emergency accommodation	3	0	1
Event Support	2	0	0
Learning Points	12	1	4
• Exercise Calendar	6	0	2
• Strategic Exercise	1	0	0
• Quarterly test of UMS system	4	1	2
• DTVA Airport Exercise	1	0	0
Financial Control	8	2	3
• Quarterly budget meetings	4	1	2
• Budget profile coming year	1	1	1
• Income Generation update the marketing Plan for CEPU income generation.	3	0	0
Industrial Emergency Planning	13	0	4
• 6 monthly reviews of the pipelines overview	2	0	1
• COMAH Overview Document Review	2	0	1
• Maintain Seat on regional COMAH meeting	5	0	0
• Meet legal and non-legal duties under PSR	2	0	2
• Meet legal duties ref REPPiR Plan	2	0	0
CEPU Internal Functions	44	6	20
• Monthly team meetings	12	2	4
• Team brief weekly	1	0	0
• Monthly 1 to 1s (all staff)	12	2	5
• Appraisals - all staff	9	0	8
• Review of all those on development schemes against criteria for progression	1	1	1
• Health and Safety in unit review actions and risk assessments	9	1	2
Annual plan 19 – 20	5	4	5
• Approval by EPJC	5	4	5
Plan reviews required	3	0	1
• Plan audit- CEPU	3	0	1
Annual CEPU collective review of the four Local Authority Major Incident Plans	1	0	0
Recovery	1	0	0
• Recovery Exercise	1	0	0
Support to the LRF	5	1	1

• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5	1	1
Voluntary Organisations	8	1	4
• Hold 3 meetings with the voluntary sector	3	1	1
• Review the voluntary sector register of capabilities	5	0	3
Warning and informing	7	1	2
• Provide a range of information to local residents via established media	3	0	0
• CEPU Web site reviewed every quarter	4	1	2
Develop a sustainable community resilience model appropriate to Cleveland	10	0	2
• Develop a programme of community resilience initiatives	4	0	0
• Crucial Crew (LRF)	6	0	2
Additional Actions	8	0	3
	293	35	105

Appendix 2 Key LRF Activities 1st June 2018 – 31st August 2018

Date	Event	Brief Details of Event/Key Agenda/Discussions
07/06/2018	Resilience Standards	Cleveland LRF is involved in a national group piloting the national resilience standards.
07/06/2018	Exercise	Cleveland LRF staff attended an exercise in Newcastle as part of the increased North East LRF cooperation. Attendees identified learning for the local LRF area.
18/06/2018	RD North East User Group	Meeting held reference increasing awareness and usage of Resilience Direct across the North East. Intention to run a slow time exercise (dates to be confirmed) to ensure users are aware of an can use new functionality including situational reporting.
19/06/2018 and 22/06/2018	CSHUB	LRF partners attended a familiarisation of the new Community Safety Hub.
22/06/2018	LRF Blue Lights Group	Items discussed included, Activation updates, JESIP / JOL Emerging Issues / Risks, Interoperability Standard, Multi-agency JESIP Training, A66 Bus crash collision debrief and the review of LRF sub-groups.
26/06/2018	Tactical Business Group	Items discussed included - Chairing and oversight of LRF Sub Groups, Escalation / Major Incident procedures Manual, establishment of a Task and finish group on the Kerslake recommendations and related guidance, the LRF Workplan 2018 – 19, JESIP/ Joint Organisational Learning, Donations Policy and feedback from the Resilience Standards Workshop
26/06/2018	Winter preparedness meeting	Annual meeting to review actions identified as a result of the previous winter. A number of areas of good practice were identified to be included within the LRF Concept of Operations.
28/06/2018	Cleveland Training and Exercising Group	Meeting covered all exercise currently in progress and recently completed exercises and training. Of note positive feedback received from those who attended the recent Multi-agency Gold Incident Commander Training and the intent that this becomes a standard training package delivered annually in the North East. A new means of recording progress on exercises is being trialed by the group.
29/06/2018	East Coast Flood Group	Telecon to a national east coast flood group – to aid with the coordination and planning for an east coast surge. Elements discussed included the national review on Multi-Agency Flood Plans and the potential of a national exercise.
03/07/2018	Exercise planning	Scoping meeting for a Level 3 nuclear exercise with partners to be held 2019.
03/07/2018	ONR assurance exercise	Assurance exercise on the new SCC facilities, observed by Office for Nuclear Regulation.
06/07/2018	ONR Audit	Assurance audit by Office for Nuclear Regulation on the governance arrangements around the planning for the powerstation.
11/07/2018	Awareness raising	Presentation and awareness session undertaken with Cleveland Police on evacuation and shelter planning / arrangements.
13/07/2018	Housing Provider	The LRF was represented at a meeting of NE Housing Providers, agreement reached on the need for greater interaction between providers and responders and a number fo actions allocated – including provision of places at joint training.
16/07/2018	Task and Finish Group	First meeting of a multi-agency task and finish group to undertake the review of recommendations of Kerslake independent review.

18/07/2018	Risk Assessment	Ongoing work with the North East leads for risk assessment led by Cleveland EPU. Agreement on final actions required before finalisation of the joint risk register.
19/07/2018	North East LRF symposium	Joint learning event aimed at increasing dialogue and tackling North East.
20/07/2018	Housing provider	Awareness session with local housing provider to increase knowledge of multi-agency support available in the event of an incident.
25/07/2018	Crucial Crew	Crucial Crew Middlesbrough – joint work between the EA Community Resilience Officer and CEPU staff.
27/07/2018	NE Interoperability Group	Discussion and near agreement reached on the menu of options for communication before during and after an incident and standard terminology across the North East.
30/07/2018 – 02/08/2018	MOD Exercise	Provision of Subject Matter Experts from Cleveland LRF to MOD awareness exercise on flooding.
31/07/2018	NE LRF Coordinators Meeting	Meeting between the coordinators to ensure that areas of joint work / benefit are progressing.
23/08/2018	JESIP Embedding Workshop	Presentation from the National Team to LRF Partners on the future of JESIP and key learning from national audits. A number of actions were identified by CLRF partners for progression locally.

Appendix 3 Staff trained and exercised 1st June – 31st August 2018

	01/04/2018 - 31/05/2018		01/06/2018 – 31/08/2018						Total	
Training	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Rabies Workshop	1	56							1	56
Multi-agency incident commander (Magic)*	1	21*							1	0
Multi-agency incident commander (Magic) Lite*	1	21	1	25					2	46
Schools Training	1	50	1	18					2	68
Thirteen Housing			1	20					1	20
NE LRF Symposium*			1	70					1	70
Rest Centre Training			1	30					1	30
RadSafe			1	5					1	5
Crucial Crew			1	400					1	400
Total	4	148	7	568					11	716
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
Search and rescue seminar	1	40							1	40
COMAH Exercise	1	20	2	48					3	68
Quarterly activation test	1	18	1	18					2	36
PowerStation	1	20	2	40					3	60
Specific event / venue tabletops			2	60					2	60
Community Safety Hub Validation	1	98	1	21	1	21	1	21	1	21
Total	4	98	8	187	1	21	1	21	12	285

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

Appendix 4 Communications received 1st June – 31st August 2018

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	1	Localised spill of hydraulic fluid from vessel. No action required by partners.
National Severe Weather Service (Met Office)	2	Relating to localised thunderstorms.
Heatwave Alerts (Met Office)	3	Heatwave warnings issued and updated during the period.
Cold Weather Alerts (Met Office)	0	None issued in period.
Industrial Communications Red (Local Industry)	0	None issued in period.
Industrial Communications Blue (Local Industry)	12	Relating to localised fires and industrial process that may cause concern offsite e.g. flaring, excessive noise, false alarms etc.
Flood Guidance Statements (Met Office and Environment Agency)	3	Relating to flooding from surface water.
Flood Alert (Environment Agency)	2	Issued in relation to Middlesbrough becks.
Flood Warnings (Environment Agency)	0	None issued in period.
Severe Flood Warnings (Environment Agency)	0	None issued in period.

Appendix 5 Incidents of note 1st June – 31st August 2018

Date	Borough	Exact Location	Type of incident	Additional information
10/06/2018	Hartlepool	Seaton Beach	Unexploded Ordnance	Mortar shell removed by MOD.
08/07/2018	Stockton-on-Tees	Teesside Park	Fire and evacuation	Fire in mobile catering unit led to evacuation and significant disruption.
21/07/2018	Middlesbrough	St Barnabas rd, Linthorpe	Fire	Fire in industrial unit, some impact on local area.
04/08/2018	Redcar & Cleveland	All Redcar area	Air quality	Reports received by Council and Environment Agency of a strong smell in the area and significant concerns from the public. Telecon held and staff deployed.

EMERGENCY PLANNING JOINT COMMITTEE

13th September, 2018



Report of: Principal Emergency Planning Officer

Subject: EMERGENCY PLANNING AWARENESS TRAINING
FOR ELECTED MEMBERS

1. PURPOSE OF REPORT

1.1 To provide an update on the approach to training for Elected Members in 2018/19.

2. BACKGROUND

2.1 As part of the Cleveland Emergency Planning Unit's Action Plan Emergency Planning awareness sessions are due to be delivered to Elected Members on an annual basis.

2.2 This is based on recognised benefit in ensuring that Members are aware of the role of the authority and what they can personally do before, during and after an incident. The training supports national guidance including the Local Government Association (LGA) publication "A councillors guide to civil emergencies".

2.2 In 2016 and 2017 the Emergency Planning briefings were offered on a combined basis to all 4 local authorities attending the same session and delivered in Stockton, near to the CEPU offices.

3. EMERGENCY PLANNING AWARENESS SESSION

3.1 The awareness session provides an overview of the Emergency Planning arrangements across the 4 local authorities, including a detailed information picture on the risks we face in the Cleveland area.

3.2 The session provides an opportunity for Elected Members to gain an insight in to the work of the Cleveland Emergency Planning Unit and the Cleveland Local Resilience Forum.

3.3 It also provides a forum for which Elected Members can discuss any specific points relating to Emergency Planning and advises on opportunities for getting involved in future briefings, seminars and exercises.

3.4 In terms of the session itself, it is of significant benefit for both newly elected and existing members as the Emergency Planning landscape is constantly changing.

4. EVALUATION OF THE PREVIOUS SESSIONS

4.1 It was noted that the number of Elected Members who were able to attend the session delivered in 2017 had significantly fallen, in comparison to the numbers for the 2016 session.

4.2 The feedback from the session was very positive and attendees found it useful to be able to seek answers to their specific questions. However feedback from those who were able to attend the session in 2017 was suggested that it may be beneficial to offer a specific session to each of the 4 local authority areas and host this within the respective borough.

5. RECOMMENDATIONS

5.1 1) That CEPU continue to offer and deliver annual Emergency Planning awareness session to Elected Members, and continue to include this as an action in the CEPU action plan.

5.2 2) That from 2018/19 onwards, individual awareness sessions to are offered in each local authority area, and hosted at a convenient location to ensure the session are as accessible as possible.

6. BACKGROUND PAPERS

6.1 Local Government Association, A councillor's guide to civil emergencies
https://www.local.gov.uk/sites/default/files/documents/10.10%20Civil%20Emergency%20Planning_v01_1.pdf

7. CONTACT OFFICER

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EMERGENCY PLANNING JOINT COMMITTEE

13th September 2018



Report of: Chief Emergency Planning Officer

Subject: OFFICE FOR NUCLEAR REGULATION INSPECTION

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 To update members of the Emergency Planning Joint Committee on the recent Office for Nuclear Regulation (ONR) inspection of Local Authority arrangements to plan and test the off-site emergency response plans produced under the Radiation Emergency Public Preparedness Information Regulations (REPPPIR) 2001.

3. BACKGROUND

3.1 ONR for a number of years have undertaken inspections of the onsite arrangements of nuclear facilities. For the purposes of assurance ONR have developed and now operate a parallel process to assess and inspect the off-site arrangements undertaken by the local authority under REPPPIR 2001.

3.2 This additional assurance followed an increased public and government focus on how the UK would manage a nuclear radiation emergency in light of the tragic Fukushima incident of 2011.

3.3 Three pilot sites were used to develop the inspection process, the feedback from these pilots was incorporated into the ONR Technical Inspection Guide which is now used to inspect Local Authorities with nuclear facilities.

3.4 On the 7th July 2018 the ONR wrote to all Chief Executives of Local Authorities that have a nuclear facility in their area about the planned inspections of the Local Authorities Off-site planning and response arrangements over the next 5 years. This included Hartlepool Council as host to a nuclear power station.

- 3.5 Hartlepool Borough Council was asked to be the first local authority to be subject to the new inspection process. The inspection was undertaken on the 6th July 2018 with participants from the Local Authority emergency planning unit and Police colleagues.
- 3.6 The format of the inspection was evidence based. Prior to the inspection a questionnaire and agenda was provided outlining the key themes of the inspection enabling agencies to identify relevant evidence.
- 3.7 The local authority element of the inspection included governance, training, facilities, emergency arrangements, testing and specific questions on the last off-site REPPiR exercise.
- 3.8 The ONR provided assurance that the legal duties under the REPPiR 2001 were already met i.e. the preparation and testing of the off-site plan within the legal timeframe of 3 years.
- 3.9 ONR grade the inspections based on a traffic light system with green being '*no formal action*', amber being '*seek improvement*' and red being '*demand improvement*'.
- 3.10 The arrangements in Hartlepool were graded as Green. A number of areas were identified as good practice and some areas identified as areas for improvement.
- 3.11 The three areas identified for improvement by the local authority were identified these are outlined in appendix one.

4. PROPOSALS

- 4.1 That the outcome of the inspection and existing good practice identified by the inspection is noted, maintained and supported by partners.
- 4.2 That the outstanding elements identified for improvement (extract above) are reported to the Emergency Planning Consultative Committee and then fed back into the Tactical Business Group.

5. RISK IMPLICATIONS

- 1.1 Failure to meet the requirements could potentially result in harm to those involved in an incident. Further a failure to meet requirements under REPPiR 2001 could lead to improvement notices / legal action.

6. FINANCIAL CONSIDERATIONS

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

7. LEGAL CONSIDERATIONS

- 7.1 The key legislation is the Radiation Emergency Preparedness Public Information Regulations 2001 under which enforcement may take place in the event of failure to meet the duties identified.

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 outcome of the ONR inspection and the work undertaken by the officers from CEPU.

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

The executive summary of the ONR Inspection Report will be made available on the ONR website.

15. CONTACT OFFICER

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Appendix 1 Areas identified for improvement and action undertaken

ONR Commentary	CEPU Response
<p>It was judged that an area for improvement for the Local Authority was to have a process in place to assure itself that sufficient consultation has taken place with all the agencies that have a role to play in reviewing the off-site emergency plan.</p>	<p><i>In future the consultation process will ensure that a response to consultation is received (including nil response) and recorded from all those who require to be consulted – this will be actioned by the Local Authority Emergency Planning Unit. It is further considered that a multi-agency walkthrough of the plan will be conducted as part of the consultation process.</i></p>
<p>It was judged that an area for improvement for the Local Authority is to review why the Local Resilience Forum action tracking system had not been completed for all the identified Exercise Jackdaw actions.</p>	<p><i>A review has been undertaken by the Chief Emergency Planning Officer and a number of areas of improvement identified.</i></p> <p><i>The primary cause appears to be the duplication of reporting via the Emergency Planning Consultative Committee EPCC and the Local Resilience Forum / Local Authority systems.</i></p> <p><i>This action has been addressed and the system further embedded with clearer ownership for each of the several stages following an exercise.</i></p>
<p>It was noted that the user guide for the new SCC facility was only in draft and had not at the time of the inspection been issued; this was judged to be an area for improvement.</p>	<p><i>A final version of the SCG user guide was issued to partners on the 10th July 2018 (3 days after the inspection).</i></p> <p><i>It is expected that the processes in the new SCG will be further developed as the new facilities evolve and that the guide will be updated.</i></p>