

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Friday 10th September 2021

At 10.00am

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

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council: - Councillor Cameron Stokell

Middlesbrough Borough Council: - Councillor Eric Polano

Redcar and Cleveland Borough Council: - Councillor Julie Craig

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 2nd March 2021
4. **ITEMS FOR DECISION**
 - 4.1 CEPU Action Plan 2021-2022 – *Chief Emergency Planning Officer*
 - 4.2 Financial Management Update Report - *Director of Finance and Policy and Chief Emergency Planning Officer* (to follow)
5. **ITEMS FOR DISCUSSION/INFORMATION**
 - 5.1 Emergency Planning Joint Committee Constitution – *Chief Emergency Planning Officer*
 - 5.2 LRF Pilot Funding – *Chief Emergency Planning Officer*
 - 5.3 Function and Operation of Cleveland LRF – *Cleveland LRF Chair*



5.4 Incident Report : 6 February 2021 – 13 August 2021 – *Chief Emergency Planning Officer*

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

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

Wednesday 1st December 2021 at 10.00am



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD 2nd March 2021

The meeting commenced at 11.00am and was an online remote meeting in compliance with the Council Procedure Rules Relating to the holding of Remote Meetings and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present:

Councillor: Karen King (Redcar and Cleveland Borough Council) (In the Chair)

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

Also Present: Councillor Tony Richardson (Hartlepool Borough Council)

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

1. Apologies for Absence

None

2. Declarations of interest by Members

None

3. Minutes of the meetings held on 28th November 2019, 27th February 2020 and 19th March 2020.

Minutes received and noted.

The Chair noted a request within the minutes that the Chair of the Local Resilience Forum (LRF) be invited to the next meeting of the Committee. The Chief Emergency Planning Officer advised that the LRF Chair had

submitted apologies to this meeting however he was aware of the need for him to attend these meetings in future and was committed to retaining the link between this committee and the LRF. It was hoped that he would be able to attend the next meeting to answering questions on the proposed LRF action plan. A member highlighted the importance of members having oversight of the LRF budget before approving it.

The Chair queried whether there had been any progress on the appointment of an apprentice as detailed within the minutes. The Chief Emergency Planning Officer indicated that the pandemic had halted progress in this area however he hoped to be able to take action in the future.

4. Financial Management Update Report *(Director of Resources and Development and Chief Emergency Planning Officer)*

Purpose of report

To provide details of the forecast outturn as at 31st January 2021 for current financial year ending 31st March 2021 and to recommend the budget for 2021/22.

Issue(s) for consideration by the Committee

A summary of the outturn position at 31st January 2021 was provided as set out in the report. A favourable variance of £65,000 on the main Emergency Planning Unit (EPU) budget was forecast. This was due to employees not being included within the pension scheme and additional income from chargeable overtime resulting from the coronavirus pandemic which had been funded through the Government's Covid-19 grant

An additional £78,000 for 2019/20 (plus £38,000 in 2018/19) had previously been allocated to the Local Resilience Forum (LRF) by the Government to assist in Brexit preparations. A further £200,000 had been allocated for covid related expenditure. It had previously been suggested that £43,000 of LRF monies be rebated to the member local authorities to assist with Brexit preparations however members of the LRF Strategic Board had recommended that this money be placed into a joint contingency pot to be used collectively. Members were happy to approve this recommendation

In terms of the Emergency Planning Unit budget for 2021/22 Local Authority contributions had been set at £310,000, an increase of £7,000 on the previous year. The bulk of spend would be on employee costs.

Decision

That the latest financial forecast for 2020/21 be noted and the budget for 2021/22 be approved.

5. CEPU Proposed Action Plan 2021-2022 (*Chief Emergency Planning Officer*)

Purpose of report

To provide the Committee with the action plan of the Emergency Planning Unit and assist members in overseeing the Unit's performance, effectiveness and value to the four unitary authorities.

Issue(s) for consideration by the Committee

During 2020-21 the CEPU action plan had been significantly impacted by Covid-19, through activities being curtailed and through reallocated resources. It was expected that this would continue into 2021-22 and the action plan approach was therefore different to previous years and focused on a number of priority areas. Details were given of the key areas of work for 2021-22 many of which were statutory functions. Non-statutory functions that had been included were those considered critical to resilience. There would also be further actions related to the LRF however the LRF Action Plan was currently under review due to the ongoing response to Covid and therefore could not be provided at this time.

Decision

That the proposed CEPU action plan be approved and update reports continue to be provided to members.

6. Activity Report (8th February 2020 – 5th February 2021) (*Chief Emergency Planning Officer*)

Purpose of report

To inform members of the activities undertaken by the CEPU between 8th February 2020 and 5th February 2021.

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. Information on the key CEPU support provided in the response to Covid-19 was also provided. All non-statutory duties had been suspended due to the pandemic and would be moved into the plan for 2021-22. The Chief Emergency Planning

Officer highlighted core actions which had been completed including the regular update of contact details for key agencies, and the maintenance of key documents and key procedures. He also noted that some procedures, specifically evacuation, needed to be revised with consideration to Covid-19 i.e. evacuating while socially distancing or shielding.

Members noted the statement within the summary of progress that only 11% of elected member activities such as briefings had been completed. They felt this was incorrect as while the normal briefings provided on resilience by the Unit had been cancelled, members had received regular updates from the LRF Chair and their individual local authorities.

Decision

That the areas of work undertaken be noted.

7. Incident Report (8th February 2020 – 5th February 2021) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the incidents reported and responded to by the CEPU between 8th February 2020 and 5th February 2021.

Issue(s) for consideration by the Committee

Between 8th February 2020 and 5th February 2021 17 incidents of note had taken place, brief details of which were given within the report.

Decision

That the areas of work undertaken be noted

8. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

The Chair noted that this was potentially the final meeting of the Committee before the Local elections. Members paid tribute to Councillor James for her commitment to the Emergency Planning Committee and Unit during her tenure as a member of the Committee.

The meeting concluded at 11.45am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 8th March 2021

EMERGENCY PLANNING JOINT COMMITTEE

10th September 2021



Report of: Chief Emergency Planning Officer

Subject: CEPU 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 and will submit evidence to the National Resilience Strategy – Call for evidence.
- 3.7 A summary of progress made against the action plan is presented below, the full plan is outlined in appendix 1.

	Number of tasks	Percentage
Ongoing	32	48%
Yet to Start	23	35%
Complete	11	17%
Total	66	

- 3.8 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.
- 3.9 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.

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.

1

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/759744/181116 LA preparedness guide for ex v6.10_004 .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/759744/181116_LA_preparedness_guide_for_ex_v6.10_004_.pdf)

- 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.).

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 CEPU 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

Stuart Marshall
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Appendix 1: CEPU Proposed action plan 2021-22 Summary of key areas and progress as of August 2021

Area	Element 2021 - 22	Status
Local authority resilience	Development of CEPU Action plan 22 – 23 including consultation with key stakeholders	Yet to start
	Allocation of budget to future specific activities	Yet to start
	Conduct one out of hours contact exercise (including voluntary sector)	Yet to start
	Review of current practice against SOLACE	Ongoing
	Review of the testing matrix relating to the Major Incident plan	Ongoing
	Training Needs Analysis and plan undertaken in each borough	Ongoing
	Updates of Borough Emergency Contacts lists	Ongoing
	Audit - Borough Emergency Centres, Rest Centre kit / stores	Ongoing
	Borough emergency centre - review of model and application	Ongoing
	Out of hours contact	Yet to start
	Reports to Emergency management leads in each LA area	Ongoing
Financial Control	Budget profile coming year	Complete
	Review annual recharges to industry (COMAH)	Complete
	Review recharging for REPPIR	Ongoing
Industrial Emergency Planning	Continue to undertake statutory and good practice emergency management with industry and wider partners including the 8 COMAH exercises and 6 plan reviews.	Ongoing
	Continue to develop non-statutory responses with agencies to high fire risk waste sites.	Ongoing
	Review of warn and inform around COMAH sites.	Yet to start
	All COMAH OFSERP plans written reviewed within legal timescales	Complete
	All COMAH sites offsite emergency response plans to have been exercised within 3 year period	Complete
	All pipeline plans to be written / reviewed within legal timescales	Complete
	Annual Meeting with HSE / EA ref COMAH	Yet to start

	Annual report submitted to the LRF Tactical Business Group on Industrial Emergency Planning and risk (Pipelines, COMAH and REPPIR)	Complete
	Annual review of COMAH and pipelines plans structure	Yet to start
	Attendance at Local Community Liaison Councils and Emergency Planning Consultative Committees	Ongoing
	COMAH and Pipeline Overview Document	Yet to start
	Undertake 6 monthly review of pipelines overview (2)	Yet to start
Support, review and development of the LRF	Continue to feed into HM Government consultations on ways of working post Covid.	Ongoing
	Provision of LRF secretariat	Complete
	LRF handbook, Structure and positions review and update	Complete
	Facilitate / support a future planning / review workshop	Yet to start
	Facilitate benchmarking against the HM Gov resilient standards	Ongoing
	Request for each sub-group to produce annual work plan issued by LRF secretariat / manager	Ongoing
	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.	Ongoing
Risk Assessment	Support the Incorporation of NSRA 2021 into local / regional practice	Ongoing
	Implementation of common consequences to feed into planning assumptions and capability assessment	Ongoing
	Greater alignment of plans to the common consequences identified in the risk assessment process.	Yet to start
	Develop GAP analysis of capability against planning requirements	Yet to start
Event Support	Support the return of public events through the support to Independent Safety Advisory Groups and wider partners.	Complete
	Where required to do so undertake specific planning and support at event controls.	Ongoing
	Ensure partners awareness of public events within the area.	Ongoing
	Where appropriate provide support for event organisers.	Ongoing
	Review standardised guidance for CEPU officers attending ISAGS and events.	Ongoing

CEPU Internal Functions and ways of working post Covid	Review of meetings attending and value (internal and external)	Yet to start
	Review register of assets, contracts, Business continuity plan, major incident response, risk assessments and EPU strategic Risk Register in light of Covid19	Ongoing
	Review standard ways of working (e.g. remote working, virtual meetings / attendance, responding to incident) in light of Covid19.	Ongoing
	Incorporation of document management system to aid archive / deletion of files against disposal scheme (both paper and electronic)	Yet to start
	Review and approval of information governance including publications scheme and privacy notices on HBC website	Yet to start
Community Resilience including the voluntary sector	Identify communities and groups able to assist build resilience - community mapping	Yet to start
	Map out community resilience against Resilience Standard, scope out workshop to develop Community Res Strategy and how to deliver.	Ongoing
	Identification of voluntary agencies who do not currently have a relationship with CEPU, scope out engagement with these agencies	Yet to start
	Review the voluntary sector register of capabilities	Yet to start
Plans and procedures	Document / information management, identification and adoption of suitable documentation management systems. This to include (e.g. justification, sign off, tracking etc.)	Ongoing
	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)	Ongoing
	Plan audit - Command Room, Borough Emergency Centres and electronic storage	Ongoing
Training and exercising	Start to look at what training can be rescheduled or provided in alternative forms	Complete
	Exercise Calendar 22-23 approved by LRF (Strategic and Tactical)	Yet to start
	Key learning points and actions submitted into Excel from all exercises	Ongoing
	Maintain Exercise Tracker	Ongoing
	Production / review of SCG familiarisation notes	Ongoing
	Quarterly test of multi-agency activation system	Yet to start
Recovery - Provision of awareness training sessions (min 1 session) as per needs analysis.	Yet to start	

	Training for Rest centre Managers	Yet to start
ITC / Cyber planning	Continue to develop local capability in cyber, power and telecommunications resilience	Ongoing
Warn and inform	Annual CEPU collective review of the four Local Authority Major Incident Websites	Complete
	CEPU Web site reviewed every quarter	Ongoing
	Review with partners (local and national) the warning and informing mechanisms in place for industrial and non-industrial incidents	Yet to start

EMERGENCY PLANNING JOINT COMMITTEE

10th September, 2021



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 outturn position for the financial year ending 31st March, 2021.

2. OUTTURN

- 2.1 The outturn for the year was an overall favourable variance of £48,000. This is lower favourable variance than forecast given in the previous quarter (£65,000 favourable) for two main reasons. Firstly, the amount of income is less than previously anticipated, mostly as a result of reduced REPPIR fees to the Nuclear Power Station as less work was required than assumed in the fee estimate. The other main difference is employee costs, as a result of management time being charged against the government Covid 19 grant which is included within the LRF budget shown in Table 2.

Table 1 – 2020/21 Financial Outturn as at 31st March, 2021

	Budget	Actual as at 31 st March, 2021	Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	336	264	(56)
Direct Costs - Other	106	96	(10)
Income	(426)	(408)	(18)
Net Position Before Use of Reserves	0	(48)	(48)
Transfer To/(From) Reserves	0	35	48
Net Position After Use of Reserves	0	0	0

2.2 The outturn position for the Local Resilience Forum (LRF) budget is shown in the following table:

	Budget	Actual as at 31 st March, 2021	Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	24	74	50
Direct Costs – Other	21	170	149
Emergency Mortuary Provision		50	50
Income	(45)	(42)	3
Covid Grant		(200)	(200)
Net Position Before Use of Reserves	0	52	52
Release of Brexit Grant Reserve	0	(52)	(52)
Net Position After Use of Reserves	0	0	0

2.3 Most of the variances results from the additional grant funding received compared to the normal based budget. 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. An amount of £52,000 of this funding was used in year, primarily to fund a cost of £50,000 for emergency mortuary provision prior to knowledge of the Government Covid 19 grant being allocated to the LRF. This grant was fully spent in year and was used to fund the costs of management chargeable to the grant. The adverse variance on income results from a reduction to the contribution paid by the Cleveland Police to bring LRF subscription in line with other contributing category one responders.

3. RECOMMENDATIONS

3.1 To note the financial outturn for 20/21.

4. BACKGROUND PAPERS

4.1 None.

4.2 CONTACT OFFICER

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Chris Little
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EMERGENCY PLANNING JOINT COMMITTEE

10th September, 2021



Report of: Chief Emergency Planning Officer

Subject: Emergency Planning Joint Committee Constitution

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information and assurance.

2. PURPOSE OF REPORT

- 2.1 To provide members an opportunity to review the constitution of the Emergency Planning Joint Committee (EPJC).

3. BACKGROUND

- 3.1 The Emergency Planning Joint Committee undertakes oversight of the Cleveland Emergency Planning Unit (CEPU). The constitution included in **Appendix 1**, last reviewed in February 2019, is provided to members to consider and review.

4. PROPOSALS

- 4.1 EPJC members consider and review the attached terms of reference for the emergency planning joint committee and advise of any areas where additional reporting or clarity is required.

5. RISK IMPLICATIONS

- 5.1 A frequent review of the terms of reference ensures that they reflect the needs of the committee and that members have the opportunity to seek clarification and additional reporting lines as appropriate.

6. FINANCIAL CONSIDERATIONS

- 6.1 There are no financial considerations relating to this report.

7. LEGAL CONSIDERATIONS

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

8. CHILD AND FAMILY POVERTY

8.1 There are no child and family poverty implications relating to this report.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 There are no equality and diversity considerations relating to this report.

10. STAFF CONSIDERATIONS

10.1 There are no staff considerations relating to this report.

11. ASSET MANAGEMENT CONSIDERATIONS

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

12. RECOMMENDATIONS

12.1 It is recommended that members of the EPJC review the terms of reference 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 are familiar with the terms of reference and that they remain accurate and up to date.

14. BACKGROUND PAPERS

None submitted

15. CONTACT OFFICER

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Appendix 1 EPJC Constitution

Constitution and Terms of Reference – Emergency Planning Joint Committee

Introduction

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

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

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

Legal and Constitutional Position

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

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

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

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

Membership of the Emergency Planning Joint Committee

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

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

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

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

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

Terms of Reference:

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

1. To approve for each authority the annual budget required by the Cleveland Emergency Planning Unit to fulfil its duties and responsibilities on behalf of the four unitary authorities and the basis of disaggregation to be met by the constituent authorities in their contribution to the overall costs.
2. To approve 'year end' reports on the budgetary performance of the Emergency Planning Unit, in accordance with financial regulations and procedures, including requests to place unspent money in 'reserves' or carry money forward.
3. To approve the Action Plan of the Emergency Planning Unit and receive a report thereon at each year end.
4. To oversee the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.
5. To draw to the attention of each of the constituent authorities best practice in the field of emergency planning and the impact of new legislation and regulations.
6. To set and review the staffing establishment of the Emergency Planning Unit in accordance with the budget provision approved by the four constituent authorities.
7. To be responsible for, and keep under review, the accommodation and provision of equipment / facilities in the Emergency Planning Unit.
8. To approve the holding of Members Seminars in relation to emergency planning responsibilities and activities.
9. The Committee should meet at least 4 times per year at times to be determined by the Chair of the Joint Committee.
10. The quorum for meetings of the Joint Committee is 3 councils being represented.

11. The Chair of the Joint Committee will be appointed for the following 24 months at the first meeting in every other fiscal year.

EMERGENCY PLANNING JOINT COMMITTEE

10th September, 2021



Report of: Chief Emergency Planning Officer

Subject: LRF Pilot Funding

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

2. PURPOSE OF REPORT

- 2.1 To inform members of the EPJC of the recent pilot funding made available to Local Resilience Forums, the intent reference the utilisation of the funding.

3. BACKGROUND

- 3.1 In March 2021 HM Government released “*Global Britain in a competitive age, the integrated review of security, defence, development and foreign policy*”. Section 4.1 addresses building the UK’s national resilience, and outlines a number of considerations. Including strengthening the role and responsibilities of local resilience forums (LRFs) in England.
- 3.2 To support evidence gathering with a view to developing potential future funding models HM Government has provided each LRF with pilot funding. The LRF funding pilot is comprised of 3 key strands 1) Capacity building, 2) Capability building, in addition there is a centrally administered 3) Innovation fund.
- 3.3 As of 21/05/2021 HM Government confirmed £209,089 would be made available to Cleveland LRF for use in capacity building and capability building. Initial discussions have been held both locally and regionally on areas of potential collaboration (intelligence and community resilience). In addition to a number of potential joint bids for the innovation fund (relating to information management, risk assessment and whole society resilience).
- 3.4 The funding is non-ring fenced but with an aspiration that the funding is utilised to progress 2 objectives, **Appendix 1** contains expected outcomes and activities:

Objective 1: To increase LRF capacity, enabling LRFs to recruit strategic resources to address national and local resilience priorities.

Objective 2: To build new or enhance LRF capability to address national and local resilience priorities specifically:

- a. To strengthen intelligence, information and data sharing capability e.g., Multi-Agency Information Cell model.
- b. The fostering of a whole of society approach to resilience.
- c. The other national priorities for resilience, as set out in Global Britain in a Competitive Age: **The Integrated Review of Security, Defence, Development and Foreign Policy**
- d. Embed lessons learned from recent incidents and activities.

- 3.5 Monitoring and evaluation, of the LRF Funding pilot will involve MHCLG collecting data from LRFs at the beginning of the pilot, in May 2021, and at key points during the year. Initial baseline data on Cleveland LRF funding and staffing has been provided. There is an expectation on LRF chairs to take responsibility for scrutinising the delivery and performance of spend and associated initiatives.
- 3.6 The funding is limited to this financial year, with no commitment for future funding, therefore when designing activities consideration will be undertaken reference the sustainability and potential impacts of funding being withdrawn. The limited duration and timescales of the project also pose a number of challenges reference any recruitment and training of additional staff.
- 3.7 As yet no commitment has been made with regards to funding but initial proposals have been submitted to MHCLG and the LRF (Appendix 2). The Chief Emergency Planning Officer continues to work with a range of stakeholders including LRF members, external partners, counterparts and HM government.

4. PROPOSALS

- 4.1 EPJC Members consider any areas of specific interest / potential application in line with the project objectives and advise the Chief EPO.
- 4.2 The CEPO or LRF Chair as appropriate advises of progress and expenditure at future EPJC meetings including provision of work plan and update on specific work streams.

5. RISK IMPLICATIONS

- 5.1 Failure to effectively utilise and record the outcome of the additional finance will impact on local resilience and HM Government's future policy and finance model for resilience.
- 5.2 There are risks associated with both one off funding and the short delivery timescales, both in terms of demonstrating effective utilisation and potentially building expectation and sustainability of any activities.

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 All funding will be utilised in line with standing Hartlepool Borough Council finance and procurement procedures.

8. CHILD AND FAMILY POVERTY

8.1 There are no child and family poverty implications relating to this report but elements may be included within the projects funded.

9. EQUALITY AND DIVERSITY CONSIDERATIONS

9.1 All projects will be designed and undertaken aligned to the relevant considerations on equality and diversity.

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 purpose and limitations of the pilot funding, advise on any areas of specific interest or possible application and receive further updates and seek further clarification where required 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 funding is appropriately utilised.

14. BACKGROUND PAPERS

Further information “Global Britain in a competitive age”, HM Government [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975077/Global Britain in a Competitive Age-the Integrated Review of Security Defence Development and Foreign Policy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975077/Global_Britain_in_a_Competitive_Age-the_Integrated_Review_of_Security_Defence_Development_and_Foreign_Policy.pdf)

15. CONTACT OFFICER

Stuart Marshall

Chief Emergency Planning Officer

Cleveland Emergency Planning Unit

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Appendix 1: Expected activities and outcomes

MHCLG expect the following activities / outcomes to determine how the grant is spent:

Strategic personnel to lead LRF activity in support of key national and local priorities, including supporting HMG as set out in the Integrated Review through:

- Participating in government led work to develop a Resilience Strategy.
- Participating in government led work to review the Civil Contingencies Act 2004 and consideration of other regulatory or legislative change opportunities.
- Continuing to engage with MHCLG to consider the future role and responsibilities of LRFs as part of a wider HMG Resilience Strategy.
- Strengthening local and national level strategic coordination to embed lessons learned from emergencies.
- Robustly evidencing the impact of LRF activities to support resilience policy development and delivery.
- Ensuring LRFs continue to have clear expectations on fulfilling their responsibilities throughout the resilience cycle.

Strengthening data, intelligence and information flows at the local and national level through: Working with MHCLG and partners to further develop local systems and processes- enhancing LRF ability to analyse, interpret and share situational awareness.

- Dedicating strategic and analytical resource as a key provider and user of data, intelligence and analysis.
- Maximising opportunities to collaborate at multi LRF level to share and implement good practice.

Promoting a whole of society approach to resilience through:

- Working with MHCLG to consider the potential future role of organisations not traditionally engaged in resilience activity.
- Exploring cross regional LRF working to identify how LRFs could support a whole of society approach to resilience.
- Considering greater LRF engagement with wider civil society locally

In addition to this, the key outcomes of this pilot are to:

- Test the efficacy and impact of HMG Funding for LRFs.
- Identify the challenges and benefits of providing funding and how any risks could be managed.
- Ensure evidence from this pilot is used to support the wider HMG Resilience Strategy.
- Ensure this grant does not displace existing funding or in-kind contributions and focusses on additional strategic and cross-cutting capacity and capability.

Appendix 2: Proposed utilisation of funding

Project	Brief description (50 words per project max)	What specific outputs or deliverables are you hoping to achieve through this project?	Allocation
1	North East LRF Work The LRF could fund a project post (or posts) to analyse the opportunity to standardise the work of the three LRFs. For example, a ConOps for how the North East work together during a Major Incident. There would need to be agreement across the North East LRFs on what a future state might look like (for example stronger collaboration or a funded regional position or positions). There could be a focus on Risk, linking with the below suggestion.	Formalised agreement and common operating model, potentially including core functions e.g. MAIC A review outlining specific detail and recommendations reference future operation / joint work across the 3 North East LRFs. A clear an agreed direction / strategic objectives for future joint work and collaboration whilst maintaining local decision making.	45,000
2	Staffing Additional funding to increase staffing within the LRF / EPU to free up the LRF Managers and Principal EPOs time to project manage the additional work as a result of the pilot funding, will ensure that the capability to support all elements of resilience are maintained.	Recruitment of 12 month fixed term EPO allowing reallocation of work within the emergency planning unit / Local Resilience Forum but ensuring knowledge base is maintained	45,000
3	Community Resilience Grants A trial grant programme to provide funding to communities at specific risks or local groups who may support resilience to enable a greater overall resilience.	5 small projects funded by the LRF to aid and explore grass roots resilience building – specific outcomes will vary by the bids received and supported. Review of the potential benefits of the LRF being a funding body for small grants to local groups engaged in resilience and the effectiveness of this approach.	10,000
4	Threat / MAIC Potential to work with neighbouring LRFs on the development of threat assessment and Multi Agency Information Cell (MAIC) processes. This work may explore the further development of temporal risk products for members, detailing any areas of concern for the LRF, using threats highlighted in the NSRA, Community Risk Register and by the LRF.	Identification of core data sources and needs across a range of generic and specific incidents. Consideration of benefits of temporal data for LRF and central government. Development and documentation of collection and analysis techniques and methods. Consideration of different models of MAIC staffing and application across the North East.	50,000
5	Community risk mapping Areas could include geo-mapping risks and analysis to better understand communities,	1) Mapping of risk against communities across our area	25,000

	exposure and nodes of engagement throughout the IEM cycle.	2) Identification of likely nodes / access points to engage with communities	
6	Capability analysis Further develop and refine the work currently undertaken to develop capability analysis through provision of a dedicated resource.	Refine and further develop the capabilities assessment methodology for the North East region translating national guidance into a specific model of delivery. Undertake capability analysis against all common consequences. Develop common reporting tool for Strategic Board highlighting areas of concern and required action	20,000
7	Training Previously very limited budget for cross agency training and especially provision of recognised training for community providers / wider organisations	Develop a comprehensive training needs analysis. Identification and provision of areas of joint training.	15,000
8	Activation system Commission of an automated alert system to notify partners / sub-groups of an event	1) Assurance reference a robust and timely notification system 2) The incorporation of wider partners (community and industry) onto the system to improve data collection at speed 3) Refined multi-agency incident procedures	5,000

EMERGENCY PLANNING JOINT COMMITTEE

10th September 2021



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 an appetite for greater awareness and oversight 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.
- 3.2 This oversight contributes to the alignment to the LRF Governance resilience standard, which identifies arrangements to enable local political scrutiny of the governance arrangements as leading practice.
- 3.3 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 coordinated 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.
- 3.4 The LRF is a non-statutory body, implemented following the introduction of the CCA 2004. The Act identifies a number of agencies as Category 1 (including the emergency services and local authority) or Category 2 responders and imposes duties on these agencies.
- 3.5 The Cleveland LRF is currently funded from a combination of public and private monies (total annual subscription £45,826), with the majority of this amount contributing to the role of secretariat provided by the Local Authority Emergency Planning Unit.
- 3.6 The role of Vice Chair is undertaken by Tony Hanson, Director of Neighborhoods and Regulatory Services, Hartlepool Borough Council.
- 3.7 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

- 3.8 The LRF is supported by a secretariat comprising the LRF Coordinator and LRF Manager employed by Hartlepool Council and working within the Cleveland Emergency Planning Unit. 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 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 most recently the significant input into the response to Covid and EU Exit preparations and assurance. This is shown not least by the recent National Resilience Strategy: Call for evidence, which seeks views on the future role of the LRFs¹.
- 3.10 In the last years 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.
- 3.11 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.
- 3.12 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**.
- 3.13 The LRF Annual Report is presented at **Appendix 2** and contains further information on the LRF, funding and priorities.
- 3.14 Following production of the annual report HM Government confirmed pilot funding of £210,000, this is outlined in a separate paper and will be used to further the priorities identified both by national government and by the LRF.

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

¹ <https://www.gov.uk/government/consultations/national-resilience-strategy-call-for-evidence>

- 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

None submitted.

15 CONTACT OFFICER

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Appendix 1 Cleveland LRF Strategic Board Terms of Reference

Chair: Steve Graham 9.9.20 –date

Vice Chair: Tony Hanson 9.9.20 - date

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:	Other Partners
Local Authorities Police Fire Ambulance Service NHS England Acute Hospital Trust Port Health Authority Environment Agency Maritime and Coastguard Agency Public Health England (until October 21) UK Health Security Agency (from October 21)	Electricity Distributor(s) Gas Distributor(s) Water & Sewerage Undertakers Telephone Service Providers (fixed and mobile) Northern Rail Airport Operators Ports Highways Agency Health & Safety Executive Clinical Commissioning Groups	MOD Met Office British Red Cross MHCLG

The Regulations and guidance consider it best practice that an LRF is based on a Police Force. Consequently the Cleveland LRF is based on the area covered by Cleveland Police.

Whilst guidance recommends that meetings must be held at least every six months, the Cleveland LRF considered it both practical and reasonable to hold meetings 4 times a year, the timing of which has been carefully considered to enable appropriate deliberation of the latest risks and threats that Cleveland may face and allow partner agencies to meet this through planning, exercising and resource allocation.

More information and documentation about the work of the Cleveland LRF can be found on the joint Emergency planning Unit / Local Resilience forum website at <http://www.clevelandemergencyplanning.info/> the standard social media tag for LRF activities is #ClevelandLRF.

Secretariat of the LRF

The primary secretariat is provided by the LRF Manager and LRF Coordinator:

- Agreeing the agenda with the Chair;
- Organising the production of any discussion papers or presentations;
- Following up matters arising and action points;
- Ensuring the meetings of sub groups are effectively organised, relevant matters are undertaken and issues are brought to the attention of the LRF;
- Ensuring sub groups undertake projects directed by the LRF;
- Briefing the LRF Chair.

Key working practices are:

Papers for meetings will be circulated to members at least 1 week days prior to the meeting. Minutes of meetings will be circulated within 8 working days of the meeting date.

December Agree strategic priorities and risks for the coming year
 Review draft annual work plan for next fiscal year
 Review draft training and exercise draft plan for next fiscal year
 Review of Strategic Coordinating Group (SCG) members and identification of skills gap

February Approve annual work plan
 Approve training and exercise plan
 Review of upcoming work
 Review of resource allocation/Financial Plan

April/May Annual report
 Review objectives/achievements
 Updated LRF handbook

September Business continuity assessment
 Seasonal preparedness
 Horizon scanning and strategic risk analysis

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.

Vetting and Security Clearance Level

Vetting for members of LRF Groups are collated and stored RD and reviewed annually.

Appendix 2 Cleveland LRF Annual Plan



**Cleveland Local Resilience
Forum
Annual Report
April 2020 – March 2021**

Contents

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About Cleveland Local Resilience Forum

‘The purpose of the LRF process is to ensure effective delivery of those duties under the Act that need to be developed in a multi-agency environment and individually as a Category 1 responder. In particular the LRF process should deliver:

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.’

The LRF is based upon the Cleveland Police Force Boundary and is chaired by Steve Graham, ACC, Cleveland Police, with Vice Chair provided by Tony Hanson, Hartlepool Borough Council. The LRF Executive (Strategic Board) meets to provide strategic direction and receive assurance that their respective agencies are meeting the elements of the Civil Contingency Act 2004.

To meet the duties under the Act the LRF has developed a framework through which work can be co-ordinated and managed across a range of thematic areas and disciplines this is outlined on the following page.

To ensure that the LRF maintains its effectiveness a regular comparison against expectation and good practice identified by Government is undertaken, a summary is contained within this report.

The achievements and future work of all sub-groups is outlined at the rear of this report. The activities of the LRF are reported into the Emergency Planning Joint Committee who oversee the work of the Local Authority Emergency Planning Unit.

Further information on the Cleveland LRF can be requested from the Cleveland Emergency Planning Unit. 01642 301515 Clevelandlrf@hartlepool.gov.uk

LRF Membership

Cleveland Local Resilience Forum (LRF) comprises of category 1 and 2 responders as defined by the Civil Contingencies Act 2004.

Category 1 Responders	Category 2 Responders
<ul style="list-style-type: none"> • British Transport Police • Cleveland Police • Cleveland Fire Brigade • North East Ambulance Service NHS Trust • Stockton Borough Council • Middlesbrough Council • Hartlepool Borough Council • Redcar and Cleveland Borough Council • Environment Agency • HM Coastguard • NHS England • Port Health Authority • Public Health England • North Tees and Hartlepool NHS Trust • South Tees Hospitals NHS Foundation Trust 	<ul style="list-style-type: none"> • Airports • Electricity Distributers • Gas Suppliers • Water Suppliers • Harbours and Ports • Health and Safety Executive • Highways Agency • Public Communications Suppliers • Rail Delivery Group • Train Operating Companies • Freight Operating Companies • NHS Clinical Commissioning Groups <ul style="list-style-type: none"> ○ NHS South Tees CCG ○ NHS Hartlepool and Stockton-on-Tees CCG
Other Organisations in Attendance (but not designated as a Category 1 / 2 Responder)	
<ul style="list-style-type: none"> • Military – represented by JRLO (NE) Brigade • Cleveland Emergency Planning Unit • Ministry of Housing Communities and Local Government RED Team (MHCLG) • Voluntary Sector – currently represented by the British Red Cross • Met Office 	

In the addition to the above named parties liaison is undertaken with an increasing number of agencies and organisations including local higher and further education providers, regional specialists bodies and housing providers, the strengths of this opening approach were demonstrated during the response to Covid19 and are likely to be strengthened in the coming year.

Fundamental to the effective operation of the LRF is the secretariat provided by the Local Authority Emergency Planning Unit. This function is primarily undertaken by a Local Resilience Forum Coordinator and the Chief Emergency Planning Officer / Local Resilience Forum Manager. They receive significant support from members of the Emergency Planning Unit.

Key activities 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.

National Resilience Standards

The LRF continues to review and benchmark against resilient standards² as they are issued, the secretariat holds the current status against good and leading practice. Relevant groups will continue to assess the standards on receipt against good and leading practice seeking clarity from the strategic board as appropriate on appetite.

Comparison with the national expectation set

As with previous years the LRF's practice and performance has been reviewed against the expectation³ set produced by Cabinet Office. Of the 44 mandatory requirements relating to the Civil Contingencies Act CCA, all expectations could be evidenced or recorded as resolved through a range of existing evidence maintained by the LRF Secretariat, not least LRF handbook.

Response to Covid19

Whilst technically not a responder the LRF has continued to play a key role throughout Covid19 acting as a single point of contact for HM Government into the multi-agency response and supporting the Strategic Coordinating Group and associated cells. It is envisaged that this work will continue but at a lesser rate as the related work increasingly becomes business as usual for agencies. A capability will be maintained to ensure that in event of further escalation e.g. due to new variants.

Contribution to ongoing reviews

2021 – 2022 will provide an unprecedented opportunity to review and shape national policy on resilience and future ways of working. The LRF remains committed to supporting this critical work including contributing to:

- House of Lords Select Committee – risk
- Royal Academy of Engineering external review of the National Security Risk Assessment Methodology
- National Resilience Review

² <https://www.gov.uk/government/publications/national-resilience-standards-for-local-resilience-forums-lrfs>

³ <https://www.gov.uk/government/publications/the-role-of-local-resilience-forums-a-reference-document>

Finance Report 2021-22

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. In December 2020 it was agreed that funding continue with an amendment to the contribution to bring Police, Local Authorities and Fire Brigade into equal contribution, with the shortfall of the previous larger Police contribution made up from existing LRF funding. There was the intent to review the finances in period but with the impact of Covid this has been delayed.

Current Recharges:

	21/22 2.5% Inflation
LRF Recharge + 2.5% inflation	
Middlesbrough Borough Council	£5,657.62
Hartlepool Borough Council	£5,657.62
Redcar and Cleveland BC	£5,657.62
Stockton Borough Council	£5,657.62
Cleveland Police	£5,657.62
Cleveland Fire Brigade	£5,657.62
PD Ports	£1,132.57
NEAS	£3,959.81
NHS England	£3,394.57
From LRF reserves	£3,393.52
TOTAL	£45,826.16

Covid Funding

As with a number of other LRFs grant payments were received by the LRF with regards to Covid response, expenditure was reported to strategic board in February 2021. As of May 2021 £17k of the grant had not been spent, was left which following agreement of the LRF Strategic Board and Emergency Planning Joint Committee this is being maintained as specific LRF contingency fund.

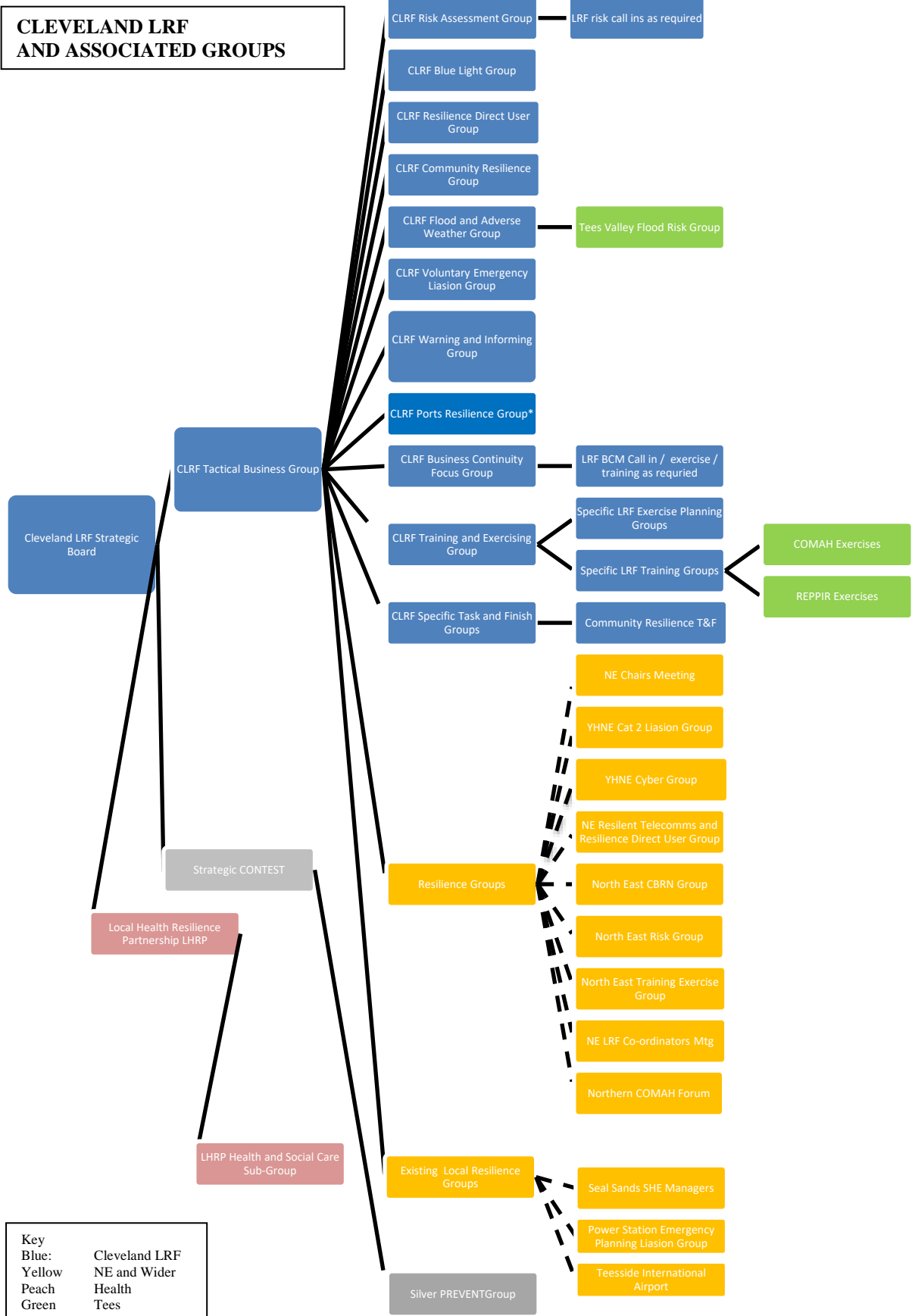
LRF Pilot funding

A HM Government pilot funding grant from central government for use in 2021 – 2022 is anticipated shortly. The purpose of the pilot funding is to:

- Support LRFs to build core capacity and capability
- Support LRFs to take an active role in developing and delivering national priorities as set out in the Integrated Review
- Support LRFs and provide evidence to feed into the national resilience strategy

It is understood that the funding cannot displace existing funding or fund routine activity and that there will be significant monitoring and evaluation required, with the outcomes of the pilot being used to possible future funding. The LRF management is

currently engaging with HM Government and counterparts to better understand how this funding can be most effectively utilised.



Incidents 2020-21

In addition to the response to Covid 19 which has required a significant response structure to be instigated.

Over the course of the year the LRF secretariat has logged over 41 warnings and alerts from agencies including the Met Office, Environment Agency, Coastguard and local industry. It is of note that a number of agencies increased the thresholds for issuing warnings in light of Covid19.

As of writing in addition to Covid19 there have been a total of 14 incidents logged by the LRF which have required a multi-agency response, these have included responses to:

- Unexploded ordnance
- Significant fires
- Hazardous material incidents
- Flooding
- Toxic release
- Unsafe structure
- Maritime

LRF teleconferences have been held on a number of occasions to ensure clarity between responders and a joint approach to the challenges that partners have faced.

On a number of occasions the LRF has provided assurance to National Government on the capacity and capability within the Cleveland LRF Partnership.

Key highlights and achievements 2020-21

During the period April 2020 to March 2021 the Local Resilience Forum has focussed primarily on the response to Covid19.

Regardless of the demands of Covid work continued in a number of key resilience areas to ensure that legislative duties were met, there was capacity and capability for concurrent events.

The work plan normally developed annually by all tiers of the LRF and reported at Tactical and Strategic levels has been significantly impacted, there is currently no single up to date agreed workplan for the LRF covering all sub-groups. The secretariat is working with the Chairs of sub-groups to compile these work-plans.

LRF priorities 2021 – 22

Proposed areas of focus for the Cleveland LRF in 2021 / 2022 include:

- **Taking stock**
The last few years have been challenging with multiple risks and increased expectation on the LRF. In common with a number of LRFs and National Government it is recognised that now is an appropriate time to review operation and future needs. This will be supported by local reviews and consultation and through the input to national working groups as required.
- **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 be further supported by engagement in local, regional and national planning and exercises (including flooding, power outage and cyber).
- **Efficiency and effectiveness**
Continuing the joint work of the North East, and further afield as appropriate, ensuring that where there are common areas of work that these are recognised and undertaken either as a pathfinder or jointly. Ensuring that the efficiencies e.g. remote working are applied effectively in future routine working.
- **Covid readiness and review**
Ensuring maintenance of existing mechanisms and adaption to emerging risks as 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.
- **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.

EMERGENCY PLANNING JOINT COMMITTEE

10th September, 2021



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(6th February 2021 – 13th August 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 6th February 2021 to the 13th August 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 familiarise themselves with 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 the ongoing response to Covid, and the associated risks of transmission, complicate a number existing protocols (e.g. evacuation and temporary accommodation), but that measures have been taken to amend guidance and plans to accommodate these 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 6th February 2021 – 13th August 2021

Date	Borough	Exact Location	Type of Incident	Additional Information
14/02/2021	Redcar & Cleveland	Hutton Lane (Highcliff Primary School Area)	Unsafe Structure	Fallen tree blocking Hutton Lane (Highcliff Primary School Area)
22/03/2021	Stockton-On-Tees	Prince Regent Street	Gas Leak	Stood down within 2 hours and residents returned
03/04/2021	Middlesbrough	Industrial Unit, Cargo Fleet, Middlesbrough	Fire	Fire causing large smoke plume,
27/04/2021	Stockton-On-Tees	Seaton Carew Road	RTC	Tanker overturned no leakage of product
30/04/2021	Middlesbrough	Ladgate Lane	Burst water main	Burst water main – disruption and loss of supply in the area.
17/05/2021	Hartlepool	A19 Near American Diner	RTC	RTC involving large diesel spillage
31/05/2021	Middlesbrough	COMAH Site Seal Sands	Toxic release	Notification of an incident at Seal Sands chemical gassing off, initial assessment undertaken and dialogue with partner agencies. Incident resolved.
02/06/2021	Redcar & Cleveland	Redcar Beach, South Gare	Maritime	Report of a deceased beached Minke Whale on Redcar Beach. Communication from Port, Coastguard and Receiver of Wrecks. Liaison with Redcar Council to remove the
01/08/2021	North Yorkshire	Bilsdale	Transmitter fire	Loss of signal to radio and TV services across the North East including Cleveland following a fire on the transmitter.