

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 27th February 2019

At 10.00am

At the Emergency Planning Annex,
Stockton Police Station, Bishop Street,
Stockton-On-Tees, Cleveland, TS18 1TZ

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 5th December 2018
4. **ITEMS FOR DECISION**
 - 4.1 Future reporting on the operation of Cleveland LRF – *Cleveland LRF Chair*
 - 4.2 EPJC Constitution – *Chief Emergency Planning Officer*



5. ITEMS FOR DISCUSSION/INFORMATION

- 5.1 Activity Report (1 November 2018 to 1 February 2019) – *Chief Emergency Planning Officer*
- 5.2 Incident Report (1 November 2018 to 1 February 2019) – *Chief Emergency Planning Officer*
- 5.3 Financial Management Report for Period Ending 31 January 2019 – *Chief Finance Officer and Chief Emergency Planning Officer*
- 5.4 Cleveland LRF EU Exit Preparedness – Chief Emergency Planning Officer

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

7. DATE AND TIME OF NEXT MEETING:

To be confirmed



**EMERGENCY PLANNING
JOINT COMMITTEE**

MINUTES AND DECISION RECORD
5th December 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)

Councillors: Marjorie James (Hartlepool Borough Council)

Officers: Denise Ogden, Director of Regeneration and Neighbourhoods
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 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 recommenced on Tuesday 5th February 2019 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)

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

Officers: Stuart Marshall, Chief 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

The minutes of the meeting held on 11th October 2018 were received.

14. Function and Operation of Cleveland Local Resilience Forum *(Cleveland Local Resilience Forum Chair)*

Purpose of Report

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

Decision

That the report be deferred to the next meeting. The Chair requested that a report on current LRF activity be submitted by the LRF Chair.

15. Financial Management Report for period ending 31st October 2018 *(Chief Finance Officer and Chief Emergency Planning Officer)*

Purpose of Report

To provide details of the revenue outturn forecast as at 31st October 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 £5,000 on the main Emergency Planning (EPU) budget was forecast while the Local Resilience Forum budget was expected to be fully spent. Members were pleased to note the current budget stability.

Decision

That the latest forecast outturn be noted

16. Audit of Cleveland Emergency Planning Unit *(Chief Emergency Planning Unit)*

Purpose of report

To update members on the recent internal audit of Cleveland Emergency Planning Unit.

Issue(s) for consideration by the Committee

An independent internal audit had recently been carried out on the EPU in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the UK, as part a 3 yearly audit timetable. It showed “Satisfactory assurance”, the highest level of Audit return under the scheme and demonstrated that the risks were well controlled. Five areas for improvement were identified. Details of these and the action undertaken in response were appended to the report.

With respect to concerns around information sharing a member asked if it would be possible to hold a member briefing on this specific issue. The Chief Emergency Planning Officer advised that the plan was to produce a single updated Information Sharing Agreement document to apply across the North East responders upon receipt of new sector specific guidance

from Central Government. He would be happy to share this agreement document with members when it was completed but was unable to confirm when this would be. However the next tactical business group of the LRF would be looking at this issue in detail.

Decision

That the outcome of the internal audit and work undertaken by CEPU officers be noted.

17. Activity and Incident Report (1st September – 31st October 2018) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the activities, incidents report and warning communications received and dealt with by the Cleveland Emergency Planning Unit between 1st September and 31st October 2018.

Issue(s) for consideration by the Committee

Between 1st September and 31st October –

- 5 warning communications had been received
- 2 incidents of note had taken place
- 4 training events had been held
- 5 training exercises had been held

Information was also given regarding community resilience activities and LRF activities.

A Member referred to potential power outages in the area covered by the Unit and queried the impact this could have on industrial premises. The Chief Emergency Planning Officer confirmed that all had the ability to shut down safely and would not be reliant on intervention. This was confirmed by another member with first-hand experience of such a shut down.

A member requested more information on the '3 meetings with the voluntary sector' referred to in the Action Plan. The Chief Emergency Planning Officer indicated that these were organisations covering all 4 local authorities and tended to be focussed on the emergency sector. He was keen to establish links with the wider voluntary sector.

A member asked whether the Unit had made preparations for new member inductions following the May 2019 local elections. The Chief Emergency Planning Officer confirmed that awareness training would be provided in

each borough with an additional LGA emergency awareness course for new councillors due to take place in Newcastle.

Decision

That the report be noted

The meeting concluded at 10.20am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 8th February 2019

EMERGENCY PLANNING JOINT COMMITTEE

27th February 2019



Report of: Cleveland LRF Chair

Subject: Future reporting on the operation of Cleveland LRF

1 TYPE OF DECISION/APPLICABLE CATEGORY

For discussion and agreement.

2 PURPOSE OF REPORT

- 2.1 To provide members of the Emergency Planning Joint Committee (EPJC) with an understanding of the level of information available on the LRF as a means of increasing oversight of the function.

3 BACKGROUND

- 3.1 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.

- 3.2 Following discussion at the EPJC, the LRF manager has increased the amount of information available to members on the LRF function, this has included provision of the annual reporting and quarterly updates on training, exercising and key events.
- 3.3 The incumbent LRF Chair has attended meetings of the EPJC which unfortunately were not quorate and has agreed to attend one meeting per year to provide an overview of the annual plan. An additional report will be provided on a 6 monthly basis outlining actions completed to date and future proposed actions against the annual work and strategic objectives of the LRF.
- 3.4 The existing format of the annual Cleveland LRF work plan contains:
- Background on the LRF
 - LRF Membership
 - Cleveland LRF Structure
 - Key highlights and achievements (previous year)
 - LRF Priorities in the coming year
 - Notable incidents in year
 - Finance report income and expenditure in year
 - Update on key changes to legislation / guidance
 - Key points by workgroup (Chair, Achievements and future workplan)
- 3.5 Previously the annual plan has been released on agreement of the LRF strategic board – for future members may wish to consider a draft version / provide input on the strategic priorities of the LRF.

4 PROPOSALS

- 4.1 That members consider and discuss the reporting in place and identify any areas where they feel there would be additional benefit in inclusion.

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 A number of LRF members contribute to the LRF's funding, in addition to direct costs such as training and facilities, the Emergency Planning Unit undertakes a secretariat and management function on behalf of the LRF for which a recharge is undertaken.

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 consider if the combination of an annual LRF report, six monthly update and the attendance of the incumbent Chair / Vice Chair at the EPJC will provide the appropriate levels of assurance.

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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**EMERGENCY PLANNING JOINT
COMMITTEE**
27th February 2019



Report of: Chief Emergency Planning Officer

Subject: EPJC Constitution

1 TYPE OF DECISION/APPLICABLE CATEGORY

For information and decision.

2 PURPOSE OF REPORT

2.1 To provide members of the Emergency Planning Joint Committee (EPJC) with the opportunity to review the Emergency Planning Joint Committee constitution and terms of reference as per the agreed Cleveland Emergency Planning Unit workplan.

3 BACKGROUND

3.1 The work of the Cleveland Emergency Planning Unit is overseen by the Emergency Planning Joint Committee, comprising of one member per local authority. The terms of reference and constitution of the group was last amended in 2013 with minor updates for representatives in 2016 – 17.

3.2 Areas for consideration by members may include frequency of meeting and oversight of the LRF function.

3.3 It may also provide an opportunity for members to consider the current reporting format and meeting structure against the items identified in the terms of reference.

4 PROPOSALS

4.1 That members review the constitution and terms of reference and consider if the existing documents meet the needs of the EPJC or if they require updating.

5 RISK IMPLICATIONS

- 5.1 Failure to have relevant and appropriate terms of reference may restrict member's ability to undertake the function of oversight, or impact on the Chief Emergency Planning Officer's ability to meet the requirements or expectations of members.

6 FINANCIAL CONSIDERATIONS

- 6.1 There are no direct financial considerations as a result of this report.

7 LEGAL CONSIDERATIONS

- 7.1 The legal elements are covered within the terms of reference. It is understood changes to the constitution and terms of reference can be decided by the membership.

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 review the attached constitution and terms of reference and advise of any amendments that are felt to be required.

13 REASONS FOR RECOMMENDATIONS

- 13.1 To ensure that the terms of reference remains appropriate and that the existing practice of meeting the terms of reference meets member's needs.

14 BACKGROUND PAPERS

None submitted.

15 CONTACT OFFICER

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Appendix 1 Terms of reference and constitution of the EPJC

Appendix A Revised EPJC Constitution Constitution and Terms of Reference – Emergency Planning Joint Committee

Introduction

The Emergency Planning Joint Committee is an Executive Committee of the four constituent unitary Local Authorities in the former area of the County of Cleveland, namely Hartlepool Borough Council; Stockton-on-Tees Borough Council; Middlesbrough Borough Council and Redcar & Cleveland Borough Council.

Hartlepool Borough Council have been nominated as the “host / lead” authority for the Cleveland Emergency Planning Unit (CEPU) and provide the following services and facilities for/to the CEPU:

- Human Resources
- Finance
- Democratic Services
- Legal Services
- Information Technology (IT)

Legal and Constitutional Position

The Cleveland Emergency Planning Unit is a “Joint Arrangement” established under articles in the constitution of each of the four local authorities, for example, article 11 and part 7, schedule ‘A’ of the constitution of Hartlepool Borough Council provide the power to establish a joint arrangement with one or more local authority and to exercise executive functions.

The power to establish a joint arrangement under the constitution of the four local authorities is conferred from Section 101 of the Local Government Act 1972 - ‘Arrangements for discharge of functions by local authorities’. Section 102 – ‘Appointment of Committees’ allows local authorities (two or more) to appoint a Joint Committee with respect to any joint arrangement made under section 101.

The definition of ‘public authority’ is set out in Schedule 1 of the Freedom of Information Act 2000. Whilst the definition is lengthy it does include at Part II section 25 that a public authority includes a joint committee constituted in accordance with sections 101 and 102 of the Local Government Act

Therefore, the legal position is that both the Emergency Planning Joint Committee and Cleveland Emergency Planning Unit are a public authority for the purposes of the Local Government Act and the Freedom of Information Act and are classed as and “outside body”.

Membership of the Emergency Planning Joint Committee

On a biennial basis the four constituent Local Authorities elect an Elected Member (Councillor) and deputy to act on their behalf as a member of the Joint Committee.

Due to the Committee having executive powers, membership is made up of a leading/senior Councillor from each of the four local authorities, for example, a Portfolio Holder or Cabinet member.

The Joint Committee meets on a quarterly basis to meet the terms of reference of the committee. Meetings are arranged and administered through the Democratic Services Officer of Hartlepool Borough Council.

The Chair of the Committee is elected on a biennial basis from the membership of the committee. This election occurs at the first meeting in the fiscal year.

2016 – 2017 membership is:

- Councillor Marjorie James, Hartlepool Borough Council
- Councillor Mick Thompson, Middlesbrough Borough Council
- Councillor Alec Brown, Redcar and Cleveland Borough Council
- Councillor Mike Smith, Stockton-on-Tees Borough Council

In recognition of the requirement to have 3 Councils represented as a quorum, all members are expected to attend meetings unless exceptional circumstances prevail.

Terms of Reference:

To exercise the executive duties and functions of the four unitary authorities in relation to the following matters:

1. To approve for each authority the annual budget required by the Cleveland Emergency Planning Unit to fulfil its duties and responsibilities on behalf of the four unitary authorities and the basis of disaggregation to be met by the constituent authorities in their contribution to the overall costs.
2. To approve 'year end' reports on the budgetary performance of the Emergency Planning Unit, in accordance with financial regulations and procedures, including requests to place unspent money in 'reserves' or carry money forward.
3. To approve the Action Plan of the Emergency Planning Unit and receive a report thereon at each year end.
4. To oversee the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
5. To draw to the attention of each of the constituent authorities best practice in the field of emergency planning and the impact of new legislation and regulations.
6. To set and review the staffing establishment of the Emergency Planning Unit in accordance with the budget provision approved by the four constituent authorities.

7. To be responsible for, and keep under review, the accommodation and provision of equipment / facilities in the Emergency Planning Unit.
8. To approve the holding of Members Seminars in relation to emergency planning responsibilities and activities.
9. The Committee should meet at least 4 times per year at times to be determined by the Chair of the Joint Committee.
10. The quorum for meetings of the Joint Committee is 3 councils being represented.
11. The Chair of the Joint Committee will be appointed for the following 24 months at the first meeting in every other fiscal year.

Last reviewed: June 2013

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2019



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY REPORT
(1st November 2018 – 1st February 2019)

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, undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 1st November 2018 and the 1st February 2019.
- 2.3 To provide oversight to the EPJC members of the actions undertaken 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 1st February 2019, 232 of the 293 actions (79%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
 - Test of the unit's business continuity plan
 - Audit of equipment and stores
 - Agreed revised information management and retention
 - Review of the CEPU website
 - Training Needs Analysis' completed for each of the 4 Local Authorities
 - Approval of 2019 / 2020 training and exercise calendar
 - JESIP training delivered to Local Authority colleagues
 - Resilience Direct training delivered to a number of LRF partners

- Provision of Recovery Training to LRF members
- Support for Cleveland Fire Brigade on the Front Line Incident Commanders Course
- Provided the bespoke training package to the 3 schools in the Teesside Learning Trust.

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.

- Supported the delivery of the North East Business Continuity Seminar in October 2018
- Presented to the Scottish Government on the Cabinet Office Resilience Standards
- Lead on the development and implementation of the process and collation of the Risk Workstream, across the North East.
- Following the Kerslake Report and recommendations in relation to mass fatalities planning, the CLRF have held Stakeholder meetings including engaging with the Coroner and Coroners Officer to inform the ongoing work and review of the CLRF Mass Fatalities workstream.
- Procured training from the Cabinet Office Emergency Planning College on Planning for Mass Fatalities and People in emergencies.

3.4 Of note the LRF secretariat has been heavily engaged with the scoping and delivery of a number of actions outside the identified work plan, including increasing cyber resilience and preparations for a no deal EU Exit Scenario.

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.

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	Complete as of 31/10/18	Complete as of 01/02/19
Local Authority Preparedness	34	4	15	20	28
• Audit - Review Rest Centre Boxes in each LA	4	1	4	4	4
• Audit - Review emergency accommodation plan and develop shelter section	1	0	0	0	1
• Audit - kit / stores	5	0	1	3	3
• Audit - Borough Emergency Centers	4	1	3	4	4
• Team Exercise / scoping / scenario	12	2	3	3	8
• Each Local Authority Major Incident Plan to be reviewed	4	0	1	2	4
• Review of SOLACE guidance against current practice	4	0	3	4	4
Borough specific Strategic reports to LMT / EMT 4 times per year	16	2	2	2	11
EMRT meetings / Briefing to lead portfolio holders	53	6	18	35	50
• Redcar & Cleveland EMRT meets every 2 months	6	2	4	5	7
• Middlesbrough EMRT meets Monthly	12	2	6	7	9
• Stockton EMRT meets Quarterly	4	1	1	4	4
• Hartlepool EMRT meets Quarterly	4	1	1	3	4
• Updates of Borough Emergency Contact List emergency contact lists	8	0	3	6	8
• Review, development and provision of one loggist training package	1	0	1	1	1
• Test of Each Borough Emergency Centre's process and procedures	4	0	1	3	3
• Walkthrough of each Borough Major Incident Plan	4	0	0	3	4
• Training Needs Analysis undertaken by each borough against plan	4	0	1	3	4
• Training Needs compiled into a single document ready for bidding process	1	0	0	0	1
• 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	4
Info Governance	1	0	0	0	
CEPU BCM Planning Internal	16	2	4	5	8
• Conduct an annual exercise involving the CEPU BCM plan	1	0	0	0	1
• Review CEPU Business Continuity Management Plan	2	0	2	2	2
• After Hours contact Exercise (four local authorities)	4	0	0	0	0

• Conduct one out of hours contact exercise with the voluntary sector (Ex Chitchat)	1	0	0	0	0
• Confidential Duty Officer Phone Book	2	1	1	1	2
• Quarterly meeting of the lead emergency planning holders meeting	6	1	1	2	3
Provision of conduit for the Local Authority and provision of tactical advice	43	5	16	20	27
• Duty Officer Rota produced and agreed by officers	2	1	1	1	2
• Duty Officer function undertaken / fulfilled	12	2	5	7	10
• Data collated on incidents / communications and learning shared	12	2	5	7	10
• Review guidance for Duty Officer	2	0	2	2	2
• Elected Members Briefings	5	0	0	0	0
• Review and approval of EPJC constitution	1	0	0	0	0
• EPJC meetings 4 x meetings	9	0	3	3	3
Rest Centre /Emergency accommodation	3	0	1	1	1
Event Support	2	0	0	0	2
Learning Points	12	1	4	6	11
• Exercise Calendar	6	0	2	2	6
• Strategic Exercise	1	0	0	1	1
• Quarterly test of UMS system	4	1	2	2	3
• DTVA Airport Exercise	1	0	0	1	1
Financial Control	8	2	3	4	5
• Quarterly budget meetings	4	1	2	2	3
• Budget profile coming year	1	1	1	1	1
• Income Generation update the marketing Plan for CEPU income generation.	3	0	0	1	1
Industrial Emergency Planning	13	0	4	6	10
• 6 monthly reviews of the pipelines overview	2	0	1	1	1
• COMAH Overview Document Review	2	0	1	2	2
• Maintain Seat on regional COMAH meeting	5	0	0	0	1
• Meet legal and non-legal duties under PSR	2	0	2	2	2
• Meet legal duties ref REPIR Plan	2	0	0	1	2
CEPU Internal Functions	44	6	20	26	38
• Monthly team meetings	12	2	4	6	10
• Team brief weekly	1	0	0	0	0
• Monthly 1 to 1s (all staff)	12	2	5	7	10
• Appraisals - all staff	9	0	8	9	9
• Review of all those on development schemes against criteria for progression	1	1	1	1	1
• Health and Safety in unit review actions and risk assessments	9	1	2	3	8
Annual plan 19 – 20	5	4	5	5	5
• Approval by EPJC	5	4	5	5	5
Plan reviews required	3	0	1	1	2
• Plan audit- CEPU	3	0	1	1	2

Annual CEPU collective review of the four Local Authority Major Incident Plans	1	0	0	0	1
Recovery	1	0	0	0	2
• Recovery Exercise	1	0	0	0	2
Support to the LRF	5	1	1	1	2
• Produce annual meeting schedule including timeline for requesting items, meeting with chairs, issuing papers, uploading minutes etc	5	1	1	1	2
Voluntary Organisations	8	1	4	4	6
• Hold 3 meetings with the voluntary sector	3	1	1	1	2
• Review the voluntary sector register of capabilities	5	0	3	3	4
Warning and informing	7	1	2	3	4
• Provide a range of information to local residents via established media	3	0	0	1	1
• CEPU Web site reviewed every quarter	4	1	2	2	3
Develop a sustainable community resilience model appropriate to Cleveland	10	0	2	2	3
• Develop a programme of community resilience initiatives	4	0	0	0	0
• Crucial Crew (LRF)	6	0	2	2	3
Additional Actions	8	0	3	3	5
	293	35	105	152	232

Appendix 2 Key LRF Activities 1st November 2018 – 1st February 2019

Date	Event	Brief Details of Event/Key Agenda/Discussions
02/11/2018	Testing and Exercising Workshop	Ran as a joint training session with Northumbria and Durham under the oversight of the NETEG. This training provided a basic background in exercising from the beginning of the planning process to the Debrief.
06/11/2018	Tactical Business Group	Discussion on the potential impacts of a no deal EU Exit followed by a workshop on the implementation of the Human Aspects standards.
07/11/2018	North East Resilient Telecoms workshop	Facilitated by the department for digital culture media and sport. Covered what the Electronic Communications Resilience and Response Group do and the risks around loss of electricity and telecoms.
12/11/2018	Mass fatalities meeting	Discussion with NHS, Local Authority and Coroner for Teesside reference current capacity and capability to manage a mass fatalities incident.
22/11/2018	Cyber Workshop	Cyber resilience showcase hosted by MHCLG aimed at increasing cyber resilience of LRF agencies, highlighted accessible resources.
30/11/2018	Cyber Exercise	Officer attended the initial test of Ex Finack a national exercise to encourage a greater understanding of cyber by LRF and responders. It was noted that many of the existing plans can be transferred to manage cyber impacts.
19/11/2018	Resilient Standards	Officer attended a meeting with Scottish Government and Cabinet Office outlining the lessons from Cleveland's local implementation of the Resilient Standards.
27/11/2018	East Coast Flood Group	Discussion on the recommendations from the Multi-Agency Flood Plan review and the scoping of a national exercise in 2020.
26/11/2018	Flood stud day	Noted that there are issues ref fire call out of Mountain Rescue, HART now splitting team to make best use of paramedics across fire etc
05/12/2018	BT Response	BT response demonstration of equipment and capability to support agencies in an emergency and the loss of communications scenario.
06/12/2018	COMAH Exercise	3 yearly duty holder exercise - Required under COMAH Regulations
16/01/2019	Durham mass fatalities	Mass fatality workshop led by Darlington and Durham
22/01/2019	Recovery Training	Recovery training delivered by CEPU to LRF
22/01/2019	Training and exercising group held	Meeting reviewed training and exercising bids received and recent exercises.
23/01/2019	School Training	School Training to help embed emergency plan for Thornaby Academy
24/01/2019	COMAH Exercise	3 yearly duty holder exercise - Required under COMAH Regulations
29/01/2019	Tactical Business Group	Agreement on exercise calendar, updated work plan, information sharing, briefing on cyber WARP.
29/01/2019	TBG Workshop Business Continuity Management	Workshop to discuss LRF Agencies approach to Business Continuity Management. Facilitated by Durham and Darlington Foundation Trust
31/01/2019	NE EU Exit workshop	Workshop held with NE LRF partners.

Appendix 3 Staff trained and exercised 1st November – 1st February 2019

Training	01/04/2018 - 31/05/2018		01/06/2018 – 31/08/2018		01/09/2018 – 31/10/2018		01/11/2018 – 01/02/2019		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
JESIP							1	15	1	15
Schools Training	1	50	1	18					2	68
Housing providers / Looked after Children			1	20			1	24	2	44
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*/ Workshop					1*	31*	1	15	1	15
Beach Supervisor Course*					1	29			1	29
Events Safety / ISAG					1	6			1	6
Recovery							1	18	1	18
Testing and exercising							1	17	1	17
Total	4	127	7	568	3	70	5	89	19	854

Exercises	Exercise s held	Number involved	Exercise s held	Number involved	Exercise s held	Number involved	Exercise s held	Number involved	Total events	Total attendee
	Search and rescue seminar	1	40							1
NE Flood Study Day							1	65	1	65
COMAH Exercise	1	20	2	48	3	71			6	139
EU Exit Workshop*							1	74	1	74
Quarterly activation test	1	18	1	18	1	18			3	54
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	31
Total	4	98	8	187	5	120	2	139	19	544

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

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2019



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(1st November 2018 – 1st February 2019)

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 incidents reported and warning communications received and dealt with by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 1st November 2018 and the 1st February 2019.

3. BACKGROUND

- 3.1 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.
 - 3.1.1 An outline of warnings received are contained in appendix 1, and incidents that staff have been involved in or notified of are contained in appendix 2.

4. PROPOSALS

- 4.1 Members familiarise themselves with the profile of warnings received and the incidents that have occurred with a view to seeking additional detail if required.

5. RISK IMPLICATIONS

- 5.1 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 incidents / warnings received.

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.

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 Communications received 1st November 2018 – 1st February 2019

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)	3	Relating to wind, snow and ice.
Heatwave Alerts (Met Office)	0	None issued in period.
Cold Weather Alerts (Met Office)	1	Level 3 alert issued, relating to health impacts.
Industrial Communications Red (Local Industry)	0	None issued in period.
Industrial Communications Blue (Local Industry)	11	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)	0	None issued in period.
Flood Warnings (Environment Agency)	0	None issued in period.
Severe Flood Warnings (Environment Agency)	0	None issued in period.

Appendix 2 Incidents of note 1st November 2018 – 1st February 2019

Date	Borough	Exact Location	Type of incident	Additional information
06/11/18	Hartlepool	The old Square Inn, Staindrop Street	Fire in derelict building	Structural engineer requested by the brigade – bronze deployed and building fenced off.
22/11/2018	Redcar & Cleveland	Tees dock Road	Protest	Traffic disruption on Tees dock road and A66
23/11/2018	All Boroughs	Potential protests leading to traffic disruption	Protest	Threat of disruption to trunk road / wider road network.
25/11/2018	Stockton-on-Tees	Prior Court Billingham	Fire in high rise	Fire in high rise building rest centre on standby

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2019



Report of: Chief Finance Officer and Chief Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT REPORT FOR PERIOD ENDING 31ST JANUARY 2019

1. PURPOSE OF REPORT

1.1 To provide details of the revenue outturn forecast for the Cleveland Emergency Planning Joint Committee as at 31st January, 2019.

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 January, 2019.

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 £8,000. The main reasons for this are staff cost savings and income generation as detailed below.

3.2 The report for the position as at 31st October, 2018 included a favourable variance of £3,000 in relation to staffing costs due to a vacant post earlier in the year. This has now increased to £4,000 as a result of another expected vacancy from March 2019.

3.3 There has been an increase in the forecast for income £7,000 following successful income generation activities and additional cost recovery. This is partly offset by attributable running costs of £4,000, resulting in an additional net surplus of £3,000 compared to budget.

- 3.4 The overall forecast surplus of £8,000 will be transferred to the Emergency Planning Reserve to support future service delivery.

Table 1: Forecast Outturn

	Budget	Projected Outturn	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	296	292	(4)
Direct Costs - Other	98	101	3
Income	(394)	(401)	(7)
Net Position Before Use of Reserves	0	(8)	(8)
Transfer To/(From) Reserve	0	8	8
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

27th February 2019



Report of: Chief Emergency Planning Officer

Subject: Cleveland LRF EU Exit preparedness

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 Local Resilience Forum (LRF) preparations for a “no deal” EU Exit Scenario.

3 BACKGROUND

- 3.1 Members will be aware of the potential for a “no deal” EU Exit. As part of the duties under the Civil Contingencies Act 2004 Local Resilience Forums have been advised to plan and prepare for such a scenario.
- 3.2 Within Cleveland a task and finish group has been established by the Local Resilience Forum’s Strategic Board. Membership is drawn from LRF partners with whom strong working relationships exist.
- 3.3 The LRF / Cleveland Emergency Planning Unit is providing a secretariat role and acting as a single point of contact for Cleveland LRF.
- 3.4 As per usual practice, LRF members have undertaken an assessment of the potential impacts (based on the technical notices and Community Risk Register) to provide a scenario from which to plan, members should note that this is not necessarily a prediction of what will happen.
- 3.5 As members will appreciate there remains a significant amount of uncertainty on the impacts, therefore the LRFs focus is on having an effective information flows, coordinated public communications mechanisms and where appropriate the application of LRF existing plans.

4 PROPOSALS

- 4.1 That members familiarise themselves with the LRF's role in EU Exit response planning with a view to being in a position to seek assurance / further information if so required.

5 RISK IMPLICATIONS

- 5.1 There is a risk of the LRFs role in EU Exit being seen to include the mid-longer term issues, this is not the remit of the LRF whose focus is towards the acute / immediate impacts. Relationships and communications with relevant bodies who represent the longer term aspects have been established.

- 5.2 It is recognised that the work undertaken may not be required however based on the number of unknown elements it is deemed pertinent to undertake planning across the partnership.

6 FINANCIAL CONSIDERATIONS

- 6.1 There are no direct financial considerations as a result of this report. Members may be aware that £38K, has been made available to LRFs in the form of a grant. Discussion on how this grant will be utilised are ongoing.

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 Consideration has been undertaken reference ensuring suitable and competent officers are available to support the response to a no deal EU Exit scenario.

11 ASSET MANAGEMENT CONSIDERATIONS

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

12 RECOMMENDATIONS

- 19.02.27 - 5.4 EU Exit Preparedness Cleveland LRF

- 12.1 It is recommended that members of the EPJC continue to seek assurance on the operation and effectiveness of the Local Resilience Forum's EU Exit preparedness from the CEPO / LRF Manager, the LRF Chair and Vice Chair.

13 REASONS FOR RECOMMENDATIONS

- 13.1 To enable members to ensure on behalf of the public effective and proportionate EU exit preparations are being undertaken by the LRF.

14 BACKGROUND PAPERS

None submitted.

15 CONTACT OFFICER

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