

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 2nd March 2021

At 11.00am

PLEASE NOTE: this will be a 'remote meeting', a web-link to the public stream will be available on the Hartlepool Borough Council website at least 24 hours before the meeting.

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council: - Councillor Marjorie James

Middlesbrough Borough Council: - Councillor Dennis McCabe

Redcar and Cleveland Borough Council: - Councillor Karen King

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 meetings held on 28th November 2019, 27th February 2020 and 19th March 2020

4. **ITEMS FOR DECISION**

- 4.1 Financial Management Update Report – *Director of Resources and Development and Chief Emergency Planning Officer*
- 4.2 CEPU Proposed Action Plan 2021-2022 – *Chief Emergency Planning Officer*

5. **ITEMS FOR DISCUSSION/INFORMATION**

- 5.1 Activity Report (8th February 2020 – 5th February 2021) – *Chief Emergency Planning Officer*
- 5.2 Incident Report (8th February 2020 – 5th February 2021) – *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

MINUTES AND DECISION RECORD

27th February 2020

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

Present:

Officers: Stuart Marshall, Chief Emergency Planning Officer

22. Apologies

Apologies were submitted by Councillors Dorothy Davison (Middlesbrough Borough Council), Barry Hunt (Redcar and Cleveland Borough Council), Marjorie James (Hartlepool Borough Council) and Mike Smith (Stockton Borough Council)

23. Inquorate meeting

In the absence of a quorum the meeting was abandoned. The business outstanding to be considered at a future meeting.

The meeting concluded at 10:05am

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 28 February 2020

**EMERGENCY PLANNING
JOINT COMMITTEE**

MINUTES AND DECISION RECORD

19th March 2020

Due to exceptional circumstances in relation to the COVID 19 global pandemic, it had been agreed that the meeting be cancelled pending receipt of the National guidance/legislation

<p>EMERGENCY PLANNING JOINT COMMITTEE</p> <p>2nd March, 2021</p>



Report of: Director of Resources and Development 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, 2021 for current financial year ending 31st March, 2021;
- 1.2 To recommend the Budget for 2021/22.

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 £65,000 as shown in the following table:

Table 1 – 2020/21 Forecast as at 31st January, 2020

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	336	321	(15)
Direct Costs - Other	89	88	(1)
Income	(426)	(474)	(48)
Net Position Before Use of Reserves	0	(35)	(65)
Transfer To/(From) Reserves	0	35	65
Net Position After Use of Reserves	0	0	0

- 2.2 The main reasons for the overall favourable variance are savings in employers pension scheme contributions as a result of employees opting out and additional income as a result of charging staff time to the Covid grant.
- 2.3 The latest position for the Local Resilience Forum (LRF) budget is shown in the following table:

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	24	74	50
Direct Costs – Other	21	171	150
Emergency Mortuary Provision		50	50
Income	(45)	(45)	0
Covid Grant		(200)	(200)
Net Position Before Use of Reserves	0	50	50
Rebate to Contributing Members		43	43
Release of Brexit Grant Reserve	0	(93)	(93)
Net Position After Use of Reserves	0	0	0

- 2.4 As previously reported the Government provided an additional £78,000 of Brexit funding in 2019/20 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. In addition, £50,000 was used to fund emergency mortuary provision before any Covid income was allocated. The LRF was subsequently allocated £200,000 of funding for Covid related expenditure and the forecast above assumes this will be fully spent.

3. BUDGET FOR 2021/22

- 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 £310,000, which is an increase of £7,000 compared to the previous 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, and expected pay award.

3.3 The proposed budget is shown in the following table:

Table 3: 2020/21 Budget

2020/21 Budget £'000		2021/22 Budget £'000
	Main Emergency Planning Budget	
336	Direct Costs - Employees	341
89	Direct Costs - Other	91
(426)	Income	(431)
0	Surplus/Deficit	0

4. RECOMMENDATIONS

- 4.1 To note the latest financial forecast for 20/21 and to approve the budget for 2021/22.
- 4.2 To approve the rebate of £43,000 to contributing members of the LRF to help meet the cost of Brexit pressures

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

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 Director of Resources and Development
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EMERGENCY PLANNING JOINT COMMITTEE

2nd March 2021



Report of: Chief Emergency Planning Officer

Subject: CEPU PROPOSED ACTION PLAN 2021–2022

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 As per the Emergency Planning Joint Committee (EPJC) terms of reference to provide the EPJC the action plan of the Emergency Planning Unit.
- 2.2 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.

3 BACKGROUND

- 3.1 During 2020-21 the CEPU action plan was significantly impacted by Covid 19, both through a number of activities being curtailed and through the reallocation of resource to the response.
- 3.2 In 2021-22 it is expected that there will continue to be a significant ongoing demand on the Unit's and partner's resources, which limit the amount and range of work that the Unit will be able to undertake.
- 3.3 This report aims to provide EPJC members with an overview of the key actions to be undertaken in the coming year, due to the uncertainty the approach is different to previous years and focuses on a number of priority areas.
- 3.4 Appendix 1 provides a summary of the key areas of work envisaged in 2021-22 by CEPU. A number of actions relate directly to the statutory functions placed upon the authorities by the relevant legislation (including the Civil Contingencies Act 2004, Control of Major Accident Hazard Regulations

2015, Radiation Emergency Preparedness Public Information Regulations 2019 and Pipeline Safety Regulations 1996).

- 3.5 Where non-statutory duties are included they are based upon guidance such as that associated with the Civil Contingencies Act 2004 and the good practice contained in the SOLACE guidance on emergencies¹ revised and re-issued 2018, whilst non-statutory they are critical to resilience.
- 3.6 One of the key activities in 2021 – 22 will be taking stock of what is widely recognised as the largest incident since World War 2, contributing to the identification and embedding of actions and good practice. The Unit has already contributed to a number of reviews including the work of the C19 Foresight Group.
- 3.7 In addition Members are asked to note that there will be further actions placed upon the Unit, for example the Units role in providing a management and secretariat function for the Local Resilience Forum (LRF), actions emerging from stakeholder meetings, furthering the community resilience project and the response and recovery to incidents. A workshop for LRF members on future direction and priorities has been scheduled for June 2021.
- 3.8 Members will receive update reports at each EPJC meeting however are encouraged to seek further clarification and involvement on activities where they feel there may be benefit.
- 3.9 Due to the ongoing response to Covid and the forthcoming planned workshop the LRF Annual Action Plan is under review and therefore cannot be provided. LRF meetings are continuing.

4. PROPOSALS

- 4.1 That following consideration, Members approve the proposed CEPU Action Plan (see Appendix 1).
- 4.2 That the Chief Emergency Planning Officer continues to provide quarterly updates and additional information as requested by EPJC members.

5. RISK IMPLICATIONS

- 5.1 Failure to understand the role and remit of the role of the Unit may result in the focus being elsewhere resulting in a lack of preparedness or resilience within the authorities.
- 5.2 There are a significant number of unknowns outside the control of CEPU / local partners that may impact on delivery (e.g. the ability to undertake face to face training, further waves of Covid, new variants, etc.).

1

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 approve the CEPU Action Plan relating to the actions undertaken on behalf of the Local Authorities.

12.2 That members seek involvement and clarification on the CEPU Action Plan where appropriate.

12.3 That the CEPO continues to develop the CEPU Annual Action Plan and the EPJC standard report to provide assurance to EPJC members that the key considerations continue to be met and that members are updated at the quarterly EPJC meetings reference any amendments / additional actions.

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

Appendix 1 Summary of Proposed CEPU Action Plan 2021 – 22.

15. CONTACT OFFICER

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Chief Emergency Planning officer
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Appendix 1: CEPU Proposed action plan 2021-22 Summary of key areas

Area	
Local authority resilience	<ul style="list-style-type: none"> • Development of CEPU Action plan 22 – 23 including consultation with key stakeholders • Allocation of budget to future specific activities • Conduct one out of hours contact exercise (including voluntary sector) • Review of current practice against SOLACE • Review of the testing matrix relating to the Major Incident plan • Training Needs Analysis and plan undertaken in each borough • Updates of Borough Emergency Contacts lists • Audit - Borough Emergency Centres, Rest Centre kit / stores • Borough emergency centre - review of model and application is the model still relevant? • Out of hours contact • Reports to Emergency management leads in each LA area
Financial Control	<ul style="list-style-type: none"> • Budget profile coming year • Review annual recharges to industry (COMAH) • Review recharging for REPPiR
Industrial Emergency Planning	<ul style="list-style-type: none"> • Continue to undertake statutory and good practice emergency management with industry and wider partners including the 8 COMAH exercises and 6 plan reviews. • Continue to develop non-statutory responses with agencies to high fire risk waste sites. • Review of warn and inform around COMAH sites. • All COMAH OFSERP plans written reviewed within legal timescales • All COMAH sites offsite emergency response plans to have been exercised within 3 year period • All pipeline plans to be written / reviewed within legal timescales • Annual Meeting with HSE / EA ref COMAH • Annual report submitted to the LRF Tactical Business Group on Industrial Emergency Planning and risk (Pipelines, COMAH and REPPiR) • Annual review of COMAH and pipelines plans structure • Attendance at Local Community Liaison Councils and Emergency Planning Consultative Committees • COMAH and Pipeline Overview Document • Undertake 6 monthly review of pipelines overview (2)
Support, review and development of the LRF	<ul style="list-style-type: none"> • Continue to feed into HM Government consultations on ways of working post Covid. • Provision of LRF secretariat

Area	
	<ul style="list-style-type: none"> • LRF handbook, Structure and positions review and update • Facilitate / support a future planning / review workshop • Facilitate benchmarking against the HM Gov resilient standards • Request for each sub-group to produce annual work plan issued by LRF secretariat / manager • Review of the LRF function undertaken by the CEPU and ensure that the governance / support function continues to meet the needs of the membership / standards.
Risk Assessment	<ul style="list-style-type: none"> • Support the Incorporation of NSRA 2021 into local / regional practice • Implementation of common consequences to feed into planning assumptions and capability assessment • Greater alignment of plans to the common consequences identified in the risk assessment process. • Develop GAP analysis of capability against planning requirements
Event Support	<ul style="list-style-type: none"> • Support the return of public events through the support to Independent Safety Advisory Groups and wider partners. • Where required to do so undertake specific planning and support at event controls. • Ensure partners awareness of public events within the area. • Where appropriate provide support for event organisers. • Review standardised guidance for CEPU officers attending ISAGS and events.
CEPU Internal Functions and ways of working post Covid	<ul style="list-style-type: none"> • Review of meetings attending and value (internal and external) • Review register of assets, contracts, Business continuity plan, major incident response, risk assessments and EPU strategic Risk Register in light of Covid19 • Review standard ways of working (e.g. remote working, virtual meetings / attendance, responding to incident) in light of Covid19. • Incorporation of document management system to aid archive / deletion of files against disposal scheme (both paper and electronic) • Review and approval of information governance including publications scheme and privacy notices on HBC website
Community Resilience including the voluntary sector	<ul style="list-style-type: none"> • Identify communities and groups able to assist build resilience - community mapping • Map out community resilience against Resilience Standard, scope out workshop to develop Community Res Strategy and how to deliver. • Identification of voluntary agencies who do not currently have a relationship with CEPU, scope out engagement with these agencies • Review the voluntary sector register of capabilities
Plans and procedures	<ul style="list-style-type: none"> • Document / information management, identification and adoption of suitable documentation management systems. This to include (e.g. justification, sign off, tracking etc.)

Area	
	<ul style="list-style-type: none"> • Review of the four councils major incident plans and LRF Multi-agency incident procedures (MAIP) in light of learning from response to Covid19 (e.g. Greater use of virtual environment) • Plan audit - Command Room, Borough Emergency Centres and electronic storage
Training and exercising	<ul style="list-style-type: none"> • Start to look at what training can be rescheduled or provided in alternative forms • Exercise Calendar approved by LRF (Strategic and Tactical) • Key learning points and actions submitted into Excel from all exercises • Maintain Exercise Tracker • Production / review of SCG familiarisation notes • Quarterly test of multi-agency activation system • Recovery - Provision of awareness training sessions (min 1 session) as per needs analysis. • Training for Rest centre Managers
ITC / Cyber planning	<ul style="list-style-type: none"> • Continue to develop local capability in cyber, power and telecommunications resilience
Warn and inform	<ul style="list-style-type: none"> • Annual CEPU collective review of the four Local Authority Major Incident Websites • CEPU Web site reviewed every quarter • Review with partners (local and national) the warning and informing mechanisms in place for industrial and non-industrial incidents

EMERGENCY PLANNING JOINT COMMITTEE

2nd March, 2021



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY REPORT
(8th FEBRUARY 2020 – 5th FEBRUARY 2021)

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 EPJC Members of the activities undertaken by the Cleveland Emergency Planning Unit (CEPU) during the period between the 5th February 2020 and the 8th February 2021.
- 2.3 To provide EPJC Members with the oversight of the actions undertaken associated with the Cleveland Local Resilience Forum (CLRF).
- 2.4 To advise Members of the continuing role of the Emergency Planning Unit in supporting the wider agency response to Covid19.

3. BACKGROUND

- 3.1 2020 – 2021 has been an extremely challenging year from a resilience perspective, starting with a cyber incident impacting on Redcar and Cleveland Council, Covid19, preparations for EU Exit and a range of other concurrent incidents including chemical releases, fire and flooding throughout the period (detailed in a separate report).
- 3.2 Throughout the year the Unit's operational and support staff have shown dedication, resilience and professionalism, often having to improvise and adapt to rapidly changing circumstances and demands. The ability to undertake and sustain the response is as a direct result of the time spent training, planning and building relationships across agencies.

- 3.3 As would be expected staff safety and welfare has been a primary concern, the Unit has adhered to both HM Government Guidelines and Hartlepool Council's policies on workplaces. Far greater emphasis has been placed on remote working and appropriate technology has been put in place to support this.
- 3.4 The Chief Emergency Planning Officer initially suspended all non-essential and non-statutory duties, this decision was made to ensure that the ongoing response functions required to support the wider multi-agency response to Covid19, alongside the response to non-Covid19 emergency incidents, could continue to be supported.
- 3.5 As a direct result the number and range of actions that would normally be undertaken in year (396) have been significantly reduced/delayed this is both from a capacity perspective (both internal and external, in terms of capacity available to engage in non-Covid activities) and from a safety aspect (e.g. face to face training and exercising). As of 10/02/2021 180 of the 396 (or 45%) of the actions identified at the start of the year have been completed, with those remaining having been identified as non-critical (examples include annual updates of plans, stakeholder meetings, non-statutory exercising).
- 3.6 Where appropriate, actions which are not completed by year end will be included within next year's action plan. Appendix 1 provides a cumulative overview of the key areas of non-Covid19 work undertaken in period.
- 3.7 Statutory duties have been maintained wherever possible and it is credit to all staff within the Unit that these key non-Covid19 duties and functions have continued throughout the year. This included the requirement to revise and update the Offsite Emergency Response Plan for Hartlepool PowerStation and a number of External Emergency Plans (produced under the COMAH Regulations). In relation to COMAH exercises, full compliance is anticipated by the end of March 2021, out of a total of 7 scheduled, 5 exercises have already taken place with a further 2 taking place before the end of the period.
- 3.8 Whilst an increasing number of non-statutory functions are now being undertaken, realistically we expect that significant resourcing will still be required to support the ongoing Covid19 response. There is the potential for further periods where non-statutory activities will have to be suspended in favour of the immediate needs of response. Any variance and associated risks will be reported via the EPJC quarterly meetings.
- 3.9 From a Local Resilience Forum (LRF) stance working groups are currently scoping the areas of work that can be resumed, identifying areas of practice developed during Covid19 that will be maintained and taking the opportunity to review work practices and priorities. A virtual workshop is being developed by the LRF for June 2021 with a view to bringing priorities and learning from Covid19 together with a view to formulating a longer term development plan.
- 3.10 The CEPU provides a management and secretariat function for the LRF. Appendix 2 contains an overview of the key Local Resilience Forum (LRF) (non-Covid) activities of note for EPJC members. Throughout the duration of

the Covid19 response the LRF has continued to meet (virtually) despite the pressures, it was felt essential that structures were maintained due to a range of other continuing and emerging risks.

- 3.11 Appendix 3 provides a brief overview of a number of activities undertaken by the Unit in support of the local response to Covid19.

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 2015 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

None submitted

15. CONTACT OFFICER

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Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
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Appendix 1 CEPU Action plan 2020 - 21, Summary of progress

CEPU Actions by heading	Incomplete or redundant	Complete by 10/02/2021	Total	% Complete
Provision of conduit for the Local Authority and provision of tactical advice	6	28	34	82
CEPU Action plan 21– 22	1	3	4	75
Plan reviews required	5	12	17	71
Event Support	1	2	3	67
CEPU Internal Functions	21	32	53	60
Warning and informing (website, provision of information)	4	6	10	60
Support to the LRF	3	4	7	57
CEPU Action plan 21 – 22	3	4	7	57
Industrial Emergency Planning	8	10	18	56
Financial Control (includes internal budget meetings)	6	7	13	54
Voluntary Organisations (engagement and liaison)	5	4	9	44
Specific Plans (plan reviews and updates, non-statutory)	17	13	30	43
EMRT meetings / Briefing to lead portfolio holders	24	12	36	33
Training and exercising	25	12	37	32
Local Authority Preparedness (Equipment checks, updates and internal exercising)	65	29	94	31
Elected members (EPJC meetings, briefings)	16	2	18	11
Develop a sustainable community resilience model appropriate to Cleveland	6	0	6	0
	216	180	396	45

Appendix 2 Key LRF Activities 8th February 2020 and the 5th February 2021

Date	Event	Brief Details of Event/Key Agenda/Discussions
06/02/2020	Plaza Debrief	Exercise Plaza was an exercise that covered evacuation and reception in response to a fire / evacuation scenario. Multi-agency debrief to collate learning and identify areas of good practice.
13/02/2020	Blue Lights Group	Discussed JESIP, JOL, Emerging risks, Maritime rescue / safety and incidents. Town Centre Evacuation discussed.
14/02/2020	HSE Annual Duty Holder Meeting	Annual meeting with Health and Safety Executive and Environment Agency reference duty holder requirements under COMAH 2015.
21/02/2020	Coast Ex Planning Meeting	National East Coast Inundation exercise on hold due to Covid 19.
25/02/2020	Strategic Board	Industrial update received - Update, discussed RCBC Cyber Incident, Presentation from the PCC Office on Supporting Victims of Major Crime, EU Exit Discussions, Operation Enfield Debrief Report update, Ex Plaza Update, update on Kerslake Recommendations, Partner updates.
26/02/2020	Risk Management Training in Durham	Emergency Planning College training for risk assessors, North East LRFs in attendance.
03/03/2020	VELG (Voluntary Emergency Liaison Group)	Agency updates, LRF Update, Training and Ex Calendar, Capabilities Register, People Power in Emergencies: Recommendations, Review of incidents/JOL. Scenario discussion: Cyber Resilience
05/03/2020	Community Resilience Sub Group	First meeting of the new Group - agenda included presentation Background, discussion, confirmed Terms of Reference, and discussed what partners want from the group – how can it help / what’s going to make a difference. Organisational priorities, resources, targets etc. Presentation Brief on the national model of Community Resilience and Resilient Standard. Proposed model of working / group dynamic Case Study – EA community engagement Standing – sharing anything of benefit or value to others (e.g. websites, funding, events, contacts etc.)
12/03/2020	High Fire Risk Site Meeting	Ongoing multi-agency meeting reference high fire risk sites that may impact communities / infrastructure.
25/03/2020	Warn and Inform Group	The group looked at the workplan, Terms of reference, Redcar Cyber Incident, JOL, Agency Updates, Feedback on Ex Plaza (high rise exercise), Training and Exercise Calendar
17/06/2020	Winter Preparedness Annual Meeting	Multi-agency Annual Review meeting for Winter Preparedness with Partners ensuring any significant changes / increased risks / learning from previous seasons is incorporated.
22/06/2020	VELG (Voluntary Emergency Liaison Group)	Agency Update, LRF Update, Review of incidents

25/06/2020	Business Continuity Sub Group	Agency updates, Cyber Attack RCBC, workplan Update, Training and Exercise Requirements, Joint Organisational Learning, Terms of Reference Review.
08/07/2020	Risk Assessment Group	NE Risk Chair Update, New and emerging risks, Joint Organisational Learning. Workplan, Prevention, Proposed Workplans and terms of reference were discussed.
09/07/2020	Blue Lights Group	Joint Organisational Learning. JESIP training, Emerging Risks, Policy and Plans, Exercise and Training, Joint Unit issues, incidents
12/07/2020	VELG (Voluntary Emergency Liaison Group)	Agency updates, LRF Update, Voluntary Sector Capabilities Register, JOL, Incidents
14/07/2020	Training and Exercise Group	Discussions covered Learning/Lessons/Action from Recent incidents, Joint Organisational Learning. Workplan Update, testing and exercising. Upcoming exercises. Concerns identified/changes required. Bid Process 2021/22. Ex Plaza Recommendations.
28/07/2020	Tactical Business Group	Terms of Reference Review, Horizon Scanning, Fuel Workshop Update, MHCLG Forward Look, Incidents, COMAH and Pipelines Progress Report, Cyber Assurance, Plaza Debrief, Counter-Terrorism E-Learning training and new mobile ACT App
07/08/2020	Lessons Learned Exercise	Review of exercise and progress made in auctioning recommendations.
08/09/2020	Strategic Board	Looked at Risk Preparedness - Seasonal, EU Transition, Integrated Review. Terms of Reference and Future Chair/Vice Chair. Update from HSE on Redundant Plant Workstream. Counter Terrorism update: ACT E-Learning. Update on industrial plant. LRF Handbook issued for information.
22/09/2020	MOD Training Day	Attendance and input at MoD training day highlighting interagency working / cooperation in the response to emergencies.
14/10/2020	EU Exit Group	Local stakeholder meeting reviewing the resilience and any emerging short term resilience concerns in relation to EU Exit.
14/10/2020	Flood Adverse Weather Group	FAWG looked at outstanding actions, agency updates, Presentation around Fire and Rescue Flooding Reports, concurrent risks were considered, Coast Ex.
20/10/2020	Business Continuity Sub Group	Partner updates, Training and Exercise requirements, Joint Organisational Learning, concurrent incidents.
03/11/2020	PTSN Shutdown	Briefing from OpenReach reference the shutdown of the PTSN system and move to fibre. Number of areas for LRFs to maintain oversight of and to encourage consideration of by members.
04/11/2020	Training and Exercise Group	The Group look at learning/Lessons/Action from Recent incidents, JOL. Workplan Update, testing and exercising. Upcoming exercises. Chair/Vice Chair. Bid Process 2021/22. Ex Plaza Recommendations.
05/11/2020	Risk Assessment Group	NE Risk Chair Update, New and Emerging risks, Workplan Update, Prevention, National Risk Workshop: Risks significant degraded by Covid, update on NRSA Risk Assessments

17/11/2020	Tactical Business Group	EU Exit Preparedness, Training and Exercise Bids, Update on Guidance for Essential Services on Power Resilience, PTSN Switch off information for Partners, LRF Sub Groups feedback, Workplan Update, LHRP Update, shared the document 'Managing Concurrent Emergencies during Covid-19 Evacuation & Shelter ' and looked at incidents and Joint Organisational Learning.
17/11/2020	Tactical Business Group : Workshop	Workshop Presentation to TBG Met Office around Winter Preparedness, overview for Partners reference resources available to aid response.
09/12/2020	Exercise Multis	Review of the resilience of death management arrangements with local stakeholders.
10/12/2020	Blue Lights Group	Joint Organisational Learning, Emerging Risks, Policy and Plans, Exercise and Training, Joint Unit issues, incidents
15/12/2020	Strategic Board	Horizon Scanning, Risk Register, Forward Look, EU Transition Update, LRF Strategic Priorities and Direction, MHCLG Update, partner updates, industrial update, Training and Exercise Calendar 2021/22
26/01/2021	Tactical Business Group	Discussed overview of risk and horizon scanning including Hong Kong application scheme, Avian Flu and various other issues. Update for partners on current risk matrix. Discussed LRF Future Strategic Priorities, Direction and Workplan, Presentation from Environment Agency on New Ways of Working. Public Facing Community Risk Register Review and Zoning Areas for Town Centres discussed. Incidents / Joint organisational learning.

Appendix 3 Key CEPU support provided in the response to Covid19

The following provides a brief summary of some the key activities undertaken by CEPU, in response to Covid19. This is not intended as a definitive list, but aims to provide an overview of the range of work undertaken by / engaged in by CEPU staff often in conjunction with wider partners.

- 1) Notification of emerging risk to multi-agency stakeholders and outline of recommendations to activate the multi-agency command structures.
- 2) Establishing a 3 LRF arrangement to ensure shared situational awareness across the North East.
- 3) Receipt and taking action in response to emergency communications, requests for information 24/7 throughout the first wave.
- 4) Support to a range of multi-agency and local authority cells including secretarial, tactical advice and chairing as appropriate, and maintenance of action tracking from all sub-groups.
- 5) Support to the SCG Chairs / LRF Chairs and sub-group chairs (including Death Management; PPE and Testing; Intelligence; Enforcement and Compliance; Shielding) throughout the response.
- 6) Identification of, and collation of, information and application of reasonable worse case scenarios to the Cleveland Area.
- 7) Acting as a single point of contact for the multi-agency response and for HM Government (particularly in the initial phases).
- 8) Provision of multiple reports daily and subsequently weekly to HM government on a range of impacts, services and concerns across the partnership.
- 9) Development of LRF systems to understand demands, receive and allocate PPE and facilitating emergency deliveries where required.
- 10) Death Management – securing additional storage and ensuring regular liaison and information sharing between key stakeholders.
- 11) Acting as a common single point of contact for the LRF to aid the establishment of Regional Testing Sites, Local Testing Sites and Deployment of Mobile Testing Units.
- 12) Seeking additional clarity and raising concerns from members throughout guidance from HM Government across a range of areas.
- 13) Revision of contingency plans to meet new risks from Covid19 (e.g. evacuation).
- 14) Facilitating a number of scenario based exercises to ensure understanding of the multi-agency response.
- 15) Facilitating an initial LRF debrief and subsequent feed in to the national debrief process.

EMERGENCY PLANNING JOINT COMMITTEE

2nd March, 2021



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(8th FEBRUARY 2020 – 5th FEBRUARY 2021)

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 responded to by the Cleveland Emergency Planning Unit (CEPU). The report covers the period between the 8th February 2020 to the 5th February 2021.

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.

3.2 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, for example warnings from the Met Office, Environment Agency and communications chains with local industry.

3.3 An outline of incidents that staff have been involved in, or notified of, are contained in appendix 1.

4. PROPOSALS

4.1 Members are aware of the range of 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 It is worthy of note that during the ongoing response to Covid, and specifically the associated risks of transmission, a number of the existing protocols (e.g. evacuation and temporary accommodation) have been adapted to ensure they are aligned to the relevant guidance and make provisions for mitigating the associated risks.

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 Incidents of note 8th February 2020 – 5th February 2021

Date	Borough	Exact Location	Type of Incident	Additional Information
09/02/2020	Redcar & Cleveland	All Redcar and Cleveland council offices	Utility Failure	Cyber incident impacting on a number of council systems.
18/02/2020	Stockton-On-Tees	Thornaby Industrial Estate	Unclassified	Gas release due to HGV reversing into above ground gas main and shearing the line.
19/02/2020	Middlesbrough	Penistone Road	Fire	Fire in derelict church building involving partial collapse of structure.
12/03/2020	Redcar & Cleveland	Greystones Road	Chemical	Release of Nitric Acid from road tanker on Greystones Road.
05/04/2020	Redcar & Cleveland	Liverton Mines	Fire	Recycling yard fire – sheltering advised.
06/05/2020	Hartlepool	Tofts Road East	Fire	Warehouse fire involving chemicals.
29/07/2020	Redcar & Cleveland	Beach area North Coatham	None Incident	Sand "bubbling" believed near location of pipelines. On checking bubbling was not directly in vicinity of pipeline and did not contain hydrocarbons. Pipelines not losing pressure. Believed to be natural occurrence.
07/08/2020	Redcar & Cleveland	SSSI site	Fire	Fire in substation.
14/08/2020	Redcar & Cleveland	Coatham Sands, Redcar beach	Maritime	Concrete block for pontoon reported on beach, request to remove before it floats back out to sea to help avoid potential shipping issues.
13/09/2020	Redcar & Cleveland	Saltburn Beach	UXO	Hand grenade on Saltburn beach Ordinance team neutralized.
23/09/2020	Stockton-On-Tees	A19 South from Portrack	Chemical	Spillage of Hydrogen Sulphide.
19/01/2021	Stockton-On-Tees	New Road roundabout	Chemical	Spillage of chemical from IBC (un NUMBER 3082).
20/01/2021	All Boroughs	All Borough effected mainly Middlesbrough and Redcar especially Loftus	Flooding	Large areas reporting surface water flooding properties flooded in Loftus and Ormesby other areas property affected. Disruption to local road network including loss of access / egress to Tees Dock Road.
28/01/2021	Stockton-On-Tees	Port Clarence	Flooding	Holme fleet beck blockage eventually leading to flooding behind Port Clarence no properties flooded.
02/02/2021	Hartlepool	Tower Chambers	Fire	Fire leading to evacuation of flats; potential evacuation, but the majority reoccupied within short time period.
05/02/2021	Stockton-On-Tees	Billingham	Release	Release of chemical product on COMAH site, no offsite effects reported. Concern amongst local community on hearing site alarms.
05/02/2021	Redcar & Cleveland	Redcar & Cleveland	Animal disease	Avian influenza at site in Redcar & Cleveland – response by RCBC and APHA, restrictions implemented in local area.