

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Thursday 27th February 2020

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 28th November 2019
4. **ITEMS FOR DECISION**
 - 4.1 Financial Management Update Report (*Director of Finance and Policy and Chief Emergency Planning Officer*)
5. **ITEMS FOR DISCUSSION/INFORMATION**
 - 5.1 Function and Operation of Cleveland LRF (*Cleveland LRF Chair*)
 - 5.2 Activity Report - 16 November 2019 – 7 February 2020 (*Chief Emergency Planning Officer*)
 - 5.3 Incident Report (*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

28th November 2019

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

Present:

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

In accordance with Council Procedure Rule 4.2 Councillor Antony High
(Middlesbrough Borough Council) was in attendance as substitute for
Councillor Dorothy Davison.

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

13. Appointment of Chair

In the absence of Councillor Barry Hunt (Redcar and Cleveland Borough
Council) Councillor Mike Smith was appointed Chair for this meeting.

14. Apologies for Absence

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

15. Declarations of interest by Members

None

16. Minutes of the meeting held on 11th September 2019

The minutes were received.

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

Purpose of report

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

Issue(s) for consideration by the Committee

A summary of the outturn position at 31st October 2019 was provided as set out in the report. A favourable variance of £43,000 on the main Emergency Planning Unit (EPU) budget was forecast. This was due to a vacant post (which was due to be filled in January) and increased fee income from additional duties required under REPPIR legislation.

An additional £78,000 for 2019/20 (plus £38,000 in 2018/19) had also been allocated to the Local Resilience Forum (LRF) by the Government to assist in Brexit preparations. This grant was currently being maintained as a contingency with minor recharges for partner time spent supporting LRF arrangements. Should this not be required additional recharges would be made for CEPU staff time spent on Brexit preparations with any remaining grant expected to be distributed to LRF partners or used to support specific work-streams.

A member raised concerns that despite a number of requests and attempts the Chair of the LRF had so far been unable to meet with the Committee to discuss budget suggestions. They reiterated that any decisions regards allocations of funding should be made in conjunction with elected members as they would be held responsible and could not be expected to rubber stamp budget decisions without having all the facts and being able to give their input. The Chief Emergency Planning Officer confirmed that he would endeavour to ensure that the Chair of the LRF could attend the next meeting. Members advised that they would be prepared to change the date and venue of the next meeting to accommodate her attendance.

Decision

That the latest financial forecast for 2019/20 be noted

18. CEPU Staffing Update (*Chief Emergency Planning Officer*)

Purpose of report

To review the staffing establishment of the EPU in accordance with the budget provision approved by the 4 constituent authorities as per requirements outlined in the constitution.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer gave a brief update on current staffing within the CEPU. There were currently 9 members of staff including 1 Principal and 4 Senior Emergency Planning Officers, each local authority area has a designated emergency planning officer. A Business Support Officer was currently being recruited on a 12 month fixed term due to increases in workload. All officers had lead areas and the overall range of work was becoming more specialised, encompassing new areas such as cyber-resilience. The Chief Emergency Planning Officer outlined the benefit of development schemes and identified that for staff to progress through the development schemes and associated pay bands could only be done through the demonstration of competency in a range of areas.

A member queried whether there was capacity to take on an apprentice. The Chief Emergency Planning Officer advised that he would look into this however concerns had previously been raised that apprenticeships did not always lead to permanent jobs. Members identified the developmental benefits of an apprenticeship and recognised that any role would have to provide a meaningful contribution to the work of the Unit. Members felt that given the links the EPU had in terms of Local Authorities and private industry apprentices were in a unique position in terms of future employment even should such employment be unavailable within the Unit itself. They asked that an apprenticeship be sought within the next financial year provided there was a capacity for it.

Decision

That the report be noted and efforts made to recruit an apprentice for 2020/21.

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

Purpose of report

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

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer gave a brief update on future training and exercise plans for the Unit and its partners. Every year LRF partners were asked to contribute to a training and exercising calendar via a “bidding” process. A draft calendar was then submitted to the LRF Tactical and Strategic Board for approval. This was based on the “bids” by the LRF partners along with the existing risk register, previous exercises, identified training needs and statutory duties specifically required by legislation. So far 58 training exercises had been requested for delivery including COMAH and REPPIR exercises. Efforts were made to minimise clashes in dates and ensure training was scheduled regionally rather than locally.

A member queried whether training on animals and farms incidents had taken place recently, particularly in terms of major incidents involving livestock either on farms or being moved to and from them. The Chief Emergency Planning Officer indicated that while training had been undertaken in terms of animal disease there had been no recent training on how non-disease related animal incidents would be managed. He would discuss potential future training needs and requirements with the LRF membership.

Decision

That the report be noted.

20. Activity Report (28th August – 15th November 2019) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the activities undertaken by the CEPU and LRF between 28th August 2019 and 15th November 2019.

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 5 training exercises had taken place. Work was also being undertaken to make contact with local community groups. Following discussion on a recent workshop on derelict buildings a member commented that there should be rules in place to compel the owners of derelict sites to provide detailed information to the authorities to be used in the event of an incident.

Decision

That the report be noted.

21. Incident Report (28th August – 15th November 2019)
(Chief Emergency Planning Officer)

Purpose of report

To inform members of the incidents reported and warning communications received and dealt with by the CEPU between 28th August 2019 and 15th November 2019.

Issue(s) for consideration by the Committee

Details were given of the communications received and incidents of note during the period. A member queried whether there was a mechanism to inform partners of planned flaring, training and similar exercises on industrial sites. The Chief Emergency Planning Officer confirmed that such a system exists and is regularly utilised, the system is based on both email and voice calls and comprises of two levels (blue for information and red where action by the public is required). Red alerts are cascaded to the public via the local media (broadcast and social).

Decision

That the report be noted.

The meeting concluded at 11:05am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 5 DECEMBER 2019

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2020



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 January, 2020 for current financial year ending 31st March, 2020;
- 1.2 To recommend the Budget for 2020/21.

2. FORECAST OUTTURN

- 2.1 The latest forecast outturn is similar to that previously reported in previous periods with an expected favourable outturn variance of £45,000 as shown in the following table:

Table 1 - 2019/20 Forecast as at 31st January, 2020

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	303	286	(17)
Direct Costs - Other	123	122	(1)
Income	(426)	(453)	(27)
Net Position Before Use of Reserves	0	(45)	(45)
Transfer To/(From) Reserves	0	45	45
Net Position After Use of Reserves	0	0	0

- 2.2 The main reasons for the overall favourable variance are that the Business Support Officer post was vacant until January and fee income increased 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.
- 2.3 The latest position for the Local Resilience Forum (LRF) budget is shown in the following table

Table 2: Local Resilience Forum (LRF)

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	36	37	1
Direct Costs – Other	8	12	4
Income	(44)	(45)	(1)
MHCLG Grant	0	(79)	(79)
Net Position Before Use of Reserves	0	(75)	(75)
Rebate to Contributing Members		43	43
Transfer To/(From) Reserves	0	32	32
Net Position After Use of Reserves	0	0	0

- 2.4 As previously reported the Government provided an additional £78,000 of Brexit funding for the Local Resilience Forum (LRF) in addition to the £38,000 received in 2018/19. It is proposed that an amount of £43,000 equating to the annual contribution paid is rebated to members to help meet the cost of Brexit pressures. The remaining balance on the LRF account will set aside along with the existing £38,000 Brexit funding to create a project fund of £70,000 to be determined by the LRF or used to support LRF work streams.

3. BUDGET FOR 2020/21

- 3.1 The budget for the Emergency Planning Unit is self financing and mainly determined by the level of contributions approved by the Local Authority partners and income from fees and recharges. For the 2020/21 the Local

Authority contributions are £303,000, which is a cash freeze compared to current year, in line with amounts proposed by this Committee on 21st June 2017 covering the period 2018/19 to 2020/23.

- 3.2 The budget for employee costs is based on the latest staffing establishment, uplifted by inflation at 2% to reflect the potential pay award. Non staffing budgets have generally been increased by 2% for inflation and fee income is based on the latest projection.
- 3.3 The proposed budget is shown in the following table:

Table 3: 2020/21 Budget

2019/20 Budget £'000		2020/21 Budget £'000
	Main Emergency Planning Budget	
303	Direct Costs - Employees	320
123	Direct Costs - Other	129
(426)	Income	(449)
0	Surplus/Deficit	0

4. RECOMMENDATIONS

- 4.1 To note the latest financial forecast for 2019/20 and to approve the budget for 2020/2.
- 4.2 To approve the rebate of £43,000 to contributing members of the LRF to help meet the cost of Brexit pressures and for the remaining balance to be set aside along with the existing £38,000 Brexit funding to create a project fund of £70,000 to be determined by the LRF or used to support LRF work streams.

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

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**EMERGENCY PLANNING JOINT
COMMITTEE**
27th February 2020



Report of: Cleveland LRF Chair

Subject: FUNCTION AND OPERATION OF CLEVELAND LRF

1 TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

2 PURPOSE OF REPORT

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

3 BACKGROUND

3.1 Following discussion at the EPJC, there has been some conversation around the operation and transparency of the Cleveland Local Resilience Forum (LRF). As a result it has been agreed that the Chair or Vice Chair will attend the EPJC to update members. In addition the Chief Emergency Planning Officer / LRF Manager will continue to update members of the EPJC on the role and function of the Cleveland LRF and provide a copy of the annual plan. 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, implemented 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 £43,618), with the majority of this amount contributing to the role of secretariat provided by the Local Authority Emergency Planning Unit.
- 3.5 The Chair is Denise McGuckin, Director of Regeneration and Neighborhoods at Hartlepool Council. The Vice Chair role is currently being covered by Assistant Chief Constable Steven Graham 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 <ul style="list-style-type: none"> • Risk assessment group • 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 • Community Resilience Group

- 3.7 The LRF is supported by a secretariat comprising the LRF Coordinator and LRF Manager. It has been noted that there is an increased reliance on the LRF Secretariat to support, co-ordinate and deliver activities in relation to a range of areas such as Resilience Direct, response and the multi-agency reporting on EU Exit and coronavirus.

- 3.8 Within the North East the LRF Secretariat is unique in that it is embedded within the Local Authority Emergency Planning Unit, enabling access to wider resource and the ability to provide support out of hours if required.
- 3.9 In the last year the benefit of the previous work across the region has been demonstrated with two stand-ups of the North East EU Exit arrangements. Whilst the approach impacted significantly on the LRF Secretariat both in terms of time and travel there are clear benefits in maintaining this approach.
- 3.10 Cleveland LRF has led on a range of specific areas of work this has included the development of a regional Cyber Plan, risk assessment work, and providing a single point of contact for training opportunities and registration across the region.
- 3.11 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.
- 3.12 A structure chart detailing the groups associated with Cleveland LRF and inter-linkages to other resilience structures is outlined in appendix 2.
- 3.13 Contributions by agency are outlined in appendix 3.
- 3.14 The LRFs strategic priorities 2020 – 21 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 for 2020 – 2021 with a request that a funding review be undertaken for June 2020.

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 (11/09/2019), Item 5.2 CEPU Proposed action plan 2018 – 19, appendix 2 Cleveland LRF Annual Report 2019 – 20 available from:

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

15 CONTACT OFFICER

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Appendix 1 Terms of reference for the Strategic Board

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

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

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

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

The Regulations and guidance consider it best practice that an LRF is based on a Police Force boundary. 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 of the strategic and tactical tiers four 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/>

Secretariat of the LRF

The secretariat of the LRF is provided by two staff from the Cleveland Emergency Planning Unit (CEPU), the management function is undertaken by the Chief Emergency Planning Officer / CLRF Manager with support provided by the CLRF Co-ordinator.

Their key functions include:

- Agreeing the agendas with the Chairs.
- 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.
- Co-ordinating activities with stakeholders and neighbouring LRFs.
- Acting as a single point of contact for the LRF members and government.
- Managing requests for information from partners and the public.

Key working practices include:

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.

All LRF sub-groups are requested to identify the actions relevant to their areas of work for the coming year. 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:

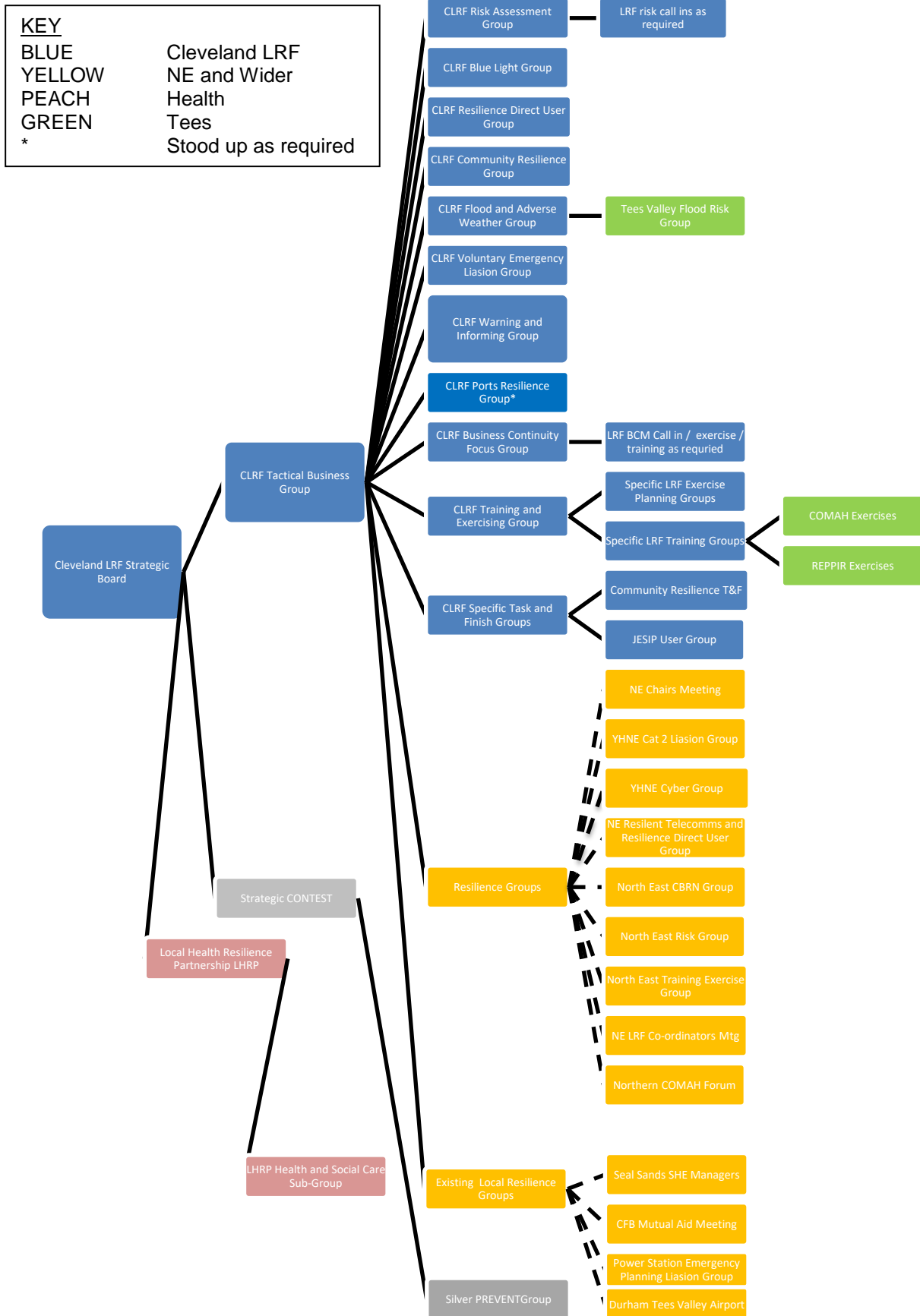
On an annual basis, appropriate training will be offered by Cleveland LRF Secretariat to partners.

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.'

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



5.1 20.02. Note: A3 colour versions will be made available at the meeting.

Appendix 3 Finances of the Cleveland LRF

From records in August 2007 the then LRF Chair and Chief Emergency Planning Officer approached partners for funding for an initial 3 year term. The funding model had been discussed by agencies at previous meetings, agencies were asked to contribute to funding of a secretariat to a total of £25,000. It is understood that £21,000 was met based on the following contributions £8,000 (Police), £3,000 (Fire), £2,000 (NEAS), £1000 (per Local Authority), £2,000 (primary care trusts), £500 (hospitals x 2), £1,000 (PD Teesport). At the time the LRF Coordinator worked 23 hours per week.

Following a review of the LRF function and agreement in 2012, by April 2013 the LRF contributions had increased to £40,500 to cover a full time secretariat and the additional costs associated with LRF representation and activities. Contributions were £8,000 (Police), £5,000 (Fire), £3,500 (NEAS), £5000 (per Local Authority), £1,000 (PD Teesport), £3,000 NHS (England).

In April 2016, members agreed to maintain the LRF funding at its current rate of £40,500 pa with inflation for the next 3 years (April 2016 – March 2019). In February 2019 members requested that the funding carry on for 12 months.

As per previous agreement the funding covers the cost of the LRF Co-ordinator and LRF activities (e.g. room hire, travel, support for training where directly related to the LRF) with any funding left over at year end being taken into the CEPU budget in recognition of the role of the LRF Manager / CEPU staff.

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. The following table shows a breakdown of contributions per agency in the current year, 2019/20.

Agency	Amount
Cleveland Police	£8,615.00
Cleveland Fire Brigade	£5,385.00
Stockton BC	£5,385.00
Middlesbrough BC	£5,385.00
Hartlepool BC	£5,385.00
Redcar & Cleveland BC	£5,385.00
NEAS	£3,769.00
NHS England	£3,231.00
PD Ports	£1,078.00
Total	£43,618.00

Appendix 4 Cleveland LRF Strategic Priorities

2019 – 2020 saw the continuation of a work plan developed by all tiers of the LRF and reported at Tactical and Strategic levels. This plan developed and presented to members allowed all those involved to see their part in the bigger picture, a number of cross cutting priorities were devised by the Strategic Board. This increased accountability and visibility of the groups that support the LRF has been beneficial in being able to demonstrate an outcome and progress against the many demands on partners.

Given the benefits of this approach a draft annual work plan is currently being developed based on consultation with LRF sub-groups and Chairs. A number of items have been rolled over from 2019-20 due to factors including delayed release of National documentation, organisational restructures and the significant impact of EU Exit on available resourcing.

Proposed areas of focus for the Cleveland LRF in 2020 / 2021 include:

- **Taking stock**

2019 – 2020 has provided a number of non-core LRF challenges to both members and the secretariat drawing attention away from the core work of the LRF. From discussion at the Tactical Business Group it would seem appropriate to ensure that the core functions and mechanisms of the LRF and partners in a multi-agency response continue to meet member's needs. It is envisaged that the Resilient Standards and HM Governments work on capability analysis will be key to this alongside the local interpretation of the National Security Risk Assessment.

- **Ensuring generic response capabilities**

Ensuring that the core local arrangements and functions to manage the common consequences of a range of threats and risks identified are complete, practicable and accurate. This will include evolving the generic major incident procedures to cover core elements such as use of RD, support cells, multi-agency information cell and ensure that the response is not reliant on a limited number of individuals.

- **Efficiency and effectiveness**

Continuing the joint work of the North East ensuring that where there are common areas of work that these are recognised and undertaken either as a pathfinder or jointly.

- **EU Exit and Coronavirus**

Maintenance of existing mechanisms should they be required.

- **Cyber Resilience**

Embedding the work undertaken within the North East and ensuring that there is clear ownership of maintenance, training and development following the reduction in MHCLG resourcing to support LRF members.

- **Community Resilience**

Developing the findings of the LRF workshop into a practical work programme with clear objectives, to be delivered through the proposed Community Resilience Group.

- **A review of lessons identified and actioned**

Whilst there has been a significant uptake in sharing of lessons locally and nationally from incidents and exercises it is felt prudent to review the evidence that the mechanisms in place are truly effective and sustained.

- **A review of LRF Funding**

At the request of members a review has been requested of the LRF funding.

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2020



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY REPORT
(16th November 2019 – 7th February 2020)

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 16th November 2019 and the 7th February 2020.
- 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 – 7th February 2020. As of the 7th February 2020, 254 of the 385 actions (66%), proposed at the start of the year were completed within the period.
- 3.2 Notable actions completed in the period included:
 - Agreement with industry reference testing and exercising in 2020 -21
 - Out of hours contact exercises
 - Walkthrough of each borough major incident plan with key stakeholders
 - Review of pipelines plan structure and format
- 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.

5.2 20.02.27 EPJC Activity report

- Provision of Exercise Plaza a multi-agency test of a range of plans including fallback Tactical Coordination Group and Survivor Reception Centre
 - Workshop on fuel held with LRF partners to identify gaps
 - Agreement on priorities for 2020-21
 - Increased engagement with a number of key partners
 - Review of all sub-groups terms of reference
- 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 more recently preparations for managing the impacts of coronavirus. These areas have impacted on the original LRF work plan both locally and nationally.
- 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 complete			Actions yet to complete As of 07/02/2020	Actions now redundant As of 07/02/2020	Grand Total As of 07/02/2020
	30/06/19 – 27/08/19	28/08/19 – 15/11/19	16/11/19 – 07/02/20			
CEPU Action plan 20 – 21	1	1	4	2		6
CEPU Internal Functions	20	25	39	12		51
Develop a sustainable community resilience model appropriate to Cleveland	1	1	2	4		6
Elected members	5	5	5	12	1	18
EMRT meetings / Briefing to lead portfolio holders	22	22	29	2	5	36
Event Support	1	1	2	1		3
Financial Control	2	3	6	4	3	13
Industrial Emergency Planning	4	6	9	9		18
Local Authority Preparedness	29	48	71	21	3	95
Plan reviews required	7	9	14	3		17
Provision of conduit for the Local Authority and provision of tactical advice	10	15	24	10		34
Specific Plans	4	5	12	18		30
Support to the LRF	1	3	5	2		7
Voluntary Organisations		1	2	7		9
Warning and informing	2	3	4	1		5
Training and exercising	8	14	25	11	1	37
TOTAL	117	162	253	119	13	385

(Note: Thirteen actions are identified as redundant – primarily as a result of routine scheduled meetings being merged).

Appendix 2 Key LRF Activities 16th November 2019 – 7th February 2020

Date	Event	Brief Details of Event/Key Agenda/Discussions
20/11/2019	South Tees Public Health Workshop	Presenting with colleagues from Environmental Health on the response to the Marton Country Club fire and impacts on the community.
03/12/2019	Voluntary Emergency Liaison Group	Meeting with voluntary sector agencies who support communities and public service in the event of an emergency, update on recent incidents and discussion reference assistance that could be provided in the event of a prolonged evacuation.
04/12/2019	Local Authority Emergency Planning Leads meeting	Meeting with the lead officers for the four boroughs, sharing of recent lessons, identification of areas of joint priority, training and practice. Agreement on the priority areas for CEPU from the four authorities in the coming year.
04/12/2019	Local Resilience Forum Strategic Board	Briefing on resilience at Teesside University, update on arrangements at former steelworks, LRF priorities and funding for 2020 – 21 including the request for a review of the LRF funding arrangements. Updates on cyber resilience, security and vetting of LRF membership, information sharing protocols and recommendations following a workshop on high fire risk waste sites and derelict buildings.
08/01/2020	PCC's victims of crime	Working with the PCCs office to incorporate a protocol reference the support that can be provided to victims of crime in a major incident. Agreement to hold a seminar for relevant agencies in April 2020 and attendance at the LRF Strategic Board,
10/01/2020	North East Yorkshire and Humber Risk Group	Input from Merseyside LRF's risk lead identifying the work undertaken to translate national risk assessments into local profiles. Agreement from member's reference local approach and allocation of lead assessors for a range of risks.
21/01/2020	Training and Exercising Group	Agreement on training and exercising calendar for 2020 -21 based on the bids submitted by LRF partners.
23/01/2020	Local COMAH Exercise	Exercise held with emergency services and site operator to test the offsite emergency response plan in line with COMAH legislation.
28/01/2020	Cleveland LRF Tactical Business Group	Presentations from Canal and Rivers Trust and agreement on further engagement, review of town center evacuation and zoning materials, review of incidents and debriefs, discussion on LRF workplan 2020-21, update on resilient standards and discussion on the LRFs involvement in a future national flood exercise.
28/10/20	Cleveland LRF TBG Fuel workshop	Workshop with partners to review the existing arrangements for fuel shortage and identify and changes required, mutual aid or areas of further assurance required. Actions identified are now being progressed.
05/02/2020	Exercise Plaza	Live play exercise involving a number of fire rescue services, Cleveland police, volunteer agencies, council staff and a local college. Simulated evacuation from a tower block and subsequent survivor reception. First test of the new fallback Strategic Coordination Centre facilities. Debrief and action plan to follow.

Appendix 3 Staff trained and exercised 16th November – 7th February 2020

Training	01/04/2019 - 30/06/2019		30/06/2019 - 27/08/2019		28/08/2019 - 15/11/2019		16/11/2019 - 07/02/2020				Total	
	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained	Events held	Number trained
Elected Member Training	1	15									1	15
JESIP / Silver Training	15	300					1	11			16	311
LRF / TBG Workshops	1	25	1	18	2	31	1	17			5	91
Multi-agency incident commander (Magic) Lite and full	1	34			1	33					2	67
North East					1	66					1	66
BC Training					1	16	1	12			2	28
Loggist training	0	0	1	1			1	3			2	4
Debrief Training	1	19									1	19
Marine Pollution							1	7			1	7
Crucial Crew	1	400									1	400
Total	20	793	1	1	2	113	5	50	0	0	32	1008

Exercises												
	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Exercises held	Number involved	Total events	Total attendees
SuRC / FFRC	1	23					1	16			2	39
Ex Andromeda	1	118									1	118
Ex Plaza							1	170			1	170
Powerstation / Radsafe	1	12			2	35					3	47
Events	2	35			0	0					2	35
COMAH	2	20	1	10	3	30	3	66			9	126
LRF Activation	1	12									1	12
Total	8	220	1	10	5	35	5	252	0	0	19	547

EMERGENCY PLANNING JOINT COMMITTEE

27th February, 2020



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(16th November 2019 – 7th February 2020)

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 16th November 2019 – 7th February 2020.

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.
- 3.2 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.
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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 16th November 2019 – 7th February 2020

Type of Incident	Number received in period	Notes
Pollution reports (HM Maritime Coastguard Agency)	0	
National Severe Weather Service (Met Office)	0	
Heatwave Alerts (Met Office)	0	
Cold Weather Alerts (Met Office)	0	
Industrial Communications Red (Local Industry)	0	
Industrial Communications Blue (Local Industry)	8	Issued by 5 separate operators advising on noise, flaring and false alarms.
Flood Guidance Statements (Met Office and Environment Agency)	0	
Flood Alert (Environment Agency)	5	Primary relating to tidal river tees and coastal flooding – due to combination of spring tides and atmospheric conditions creating surges.
Flood Warnings (Environment Agency)	5	Primary relating to tidal river tees and coastal flooding – due to combination of spring tides and atmospheric conditions creating surges.
Severe Flood Warnings (Environment Agency)	0	
Other	Yarm flood gates	Advisory note reference closure of flood gates to enable residents / visitors to remove cars from car parks prior to flood gates being closed.

Appendix 2 Incidents of note 16th November 2019 – 7th February 2020

Date	Borough	Exact Location	Type of Incident	Additional Information
07/01/2020	Redcar & Cleveland	A66 Tees dock junction	Flooding	Surface water flooding causing traffic disruption flooding was due to water main bursting.
14/01/2020	Stockton-On-Tees	Tidal River Tees	Potential flooding due to high tides and tidal surge	Follow up meeting held with Environment Agency reference embedding learning – actions agreed and progressing.
23/01/2020	Stockton-On-Tees	Norton	Earth Tremor	Contact with British Geological Survey confirmation that 3 on Richter scale, no damage reported but calls to emergency services. (See appendix 1).

Appendix 3 Earth tremor additional information provided by the BGS

Additional information provided by the British Geological Society (BGS).

While the UK is not a country usually associated with earthquakes, we do experience them on a fairly regular basis. Fortunately, most of these are relatively small. Historical observations of earthquake activity date back to the 14th century, and show that despite many accounts of earthquakes felt by people, damaging earthquakes are relatively rare. As a result, the risk of damaging earthquakes is low. The largest known British earthquake occurred near the Dogger Bank in 1931, with a magnitude of 5.9 Mw.

Our data suggests that there are around three magnitude 3 earthquake every year somewhere in the UK. Such an earthquake is usually large enough to be felt by people, though is unlikely to cause damage. On average there will be a magnitude 4 earthquake every 3-4 years of so and a magnitude 5 earthquake every 20-30 years. The latter are likely to be widely felt and may cause damage.

I've attached a map (below) showing seismic activity in northeast England.

With regard to today's earthquake, we have received over 100 responses to our online questionnaire about the earthquake effects. These suggest that the earthquake was strongly felt at the epicentre.

