

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Thursday 28th November 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 Dorothy Davison

Redcar and Cleveland Borough Council: - Councillor Barry Hunt

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 September 2019

4. **ITEMS FOR DECISION**

None

5. **ITEMS FOR DISCUSSION/INFORMATION**

5.1 Financial Management Update Report (*Director of Finance and Policy and Chief Emergency Planning Officer*)

5.2 Cleveland Emergency Planning Unit – Staffing Update (*Chief Emergency Planning Officer*)

5.3 Exercising and Training 2020-21 (*Chief Emergency Planning Officer*)

5.4 Activity Report (28 August – 15 November 2019) (*Chief Emergency Planning Officer*)

5.5 Incident Report (28 August – 15 November 2019) (*Chief Emergency Planning Officer*)



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

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

Thursday 27th February at 10.00am



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

11th September 2019

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

Present:

Councillor: Barry Hunt (Redcar and Cleveland 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

3. Apologies for Absence

Apologies were submitted by Councillor Dorothy Davison (Middlesbrough
Borough Council)

4. Declarations of interest by Members

None

5. Minutes of the meeting held on 24th July 2019

Minutes received.

6. Financial Management Report (*Chief Finance Officer and Chief Emergency Planning Officer*)

Purpose of report

To provide details of the financial outturn for the year ending 31st March
2019 and the latest budget position and forecast outturn as at 31st July
2019 for the current financial year.

Issue(s) for consideration by the Committee

A summary of the outturn position at 31st March 2019 was provided as set out in the report. A favourable variance of £8,000 on the main Emergency Planning Unit (EPU) budget had been achieved. The budget for the Local Resilience Forum (LRF) had been fully spent. For 2019/20 a favourable variance of £47,000 on the main Emergency Planning (EPU) budget was forecast. An additional £78,000 had also been allocated to the LRF by the Government to assist in Brexit preparations. This was in addition to the £38,000 allocated for this purpose the previous year. A strategy for the use of this additional funding was currently under development. The Chief Emergency Planning Officer assured members that the LRF had been preparing for a range of scenarios following the UK's exit from the EU and had a framework in place to ensure that emerging issues could be identified and fed into the LRF partnership and Government as required. Officers had no specific concerns from a budget standpoint the unit was in a strong position.

Decision

That the 2018/19 outturn and latest forecast for 2019/20 be noted.

7. CEPU Proposed Action Plan 2019-2020 (*Chief Emergency Planning Officer*)

Purpose of report

To provide the action plan of the Emergency Planning Unit to assist in overseeing the performance and effectiveness of the Unit and its value to the four authorities.

Issue(s) for consideration by the Committee

The proposed plan was comprised of 385 actions and objectives and their associated indicators, compiled using statutory requirements, national guidance and good practice. The actions had been compiled under 16 headings including Local Authority Preparedness, CEPU Internal Functions, and Training and Exercising. The proposed action plan was appended to the report along with details of the LRF priorities and actions. Quarterly updates on both would be provided to members. The Chair of the LRF had will attend a future meeting of the Committee to update members on the work of the partnership.

Decision

That the proposed action plan be approved and quarterly updates and additional information as requested by members be provided by the Chief Emergency Planning Officer.

8. Activity Report (2nd February 2019 - 31st March 2019)
(Chief Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the activities undertaken during the period in question and to provide oversight of the actions undertaken by the Cleveland LRF.

Issue(s) for consideration by the Committee

Details were given of the progress made during the period against the CEPU Action Plan and key LRF activities undertaken. 9 training events and 5 training exercises had taken place. Members' attention was drawn to the delivery of training to schools and councils and work undertaken in anticipation of the update to the Radiation Emergency Preparedness Public Information Regulations 2019. A member referred to future training of officers and suggested that part of the reserves be set aside specifically to fund training courses. They also referred to people and institutions who might be able to work with the CEPU to develop training courses. The CEPO advised that he would be keen to discuss potential opportunities further with the relevant points of contact.

Decision

That the areas of work undertaken be noted

9. Activity Report (1st April 2019 – 30th June 2019) (Chief
Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the activities undertaken during the period in question and to provide oversight of the actions undertaken by the Cleveland LRF.

Issue(s) for consideration by the Committee

Details were given of the progress made during the period against the CEPU Action Plan and key LRF activities undertaken. 20 training events

and 8 training exercises had taken place. Members' attention was drawn to the winter preparedness annual review and the additional Resilience Direct training provided to partner organisations by CEPU officers to enable file sharing in planning and emergency response situations.

Decision

That the areas of work undertaken be noted

10. Activity Report (1st July 2019 – 27th August 2019) (Chief Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the activities undertaken during the period in question and to provide oversight of the actions undertaken by the Cleveland LRF.

Issue(s) for consideration by the Committee

Details were given of the progress made during the period against the CEPU Action Plan and key LRF activities undertaken. 2 training events and 1 training exercise had taken place. Members' attention was drawn to the development of the North East Yorkshire and Humber cyber plan and the response to the Marton Country Club Fire and subsequent debrief. In light of the events at the Marton Country Club members queried what action could be taken to ensure publically and privately-owned derelict buildings were properly secured. The Chief Emergency Planning Officer acknowledged their concerns and advised that following the debrief, discussions were ongoing reference the multi-agency work that may reduce the likelihood and aid the response to incidents at derelict buildings.

Decision

That the areas of work undertaken be noted

11. Incident Report (2nd February 2019 – 30th June 2019)
(Chief Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the incidents reported and warning communications received and dealt with by the Unit during the period in question.

Issue(s) for consideration by the Committee

Details were given of the communications received and incidents of note during the period. The Chief Emergency Planning Officer paid particular tribute to the work of Middlesbrough Council and the British Red Cross in providing support to residents during and following the Marton Country Club fire.

Decision

That the areas of work undertaken be noted

12. Incident Report (1st July 2019 – 27th August 2019)
(Chief Emergency Planning Officer)

Purpose of report

To assist Members in overseeing the performance and effectiveness of the Unit, to inform of the incidents reported and warning communications received and dealt with by the Unit during the period in question.

Issue(s) for consideration by the Committee

Details were given of the communications received and incidents of note during the period.

Decision

That the areas of work undertaken be noted

The meeting concluded at 11:10am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 13th September 2019

**EMERGENCY PLANNING JOINT
COMMITTEE**
28th November, 2019



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

Subject: FINANCIAL MANAGEMENT UPDATE REPORT

1. PURPOSE OF REPORT

1.1 To provide details of the forecast outturn as at 31st October, 2019 for current financial year ending 31st March, 2020.

2. BACKGROUND AND REPORTING ARRANGEMENTS

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.

3. FORECAST OUTTURN

3.1 The latest forecast outturn is similar to that previously reported for the position as at 31st July, with an expected £43,000 favourable variance as set out in the following table:

Table 1 - 2019/20 Forecast as at 31st October, 2019

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	303	288	(15)
Direct Costs - Other	123	122	(1)
Income	(426)	(453)	(27)
Net Position Before Use of Reserves	0	(43)	(43)
Transfer To/(From) Reserves	0	43	43
Net Position After Use of Reserves	0	0	0

- 3.2 The main reasons for the overall favourable variance are detailed below.
- 3.3 Staffing costs are currently lower than budget as a result of a vacant post. A restructure has now been completed resulting in a new post which is expected to be filled from January.
- 3.4 As detailed in the previous report, the level of fee income from the duties under the REPPIR legislation is expected to exceed the budget in the current year due to a number of significant additional pieces of work being undertaken in relation to the Nuclear Power Station. These additional activities include the planning and delivery of the Level 2 Power Station Exercise (Exercise Andromeda) and the work associated with the anticipation of the new REPPIR 2019 Regulations.
- 3.5 The Government has provided an additional £78,000 of Brexit funding for the Local Resilience Forum (LRF) to help with preparations for EU Exit in addition to the £38,000 received in 2018/19. Given the significant uncertainty relating to Brexit, the grant is currently being maintained as a contingency with minor recharges for partner time spent supporting LRF arrangements. Should the contingency not be required it is envisaged that some additional recharges will be made against the grant for CEPU and others staff time spent on Brexit preparations. It is proposed that following confirmation of stand down that any remaining grant will either be distributed to LRF partners on a basis yet to be determined by the LRF, or used to support specific LRF work-streams.

4. RECOMMENDATIONS

4.1 To note the latest financial forecast for 2019/20.

5. BACKGROUND PAPERS

5.1 None.

6. CONTACT OFFICER

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Chris Little
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EMERGENCY PLANNING JOINT COMMITTEE

28th November 2019



Report of: Chief Emergency Planning Officer

Subject: CEPU Staffing Update

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For consideration and approval by the Emergency Planning Joint Committee (EPJC).

2. PURPOSE OF REPORT

2.1 One of the functions of the emergency planning joint committee outlined in the constitution is to “set and review the staffing establishment of the emergency planning unit in accordance with the budget provision approved by the four constituent authorities.”

2.2 To assist members of the EPJC in meeting this function this paper sets out the current staffing provision within the Unit and updates on a number of changes of note.

3. BACKGROUND

3.1 Hartlepool borough council is the lead authority for the joint arrangement and as such employ all staff within the Unit. All human resources policies applicable to staff are those of Hartlepool Council. The current staffing budget inclusive of wages and overheads is £303,000 which is 71% of the Units overall budget.

3.2 When budgeting for staffing this is always undertaken using the highest band that the officer could achieve within their current role / future development scheme. This ensures that the wage bill will always be met but does result in an underspend where officers are not at the top of their salary. The costs associated with the Local Resilience Forum (LRF) Coordinator and partial costs of the Chief EPO / LRF Manager are reclaimed from subscription to the LRF. All roles have been subject to job evaluation.

3.3 The current staffing make up is 9 members of staff distributed as per the structure chart Appendix 1. The current staffing is a 2 female / 7 male gender

spilt. Lengths of service with the authority vary from 3 – 24 years. Most staff are on a 37.5 hour week, however some staff have sought variations in line with HBC policies to provide a better home / work life balance e.g. condensed hours or reduced hours. All but one post are permanent, the exception being the Business Support Officer role due to commence in late 2019/ early 2020, which is a 12 month fixed term role.

- 3.4 Officers background varies significantly with some staff having local affiliation others being attracted to the area by the role and following completion of specific qualifications in the emergency planning field. Of note 6 staff have progressed in the Unit from initial roles as assistant emergency planning officers through to Senior, Principal or Chief.
- 3.5 Whilst directed by the Chief Emergency Planning officer to meet specific elements of the work plan agreed by the EPJC, those officers allocated to boroughs also work to Directors to ensure that the borough specific requirements are delivered.
- 3.6 Given the increasing range of areas and knowledge required to fulfil the role a number of areas have been identified with officers identified as leads expected to develop a greater knowledge of the work areas. Examples of lead portfolios include training, planning, cyber resilience, marine pollution and industrial emergency planning.
- 3.7 Significant time has recently been put into changing a number of roles from static bands to development schemes. Development schemes cover a number of pay bands with progression through the bands criteria having to be evidenced to an independent board. The benefits of this approach include a greater recognition of time served officers who have developed significant experience, clear career pathways and ensuring that officers have a wide experience of the key elements of the role. This in turns assists in developing consistency with regards to how activities such as training and exercising are undertaken by the officers. The development schemes are particularly beneficial in enabling a wider recruitment into what is increasingly a specialised field.
- 3.8 Out of office hours 5 of the officers (Principal and Senior EPOs) are on the duty officer system, this provides a 24/7 point of contact for partners and tactical advice in the event of an incident occurring out of office hours. The normal on call period is a 7 day duration during which officers are able to respond to central Middlesbrough within a 30 minute period. An allowance is paid in recognition of the impact on the officer. In the event of a major incident requiring a response beyond a single duty officer, or in the event of a prolonged response additional officers respond under best endeavours. The willingness of officers to respond to incidents when not on call has been repeatedly demonstrated.
- 3.9 An open door policy, weekly team briefs and regular one to ones ensure that staff have avenues to raise issues. All staff participate in an annual appraisal which is undertaken in line with HBC's corporate scheme. Training needs

are identified through a combination of ongoing assessment, development scheme criteria and opportunities. At the current time one staff member is undertaking a level 5 qualification through Hartlepool Councils links with the Hartlepool College of Further Education.

4. PROPOSALS

- 4.1 That the members note the work undertaken to ensure appropriate staffing and the current staffing provision.
- 4.2 That members recognise the benefits that a joint unit covering the authorities provides in terms of the number of officers who can be drawn on and the ability to develop in depth knowledge across the full spectrum of civil contingencies.
- 4.3 That the Chief Emergency Planning Officer provides updates on any additional changes or potential impacts on resourcing in due course.

5. RISK IMPLICATIONS

- 5.1 Failure to have appropriate staffing, develop staff and maintain a consistent staff is likely to result in increased turnover of staff significantly impacting on the experience and knowledge available to the Unit and those reliant on it.

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 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

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 note the actions undertaken to ensure appropriate staffing within the emergency planning unit.

12.2 That where required members seek further information and clarification on the staffing provision and associated elements e.g. training.

12.3 That the CEPO continues to develop the CEPU staffing to ensure continuity and a high level of service.

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.

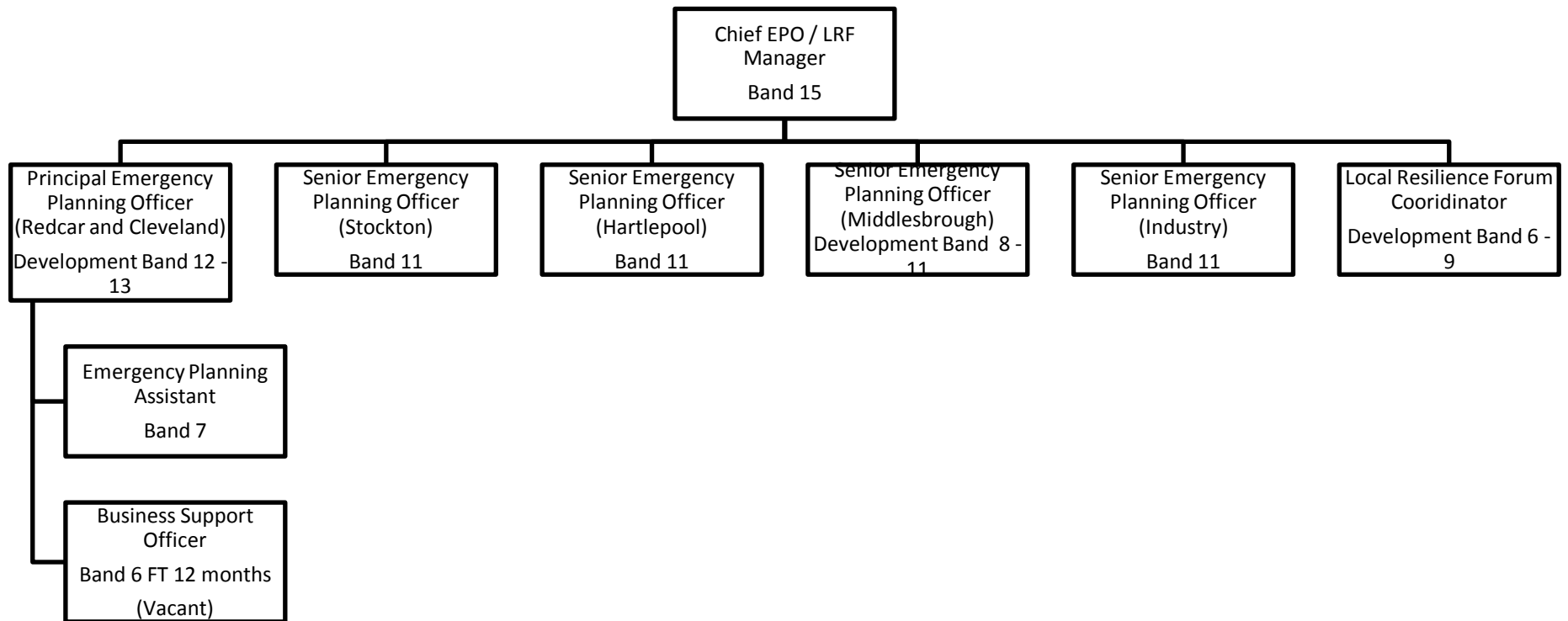
14. BACKGROUND PAPERS

No background papers provided.

15. CONTACT OFFICER

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Appendix 1) Structure chart Cleveland EPU



EMERGENCY PLANNING JOINT COMMITTEE

28th November 2019



Report of: Chief Emergency Planning Officer

Subject: Exercising and training 2020-21

1. TYPE OF DECISION/APPLICABLE CATEGORY

1.1 For consideration and approval by the Emergency Planning Joint Committee (EPJC).

2. PURPOSE OF REPORT

2.1 To provide members with an overview of the proposed training and exercising calendar for 2020-21.

3. BACKGROUND

3.1 Every year the emergency planning unit undertakes and requests Local Resilience Forum partners to contribute to a training and exercising calendar via a “bidding” process.

3.2 Following compilation at the LRF’s Training and Exercising Group (TEG) the draft calendar is provided to the LRF Tactical and Strategic Boards for approval. Prior to submission to the boards the TEG undertake a consideration against the existing risk register, previous exercises and identified training needs. Further work is undertaken to minimise clashes with dates between local, regional and national exercises and events. Where possible economies of scale are applied to ensure that benefits are shared e.g. running regional training once instead of several localised events.

3.3 The calendar is based on direct statutory duties specifically required by legislation e.g. Control of Major Accident Hazard Legislation and exercising required as a result of indirect statutory requirements e.g. the Civil Contingencies Act and accompanying guidance. Table one below summarises the training and exercising required and requested as of 15th November 2019.

Table 1: Summary of exercise by sector

COMAH Exercises (petro/chemical sites)	8
REPPiR Exercises (PowerStation)	10
Training Events	25
Exercises (not including COMAH / REPPiR)	15

3.4 Attached at Appendix 1 is a more detailed summary of the range of bids and training requested for delivery in 2020 – 2021.

4. PROPOSALS

4.1 That the members note the work undertaken by the joint unit on behalf of the LRF and the authorities and variety of training requirements.

4.2 That members consider any training or exercising that they may wish to be involved in.

5. RISK IMPLICATIONS

5.1 Exercising assists in ensuring that the plans prepared by the Unit and LRF partners are complete, accurate and practicable. Failure to exercise plans may bring action by the competent bodies charged with ensuring compliance and may also lead to plans failing when required.

6. FINANCIAL CONSIDERATIONS

6.1 There are no financial considerations relating to this report, where possible any costs associated with exercising are recharged under the relevant legislation or jointly funded by the relevant agencies. A number of courses are provided at nil cost to the EPU through recharges to attendees.

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 Further enforcement may take place in the event of failure to meet the duties identified under industrial legislation including the Control of Major Accident Hazard Regulations (2015), Pipeline Safety Regulations 1996 and Radiation Emergency Preparedness Public Information Regulations 2019.

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 note the range of bids received for 2020 – 2021 training and exercising calendar.

12.2 It is recommended that members advise the CEPO of any areas that they would like to receive further information on.

13. REASONS FOR RECOMMENDATIONS

13.1 To ensure that members of the EPJC have an oversight of the training and exercising of both the local authorities and the wider LRF.

14. BACKGROUND PAPERS

No background papers provided.

15. CONTACT OFFICER

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Appendix 1) Training and exercising bids received for 2020-21

COMAH Operators	<ul style="list-style-type: none"> • A total of 8 COMAH high priority exercise are due to take place within 2020 – 2021 financial period. These are likely to be a combination of small scale / table tops.
REPPIR	<ul style="list-style-type: none"> • 10 exercises in total including Shift Exercises, Peer Assessed Exercise, Desktop Exercises and Level 1 exercise.
Local Authorities	<ul style="list-style-type: none"> • Annual Exercises of Borough Major Incident Plans • Strategic Officer Training (Internal) • Tactical Officer Training (Internal) • Logistics Training (Internal) • Recovery Training and Exercise (LRF) • Rest Centre Manager Training (LRF) • Assistance Centre Exercise (LRF) • MAGIC Lite Training (Regional) • Strategic exercise
Cleveland Emergency Planning Unit	<ul style="list-style-type: none"> • 1 x Plume Prediction Exercise (TT) • 2 x RD Mapping Showcases • Independent Advisory Group Training (including exercise) • Radiation Monitoring Unit (RMU) Training / exercise • Resilience Direct Agency Reports (Objective) • Multi-Agency Information Cell (Objective) • Survivor Reception Centre / Friends and Family Reception Centre Exercise • Recovery, Mass Fatalities and Consequence Management Training • Regional cyber exercises in conjunction with the WARP / ROCCU
LRF Partners	<ul style="list-style-type: none"> • SCC Familiarisation Days (Upon Request) • 1 x CBRN Exercise • 1 x Media Exercise (Objective) • 1 x Flood Study Day Recovery Focus (Regional) • Resilience Direct Training (Regional) • MAGIC & MAGIC Lite Training (Regional) • Debrief Training (Regional) • Met Office Training (Regional) • Regional cryptosporidium exercise (TT) • Regional Port Health exercise (TT)

EMERGENCY PLANNING JOINT COMMITTEE

28th November, 2019



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY REPORT
(28th August – 15th November 2019)

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency Planning Joint Committee (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 EPJC of the activities, undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 28th August 2019 and the 15th November 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 1st April 2019 – 27th August 2019. As of the 15th November 2019, 163 of the 385 actions (42%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
 - Response to the incident at the former SSI site.
 - Training needs analysis for each authority.
 - Maintenance of health and safety requirements of the Unit.
 - Exercises and awareness sessions on Cyber and Nuclear response.
- 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.
 - Continued preparation and assurance on Brexit.

- Hosted a multi-agency workshop on community resilience to further develop the collective approach to community engagement.
- Following a number of occurrences of fires, a Cleveland wide workshop on prevention and mitigation of fires in derelict properties was held actions are now being progressed.
- Development of joint training and exercising plan between LRF partners including all statutory exercises and additional identified needs.
- Provision of training for partners including business continuity, Resilience Direct and cyber.

3.4 Of note the LRF secretariat continues to be 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 Brexit Scenario. These areas have impacted on the original LRF work plan both locally and nationally i.e. delayed issue of guidance from national teams redeployed to Brexit preparation, reduced resources etc.

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 2019 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

- 11.1 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 2019 – 20, the full action plan is included in the papers for the EPJC meeting 11th September 2019.

15. CONTACT OFFICER

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Appendix 1 CEPU Action plan 2019 – 20, Summary of progress

The following table provides an overview of the proposed CEPU annual plan 2019 – 20 with progress within the period 28th August – 15th November 2019.

	Actions yet to complete as 15/11/2019	Actions complete 30/06/2019 – 27/08/2019	Actions complete 28/08/2019 – 15/11/2019	Grand Total
CEPU Action plan 20 – 21	5	1	1	6
CEPU Internal Functions	26	20	25	51
Develop a sustainable community resilience model appropriate to Cleveland	5	1	1	6
Elected members	13	5	5	18
EMRT meetings / Briefing to lead portfolio holders	12	22	22	36
Event Support	2	1	1	3
Financial Control	9	2	3	13
Industrial Emergency Planning	12	4	6	18
Local Authority Preparedness	46	29	48	95
Plan reviews required	8	7	9	17
Provision of conduit for the Local Authority and provision of tactical advice	19	10	15	34
Specific Plans	25	4	5	30
Support to the LRF	4	1	3	7
Voluntary Organisations	8		1	9
Warning and informing	2	2	3	5
Training and exercising	23	8	14	37
TOTAL	219		162	385

(note: four actions are identified as redundant – primarily as a result of scheduled meetings scheduled being cancelled as a result of incidents clashing with meeting dates etc)

Appendix 2 Key LRF Activities 28th August – 15th November 2019

Date	Event	Brief Details of Event/Key Agenda/Discussions
29/08/2019	Engagement with Cabinet Office	Aiding the discussion on capability mapping.
05/09/2019	South Tees Health protection Board	Input into the health protection board including agreement to present at forthcoming conference and action plan.
10/09/2019	LRF strategic Board	Update on the REPPIR legislation and planning relating to the Hartlepool Power Station, update on Cyber resilience, strategic risk register and the national security risk assessment and how it will be applied to the LRF area.
11/09/2019	Meeting with CFB	Reference approach to derelict buildings across the LRF area and how information held by partners on the buildings and associated risks can be made more accessible.
18-19/09/2019	Cyber	Input to North East and National Cyber materials bridging the gap between technical and organizational response.
24/09/2019	Flooding	Representation at the NE flood leads meeting to ensure alignment with new DEFRA guidance on multi-agency flood plans. From initial comparison against the guidance Cleveland LRF's existing plan is on track to meet the assessment due May 2020.
07/10/2019	Utilities / Cat 2 meeting	Regional meeting of utilities and LRFs to ensure shared learning and practice. Discussion on future recent responses and training / exercising needs.
09/10/2019	Cyber and NSRA Workshop	Representatives attended and contributed including presenting at a HM Government workshop. This gave the opportunity to both feedback to HM Government on process and to discuss joint working with regional peers.
14/10/2019	LGA Elected Member Training	LRF input into the Local Government Association training.
15/10/2019	Flood and adverse weather group	Local group engaging key agencies identification of priorities for the coming year.
16/10/2019	Risk assessment working group	Assessment of the change in methodology and impacts on the local area of the recent NSRA. Agreement on timescales and approach for local and regional assessment.
23/10/2019	PCC office meeting	Meeting with eth PCCs office and safer in Tees Valley reference support for victims involved in major incidents, activities and future relationships identified.
29/10/2019	Training and exercising group	Collation of bids for the 2020-21 calendar, review of recent exercises and upcoming exercises.
12/11/2019	Tactical Business Group	Approval of a number of recommendations including on cyber, training and exercising. Discussion on LRF future priorities.
12/11/2019	Tactical Business Group Workshop	Focusing on High Fire Risk Waste Sites and derelict buildings. Briefing provided, practice shared and recommendations identified for the strategic board reference future management of sites.
14/11/2019	Community Resilience Workshop	An initial scoping workshop with LRF partners to ascertain what the LRF can realistically seek to achieve and the opportunities / obstacles to community resilience. A report will shortly be issued to the LRF strategic Board.

Appendix 3 Staff trained and exercised 28th August – 15th November 2019

	01/04/2019 - 30/06/2019		30/06/2019 – 27/08/2019		28/08/2019 – 15/11/2019						Total	
Training	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events	Number	Events	Number	Events	Number trained
Elected Member Training	1	15									1	15
JESIP Training	15	300									15	300
LRF / TBG Workshops	1	25	1	18	2	31					1	56
Multi-agency incident commander (Magic) Lite and full	1	34			1	33					1	34
North East					1	66					1	66
BC Training					1	16					1	16
Loggist training	0	0	1	1							1	1
Debrief Training	1	19									1	19
Crucial Crew	1	400									1	400
Total	20	793	1	1	2	113	0	0	0	0	23	907
Exercises	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises	Number	Exercises	Number	Total	Total attendees
SuRC / FFRC	1	23									1	23
Ex Andromeda	1	118									1	118
Powerstation / Radsafe	1	12			2	35					3	47
Events	2	35			0	0					2	35
COMAH	2	20	1	10	3	30					6	30
LRF Activation	1	12									1	12
Total	8	220	1	10	5	35	0	0	0	0	14	265

EMERGENCY PLANNING JOINT COMMITTEE

28th November, 2019



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(28th August – 15th November 2019)

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

2. PURPOSE OF REPORT

2.1 To assist members of the Emergency Planning Joint Committee (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 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 28th August 2019 and the 15th November 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 2019 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

11.1 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

No Background papers.

15. CONTACT OFFICER

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Appendix 1 Communications received 28th August – 15th November 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)	1	Heavy rain.
Heatwave Alerts (Met Office)	0	None issued in period.
Cold Weather Alerts (Met Office)	3	Issued from national due to trigger levels in North East being likely to be met.
Industrial Communications Red (Local Industry)	0	None issued in period.
Industrial Communications Blue (Local Industry)	15	Issued due to flaring, training, sirens, false alarms and responders deploying to sites.
Flood Guidance Statements (Met Office and Environment Agency)	9	Flooding possible as a result of surface water / rainfall, coastal and river flooding.
Flood Alert (Environment Agency)	6	Flood alerts issued for the lower Tees, coastal, Middlesbrough Becks.
Flood Warnings (Environment Agency)	1	Tidal / coastal as a result of Staithes and Cowbar.
Severe Flood Warnings (Environment Agency)	0	None issued in period.
Other	1	EA closing gates at Yarm.

Appendix 2 Incidents of note 28th August – 15th November 2019

Date	Borough	Exact Location	Type of Incident	Additional Information
19/09/2019	Redcar & Cleveland	Explosion at former SSI site	Fire	Explosion / Fire at former SSI site. Major incident declared and associated support cells including SCG, TCG, STAC.
30/09/2019	Middlesbrough	Commercial Street Middlesbrough	Fire	Fire at Scrap Yard. Cordon and evacuation in the immediate area.
05/10/2019	Redcar & Cleveland	Stonehouse Garage, Lingdale	Fire	Fire at Stonehouse car garage involving 1000 litres of diesel and tyres.
29/10/2019	Stockton-On-Tees	Eaglescliffe	Fire	Fire in old hanger concerns reference possible asbestos.
30/10/2019	Hartlepool	Dalton	Fire	Barn fire.
03/11/2019	Redcar & Cleveland	Skinningrove	Flooding	Flooding and power loss in Skinningrove.