

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 5th December 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 11th October 2018
4. **ITEMS FOR DECISION**

No items.
5. **ITEMS FOR DISCUSSION/INFORMATION**
 - 5.1 Function and Operation of Cleveland Local Resilience Forum – *Cleveland Local Resilience Forum Chair*
 - 5.2 Financial Management Report for period ending 31st October 2018 – *Chief Finance Officer and Chief Emergency Planning Officer*



5.3 Audit of Cleveland Emergency Planning Unit – *Chief Emergency Planning Officer*

5.4 Activity and Incident Report (1st September – 31st October 2018) - *Chief Emergency Planning Officer*

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

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

Wednesday 27th February 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 11th October 2018

The meeting commenced at 10.00am 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)

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

8. Apologies for Absence

Apologies were submitted by Councillor Marjorie James (Hartlepool
Borough Council) and Councillor Mike Smith (Stockton Borough Council)

9. Declarations of interest by Members

None

10. Meeting inquorate

As the meeting was inquorate it was agreed that it would be adjourned to a
future date

Meeting adjourned at 10.15am.

The meeting reconvened at 10.00am on Wednesday 14th November 2018 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

11. Apologies for Absence

None

12. Declarations of interest by Members

None

13. Minutes of the meeting held on 27th June 2018

The minutes were received

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

Purpose of report

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

Issue(s) for consideration by the Committee

As the Chair of the Cleveland LRF was unavailable Members agreed to defer this item to the next meeting.

Decision

That this item be deferred.

15. Financial Management Report for Period Ending 31st August 2018 (*Director of Finance and Policy and Chief Emergency Planning Officer*)

Purpose of report

To provide details of the revenue outturn forecast.

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 £3,000 on the main Emergency Planning (EPU) budget was forecast while the Local Resilience Forum budget was expected to be fully spent.

Decision

That the latest forecast outturn be noted.

16. Activity and Incident Report (1st June – 31st August 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 June and 31st August.

Issue(s) for consideration by the Committee

Between 1st June and 31st August –

- 23 warning communications had been received
- 4 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 queried what steps were being taken to ensure Brexit caused the minimum disruption particularly in terms of the import of goods. The Chief Emergency Planning Officer confirmed that discussions were taking place locally and nationally between the LRF members and Government Departments based on a range of possible scenarios including a no deal. Members were asked to feed any concerns raised by the community through to the Unit.

A member also referred to a national shortage of flu vaccine for the over 65s. The Chief Emergency Planning Officer advised he was meeting with representatives from NHS England and Local Authority Social Care the following day and would raise members' concerns at that time. Members queried why the decision had been made to change the vaccine on offer for the over 65s.

Decision

That the report be noted.

17. Emergency Planning Awareness Training for Elected Members *(Principal Emergency Planning Officer)*

Purpose of report

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

Issue(s) for consideration by the Committee

As part of the Unit's Action Plan awareness sessions are due to be delivered to Elected Members on an annual basis. In 2016 and 2017 briefings were offered on a combined basis to all 4 local authorities. The feedback from these sessions was very positive albeit fewer members attended in 2017 than had in 2016 and it had been suggested that it might be preferable to offer individual sessions to each of the 4 local authorities, hosted within their borough.

A Member suggested that this training could be tied in to new member inductions. The Chief Emergency Planning Officer noted this suggestion and advised that he would provide more information on future dates to members when it became available.

Decision

- I. That the Cleveland Emergency Planning Unit continue to offer and deliver annual Emergency Planning Awareness sessions to Elected Members and continue to include this as an action in the CEPU Action Plan.
- II. That in future individual awareness sessions be offered to each local authority area at a convenient location to ensure accessibility.

18. Office for Nuclear Regulation Inspection *(Chief
Emergency Planning Officer)*

Purpose of report

To update members 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 (REPPiR) 2001.

Issue(s) for consideration by the Committee

In May 2018 the ONR had informed the Chief Executives of Local Authority's with a nuclear facility in their area about the planned inspections of off-site planning and response arrangements over the next 5 years. Hartlepool was the first local authority to be subject to the new inspection process which took place on 6th July 2018. Hartlepool's arrangements were graded as 'no formal action' with 3 areas being identified for improvement. Details of these concerns and the EPU response to them were appended to the report.

Decision

That members note the outcome of the ONR inspection and the work undertaken by CEPU officers.

The meeting concluded at 10.40am

H MARTIN

INTERIM CHIEF SOLICITOR

PUBLICATION DATE: 19th November 2018

EMERGENCY PLANNING JOINT COMMITTEE

5th December 2018



Report of: Cleveland Local Resilience Forum Chair

Subject: Function and operation of Cleveland Local Resilience Forum

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

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

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:

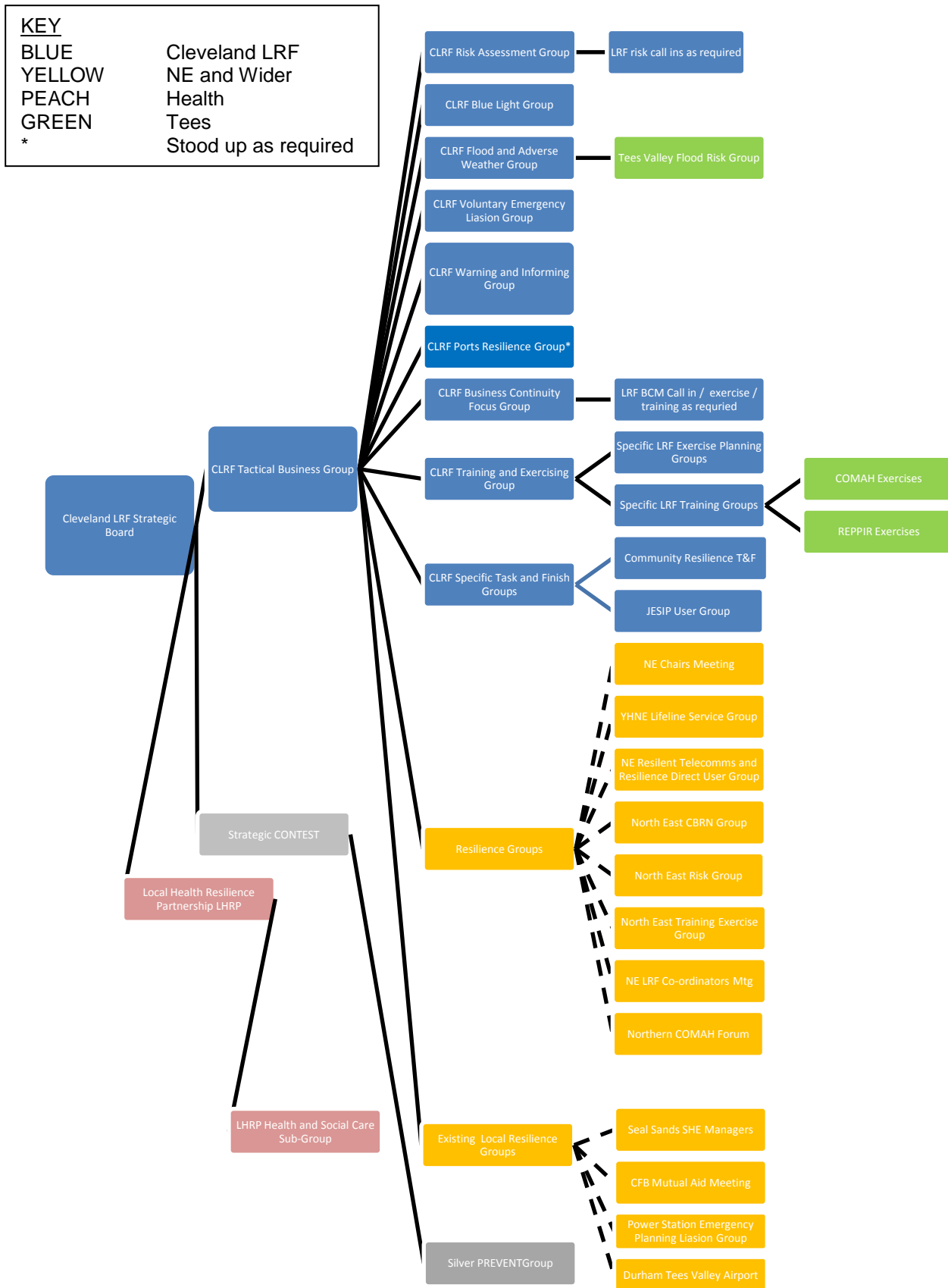
To have a robust and effective multi-agency planning and response framework that will deliver a coordinated, interoperable, accountable and professional preparedness and response capability to a major incident or emergency affecting the Cleveland LRF area.'

Date Reviewed: 1.10.16

Date to be Reviewed: 1.10.17

Chair/Vice Chair Review 1.10.18

Appendix 2 Structure chart of the Cleveland LRF and interlinkages to other resilience structures



Note: A3 colour versions will be made available at the meeting.

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

5th December, 2018



Report of: Chief Finance Officer and Chief Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT REPORT FOR PERIOD ENDING 31ST OCTOBER 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 October, 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 October, 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 £5,000. This is mostly owing to a vacant post earlier in the year. The forecast surplus 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	95	(3)
Income	(394)	(393)	1
Net Position Before Use of Reserves	0	(5)	(5)
Transfer To/(From) Reserve	0	5	5
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

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

Chris Little
 Chief Finance Officer
 Tel: 01429 523003
 Email: chris.little@hartlepool.gov.uk

EMERGENCY PLANNING JOINT COMMITTEE

5th December 2018



Report of: Chief Emergency Planning Officer

Subject: Audit of Cleveland Emergency Planning Unit

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 internal audit of Cleveland Emergency Planning Unit.

3. BACKGROUND

3.1 Internal Audit is an independent appraisal function that reviews the Council's activities, both financial and non-financial. Internal Audit provides a service to the whole Council in order to provide assurance on the arrangements for risk management, internal control and corporate governance, and to provide advice to support achievement of best practice.

3.2 As part of Hartlepool Borough Council the unit is audited on a 3 yearly time table, the latest audit was completed in October 2018.

3.3 All audit work was been carried out in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the UK, as reflected in the Internal Audit Manual.

3.4 The audit was able to provide “Satisfactory assurance” and assurance that the risks were well controlled to the authority reference the audit outcome. Satisfactory assurance is the highest level of audit return under the HBC scheme.

3.5 Five areas for specific action were identified during the audit and are currently subject to action plans areas these are outlined in appendix one.

4. PROPOSALS

- 4.1 That the outcome of the audit is noted by the EPJC as a means of assurance reference the function of the Unit.

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 the Civil Contingencies Act 2004 and associated legislation including the Control of Major Accident Hazards 2015 and the Radiation Emergency Preparedness and Public Information Regulations 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 Civil Contingencies Act 2004, under which a number of duties are placed upon Category 1 responders – this includes the Local Authorities who make up the Cleveland Emergency Planning Unit.

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 internal audit 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

None supplied.

15. CONTACT OFFICER

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

Appendix 1 Areas identified for improvement and action undertaken

Audit finding	CEPU Response
<p>Partner organisations are required to submit their exercise and training requirements to the Exercise & Training Group on an annual basis.</p> <p>However, current arrangements do not include checks which of the elements have been tested at Year End</p>	<p>CEPU to ensure (with the lead for exercises) that a report is produced for the LRF detailing the variance between bids received, training and exercising agreed by the training and exercising group and those actually delivered at year end. This report to be embedded within the LRF annual workflow and documented in terms of reference / handbook.</p>
<p>Whilst Terms of Reference are in place for all standing groups of the LRF, for a number of those provided to the auditor for review these appeared overdue for review.</p>	<p>Ensure that the status of terms of reference is monitored and reported in as an annual indicator with annual confirmation / consultation on the terms of reference. This process to be documented in the LRF Handbook / LRF workflow.</p>
<p>An index of responders who have signed an Information Sharing Agreement is in place. However, it was noted that not all parties appear to have provided a copy (3 outstanding) and appear to have been outstanding since 2016.</p> <p>Item 3.4 of the LRF Handbook relates to Information Sharing Agreements which also references to why some signed agreements may not have been received and also confirms that the Central Government classification markings are to be used.</p> <p>At the time of the audit visit, the service area were awaiting new sector specific guidance from Central Government regarding Information Sharing Agreements and GDPR compliance which once received will be used to update the ISAs.</p>	<p>On receipt of the new guidance North East LRFs working group to be established to produce a single updated Information Sharing Agreement across the North East responders, (note the action is on an existing work plan following the North East LRF Symposium).</p>
<p>A sample of three exercises from the Exercise Calendar were selected for testing. At the time of testing, 2/3 of the exercises did not have a supporting debriefing report. Through discussion the auditor was advised that in these instances the exercises related to non-statutory training with verbal debriefing undertaken. A de-</p>	<p>Training and Exercising Group to ensure that the required debriefs are submitted within agreed timescales and this to be monitored using the tracking sheet, where a debrief is not required this</p>

<p>briefing report has since been provided for one of the exercises.</p> <p>Good practice would be that debriefing reports should be produced for all exercises to ensure consistency in reporting processes.</p>	<p>to be recorded.</p> <p>Report to be provided to TBG for assurance as part of the annual exercising report (March). This to be included in the LRF work plan / LRF Handbook</p>
<p>Through discussion the auditor was advised that as part of the LRF Business Continuity Focus Group, LRF members undertake checks that business continuity arrangements are in place for LRF organisations.</p> <p>Supporting documentation was provided to show that a questionnaire had been circulated to members at a meeting of the Business Continuity Group in December 2015 (also provided as evidence for the previous audit, to which a limited response was received) which questioned whether they have robust BCM arrangements in place.</p> <p>The auditor was also provided with a copy of the National Resilience Standards which have recently been released by the Cabinet Office. These standards are not mandatory.</p> <p>An exercise is currently underway to benchmark the LRF Annual Plan against these standards and is expected to be completed by December 2018.</p> <p>As the above exercise is not complete, there is currently insufficient evidence to provide sufficient assurance that practices mitigate the associated risk in that responders have effective BCM arrangements in place to effectively perform their Civil Protection Duties.</p>	<p>CEPO (with support from BCM Lead) to ensure suitable assurance to be sought from the LRF membership against the standards relating to in agency BCM procedures. The response from this to be reported to the strategic board.</p>

EMERGENCY PLANNING JOINT COMMITTEE

5th December, 2018



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY AND INCIDENT REPORT
(1st September – 31st October 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 September 2018 and the 31st October 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 October 2018, 152 of the 293 actions (52%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
 - Walkthrough of two councils major incident plans
 - Review of all councils major incident plans
 - Tests of two councils major emergency centers / plans
 - Duty officer phonebook updated and assured
 - Unit health and safety requirement undertaken

- Meetings and support to housing providers, schools, childrens and social care staff
- 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.
- Review of the recommendations including the Kerslake review ongoing
 - Strategic exercise undertaken based upon a prolonged power outage
 - Benchmarking against resilient standards complete against those standards issued (note excluding information governance).
 - Winter preparedness knowledge hub established following debrief from 2017-18
 - 2019 – 20 Training and exercise calendar drafted
- 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.

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

Stuart Marshall
Chief Emergency Planning Officer
Cleveland Emergency Planning Unit

Tel 01642 301515

Email: stuart.marshall@hartlepool.gov.uk

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	Complete as of 31/10/18
Local Authority Preparedness	34	4	15	20
• Audit - Review Rest Centre Boxes in each LA	4	1	4	4
• Audit - Review emergency accommodation plan and develop shelter section	1	0	0	0
• Audit - kit / stores	5	0	1	3
• Audit - Borough Emergency Centers	4	1	3	4
• Team Exercise / scoping / scenario	12	2	3	3
• Each Local Authority Major Incident Plan to be reviewed	4	0	1	2
• Review of SOLACE guidance against current practice	4	0	3	4
Borough specific Strategic reports to LMT / EMT 4 times per year	16	2	2	2
EMRT meetings / Briefing to lead portfolio holders	53	6	18	35
• Redcar & Cleveland EMRT meets every 2 months	6	2	4	5
• Middlesbrough EMRT meets Monthly	12	2	6	7
• Stockton EMRT meets Quarterly	4	1	1	4
• Hartlepool EMRT meets Quarterly	4	1	1	3
• Updates of Borough Emergency Contact List emergency contact lists	8	0	3	6
• Review, development and provision of one loggist training package	1	0	1	1
• Test of Each Borough Emergency Centre's process and procedures	4	0	1	3
• Walkthrough of each Borough Major Incident Plan	4	0	0	3
• Training Needs Analysis undertaken by each borough against plan	4	0	1	3
• Training Needs compiled into a single document ready for bidding process	1	0	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	0
Info Governance	1	0	0	0
CEPU BCM Planning Internal	16	2	4	5
• Conduct an annual exercise involving the CEPU BCM plan	1	0	0	0
• Review CEPU Business Continuity Management Plan	2	0	2	2
• After Hours contact Exercise (four local authorities)	4	0	0	0
• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	0	0	0
• Confidential Duty Officer Phone Book	2	1	1	1
• Quarterly meeting of the lead emergency planning holders meeting	6	1	1	2

Provision of conduit for the Local Authority and provision of tactical advice	43	5	16	20
• Duty Officer Rota produced and agreed by officers	2	1	1	1
• Duty Officer function undertaken / fulfilled	12	2	5	7
• Data collated on incidents / communications and learning shared	12	2	5	7
• Review guidance for Duty Officer	2	0	2	2
• Elected Members Briefings	5	0	0	0
• Review and approval of EPJC constitution	1	0	0	0
• EPJC meetings 4 x meetings	9	0	3	3
Rest Centre /Emergency accommodation	3	0	1	1
Event Support	2	0	0	0
Learning Points	12	1	4	7
• Exercise Calendar	6	0	2	2
• Strategic Exercise	1	0	0	2
• Quarterly test of UMS system	4	1	2	2
• DTVA Airport Exercise	1	0	0	1
Financial Control	8	2	3	4
• Quarterly budget meetings	4	1	2	2
• Budget profile coming year	1	1	1	1
• Income Generation update the marketing Plan for CEPU income generation.	3	0	0	1
Industrial Emergency Planning	13	0	4	6
• 6 monthly reviews of the pipelines overview	2	0	1	1
• COMAH Overview Document Review	2	0	1	2
• Maintain Seat on regional COMAH meeting	5	0	0	0
• Meet legal and non-legal duties under PSR	2	0	2	2
• Meet legal duties ref REPPiR Plan	2	0	0	1
CEPU Internal Functions	44	6	20	26
• Monthly team meetings	12	2	4	6
• Team brief weekly	1	0	0	0
• Monthly 1 to 1s (all staff)	12	2	5	7
• Appraisals - all staff	9	0	8	9
• Review of all those on development schemes against criteria for progression	1	1	1	1
• Health and Safety in unit review actions and risk assessments	9	1	2	3
Annual plan 19 – 20	5	4	5	5
• Approval by EPJC	5	4	5	5
Plan reviews required	3	0	1	1
• Plan audit- CEPU	3	0	1	1
Annual CEPU collective review of the four Local Authority Major Incident Plans	1	0	0	0
Recovery	1	0	0	0
• Recovery Exercise	1	0	0	0
Support to the LRF	5	1	1	1

• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5	1	1	1
Voluntary Organisations	8	1	4	4
• Hold 3 meetings with the voluntary sector	3	1	1	1
• Review the voluntary sector register of capabilities	5	0	3	3
Warning and informing	7	1	2	3
• Provide a range of information to local residents via established media	3	0	0	1
• CEPU Web site reviewed every quarter	4	1	2	2
Develop a sustainable community resilience model appropriate to Cleveland	10	0	2	2
• Develop a programme of community resilience initiatives	4	0	0	0
• Crucial Crew (LRF)	6	0	2	2
Additional Actions	8	0	3	
	293	35	105	152

Appendix 2 Key LRF Activities 1st September 2018 – 31st October 2018

Date	Event	Brief Details of Event/Key Agenda/Discussions
05/09/2018	NE LRF	North East Training and exercising meeting. Agreement reference a number of training and exercising activities.
06/09/2018	LRF Exercise	Strategic exercise based on a prolonged loss of power. Number of issues identified as result of the scenario against which assurance is currently being sought - overseen by the LRF.
11/09/2018	Industrial liaison	Site visit to new installation which will increase the resilience of water supply.
13/09/2018	Health and Social Care	Meeting of the Local Health and Social Care Group review of training and exercising needs / linkage between LRF work and health and social care.
14/09/2018	National	Resilience Standards Workshop – national steering group on the application of the non-mandatory standards.
18/09/2018	LRF Meeting	Strategic Board Held. Agenda items included:
19/09/2018	LRF Training	JESIP Train the Trainer, regional training for non-emergency services on the JESIP doctrine / application for first responders.
19/09/2018	Regional Cyber	Staff from a number of LRF agencies attended an event on cyber resilience.
02/10/2018	LRF presentation	Presentation to Environment Agency Area Duty Managers, reference the issues / risks within the Cleveland Area on behalf of the LRF.
03/10/2018	LRF Meeting	Meeting of the flood and adverse weather group items discussed included: <ul style="list-style-type: none"> • Greater use of resilience direct • Additional training and exercising of water rescue teams • Winter preparedness • Improvements in forecasting • Multi-agency flood plans
09/10/2018	LRF Meeting	Training and exercising group. The key focus of the group was the training and exercising calendar for 2019 – 2020. A number of bids for exercises both statutory and non-statutory had been received. Also discussed elements of learning identified from previous exercises.
10/10/2018	NE LRF	Meeting of risk leads to review the work undertaken on compiling a single North East risk register. Final areas of work required identified and agreed by the group with a view to the next release of the National Risk Assessment.
17/10/2018	LRF	Meeting with a housing provider reference supporting their role in resilience/ areas of joint interest.
23/10/2018	LRF Meeting	Warn and inform group; discussions on the group and the training / exercising needs of members and wider engagement with agencies.

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

Training	01/04/2018 - 31/05/2018		01/06/2018 – 31/08/2018		01/09/2018 – 31/10/2018				Total	
	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
Housing providers			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
MET Office Training*					1	35			1	35
BC Seminar*					1	31			1	31
Beach Supervisor Course*					1	29			1	29
Events Safety / ISAG					1	6			1	6
Total	4	148	7	568	4	101			15	796

Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
COMAH Exercise	1	20	2	48	3	71			6	139
Quarterly activation test	1	18	1	18	1	18			3	36
PowerStation	1	20	2	40					3	60
Specific event / venue tabletops			2	60					2	60
Community Safety Hub Validation			1	21					1	21
Strategic Exercise					1	31			1	
Total	4	98	8	187	5	120			17	356

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

Appendix 4 Communications received 1st September – 31st October 2018

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	0	None issued in period.
National Severe Weather Service (Met Office)	0	None issued in period.
Heatwave Alerts (Met Office)	0	None issued in 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)	3	Relating to flaring, false alarms and noise from steam.
Flood Guidance Statements (Met Office and Environment Agency)	0	None issued in period.
Flood Alert (Environment Agency)	2	Relating to Lower River Tees (some gates closed at Yarm).
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 September – 31st October 2018

Date	Borough	Exact Location	Type of incident	Additional information
24/09/2018	Redcar and Cleveland	Skelton	Fire and possible unstable structure	Fire at Skelton request for structural engineer received by Duty officer. Decision to cordon off and leave survey until morning.
23/10/18	Stockton	A689 Wolviston	Traffic disruption	Traffic build up on A689 Wolviston roundabout (old A19). Issues reported and disruption onto key road network. Issue was as a result of a new traffic light sequence. Issue raised and remediation requested by 3 rd parties.