

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Wednesday 2 March 2022

10.00 am

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 Palano
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**

To receive the minutes of the meeting held on 1 December 2021 (previously circulated)

4. **ITEMS FOR DISCUSSION/INFORMATION**

- 4.1 Financial Management Update Report – *Director of Resources and Development and Chief Emergency Planning Officer*
- 4.2 Activity Report – *Chief Emergency Planning Officer*
- 4.3 Incident Report (13th November – 18th February 2022) – *Chief Emergency Planning Officer*

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

6. **DATE AND TIME OF NEXT MEETING**

To be confirmed.



EMERGENCY PLANNING JOINT COMMITTEE

2nd March, 2022



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, 2022 for current financial year ending 31st March, 2022.
- 1.2 To propose the budget for 2022/23

2. FORECAST OUTTURN

- 2.1 The latest forecast outturn is a favourable variance of s shown in the following table:

Table 1 – Main Emergency Planning Budget - Forecast Outturn as at 31st January, 2022

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	324	316	(8)
Direct Costs - Other	107	107	0
Income	(431)	(431)	0
Net Position Before Use of Reserves	0	(8)	(8)
Transfer To/(From) Reserves	0	8	8
Net Position After Use of Reserves	0	0	0

- 2.2 The main reasons for the overall favourable variance are savings in pension scheme contributions as a result of employees opting out.
- 2.3 The latest position for the Local Resilience Forum (LRF) budget is shown in the following table:

Table 2 – 2021/22 LRF Forecast as at 31st January, 2022

	Budget	Latest Forecast	Projected Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	76	76	0
Direct Costs – Other	177	77	(100)
Income	(45)	(43)	2
Pilot Grant	(208)	(208)	0
Net Position Before Use of Reserves	0	(98)	(98)
Carry forward grant funding to 2022/23	0	98	98
Net Position After Use of Reserves	0	0	0

- 2.4 The budget includes the LRF Pilot Funding grant of £208,000, which is a Section 31 non ring fenced grant awarded by the 'Government Department for Levelling Up Housing and Communities' with the following objectives:
- To increase LRF capacity, enabling LRFs to recruit strategic resources to address national and local resilience priorities.
 - To build new or enhance LRF capability to address national and local resilience priorities specifically.
- 2.5 The forecast reflects the expectation that a £100,000 of the grant will be spent in the next financial year and therefore transferred into an earmarked reserve at year end.

3. 2022/23 BUDGET

- 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 2022/23 the Local Authority contributions are £315,000, which is an increase of £5,000 compared to the previous year, in line with amounts proposed by this

Committee on 21st June 2017 covering the period 2018/19 to 2023/23. The Income budget has increased to reflect an increase in staff costs chargeable to the LRF budget as discussed below.

- 3.2 The budget for employee costs has been increased to include 3 new posts (2 temporary), costing £92,000 which will be funded from LRF government grant funding which is being continued for the next 3 years. There has also been a reduction to staffing costs of £41,000 to reflect the increased amount management chargeable to the LRF budget. Staffing costs have also been inflated to allow for an assumed pay award.
- 3.3 The proposed budget is shown in the following table:

Table 3: Proposed Main Emergency Planning Budget 2022/23

2021/22 Budget £'000		2022/23 Budget £'000
324	Direct Costs - Employees	383
107	Direct Costs – Other	109
(431)	Income	(492)
0	Surplus/Deficit	0

- 3.4 The proposed LRF Budget is shown in Table 4 below and includes another year of government grant funding, estimated to be £208, 000 based on the current years 'Pilot' funding, which has now been confirmed for the next 3 years. Although the actual allocation for the year is not yet known, a minimum of £160,000 has been guaranteed to each recipient body. In the event that the actual allocation is less than £208, 000 estimate, the non staffing budget can be reduced accordingly, most likely by reducing the number of outreach projects.

Table 4: Proposed LRF Budget 2022/23

2021/22 Budget £'000		2022/23 Budget £'000
76	Direct Costs - Employees	168
177	Direct Costs – Other	184
-45	Income	-44
-208	Government Grant	-208
0	Release of Reserve*	-100
0	Surplus/Deficit	0

*Unspent Pilot Grant carried forward from 2021/22

4. RECOMMENDATIONS

- 4.1 To note the latest financial forecast for 2021/22.
- 4.2 To approve the 2022/23 budgets for Emergency Planning and the Local Resilience Forum (LRF).

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

Stuart Marshall
Chief Emergency Planning officer
Cleveland Emergency Planning Unit
Tel 01642 301515
Email: stuart.marshall@hartlepool.gov.uk

Chris Little
Director of Resources and Development
Tel: 01429 523003
Email: chris.little@hartlepool.gov.uk

EMERGENCY PLANNING JOINT COMMITTEE

2nd March 2022



Report of: Chief Emergency Planning Officer

Subject: ACTIVITY REPORT

1. TYPE OF DECISION/APPLICABLE CATEGORY

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

2. PURPOSE OF REPORT

2.1 To 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 As reported and presented at the meeting in September the CEPU undertakes an annual action plan identifying key areas of work to be undertaken in 2021-22 by CEPU.

3.2 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).

3.3 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.

3.4 A summary of progress made against the action plan presented at the previous meeting is outlined below. Work is progressing despite the ongoing support to the Covid response, with a number of key areas (45) of work now complete.

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)

Table 1: Progress against CEPU action plan in period

Task Status	Count September	% September	Count November	% November	Count March	% March
Yet to start	23	35%	14	21%	5	8
Ongoing	32	48%	30	45%	16	24
Complete	11	17%	22	33%	45	68

Table 2: Overview of CEPU action by area

Activity	Complete	Ongoing	Yet to start	Grand Total
CEPU Internal Functions and ways of working post Covid	1	2	2	5
Community Resilience including the voluntary sector	2	2		4
Event Support	4	1		5
Financial Control	3			3
Industrial Emergency Planning	11	1		12
ITC / Cyber planning	1			1
Local authority resilience	7	3	1	11
Plans and procedures	1	2		3
Risk Assessment		3	1	4
Support, review and development of the LRF	5	1	1	7
Training and exercising	7	1		8
Warn and inform	3			3
Grand Total	45	16	5	66

3.5 Significant areas of work completed in period include:

- 1) Training needs analysis undertaken in each Borough.
- 2) Continued compliance with COMAH, REPIR and Pipelines.
- 3) Contribution to the national resilience review.
- 4) Community resilience strategy developed in line with the resilience standard, for incorporation into 22-23 LRF workplan.
- 5) Increased cyber capability via the NE Cyber Resilience Group, including benchmarking against the standard and development of workplan for 22-23.
- 6) Exercise calendar approved by the LRF based on the multi-agency training needs and statutory remit.
- 7) Review and update of the voluntary sector register of capabilities.

3.6 Areas of outstanding work unlikely to be completed by end of period include:

- 1) Out of hours exercise (withdrawn due to number of out of hours incidents that have tested response out of hours).
- 2) Audit of borough emergency centres and stores.

- 3) Review workshop (delayed due to national review of resilience).
 - 4) Incorporation of National Security Risk Assessment NSRA (Awaiting publication from HM government).
 - 5) Community mapping (Initial work has started with Northumbria University but unlikely to be completed within period).
 - 6) Implementation of corporate document management system (delayed due to resourcing).
 - 7) Quarterly test of activation system (awaiting approval for implementation).
- 3.7 Staff continue to work effectively despite the challenges of Covid and ongoing requirement for social distancing impacting on a number of work areas. As previous contingencies are in place to ensure that officers can attend command centres in person should it be required.
- 3.8 The annual duty holder meeting with the COMAH Combined Authority (Environment Agency and Health and Safety Executive) has taken place with the Unit able to evidence compliance with requirements of external duty holders across the COMAH upper Tier sites covering both exercising of the external response plan and the production of offsite emergency response plans.
- 3.9 DEFRA has undertaken a review of the Multi-Agency Flood Plans developed by the Unit on behalf of the LRF, with the Cleveland plan being reported as Comprehensive (the highest rating) across the 34 areas. A number of areas for future development / consideration have been identified and these will be progressed in the coming months.
- 3.10 During period an Emergency Planning Assistant has been successful in applying for the Senior Emergency Planning Officer Development Scheme and is effectively operating in Middlesbrough and leading on a number of work areas. Recruitment is currently open for a replacement Emergency Planning Assistant with interviews scheduled for early March.
- 3.11 In light of the additional demands on experienced staff in the Unit the CEPO has sought and received consent from the LRF Strategic Board to increase capacity within the Unit. The intent is to bring in staff at lower levels to backfill for increased demands at the top of the Unit and to fill the anticipated additional requirements as a result of the review into the Civil Contingencies Act and the HM Government Resilience Strategy. Proposed roles to include leads for industry, community resilience and LRF support Officer.
- 3.12 The unit continues to work with Northumbria Universities Masters programme through provision of professional projects including developing a methodology for capability analysis and developing the humanitarian response to power outages. These projects benefit students in terms of real life problems and the unit / wider partners in terms of challenging thinking and concentrated resource.

- 3.13 The Unit is seeking to support a work placement from Teesside University's Masters in Public Health Course September – December 2022. This is likely to tie into the significant changes being undertaken in the Health Structures that work with the LRF.
- 3.14 The LRF is actively engaged with the National Consortium for Societal Resilience, a platform for the 38 LRFs to engage with key stakeholders, benefit from economies of scale and case studies both nationally and locally.
- 3.15 The unit continues to support the Local Resilience Forum with key work in period including:
- 1) Provision of trained independent debriefers for neighbouring LRF areas
 - 2) Compiling a training and exercising calendar based on needs identified from a north east wide training needs analysis
 - 3) Provision of training on function and specific IT solutions
 - 4) Contribution to national reviews including the House of Lords reference CNI and Climate Change
 - 5) Provision of awareness raising and training to partners
 - 6) Establishment of a North East cyber resilience group
 - 7) Developing scenario and planning for FloodEx 2022 an East Coast Inundation exercise which will be undertaken in September, with a number of east coast LRFs.
 - 8) Testing the regional response to a sustained power outage and assessing the means of providing / supporting humanitarian support.
- 3.16 The LRF is due to receive the proposed annual action plan for 2022 – 23 at its next meeting scheduled for May, having been delayed by the response to adverse weather and omicron and uncertainty reference the impact of the review the Civil Contingencies Act 2004 due in March.

4. PROPOSALS

- 4.1 That the Chief Emergency Planning Officer continues to provide quarterly updates and additional information as requested by EPJC members.
- 4.2 That the annual plan for CEPU and LRF 2022 – 23 is provided members at the next meeting.

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.).

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

12.2 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

None presented.

15. CONTACT OFFICER

Stuart Marshall
Chief Emergency Planning officer
Cleveland Emergency Planning Unit
Tel 01642 301515
Email: stuart.marshall@hartlepool.gov.uk

EMERGENCY PLANNING JOINT COMMITTEE

2nd March, 2022



Report of: Chief Emergency Planning Officer

Subject: INCIDENT REPORT
(13th November – 18th February 2022)

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 13th November 2021 – 18th February 2022.

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.
- 3.4 A number of these incidents have been followed up with multi-agency debriefs the learning from which is shared with agencies and where appropriate actioned via the Local Resilience Forum / agencies internal procedures. On occasion lessons are shared nationally on the Joint Organisational Learning tool.

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

Stuart Marshall
Chief Emergency Planning Officer
Cleveland Emergency Planning Unit
Tel 01642 301515
Email: stuart.marshall@hartlepool.gov.uk

Appendix 1 Incidents of note 13th November 2021 – 18th February 2022

Date	Borough	Exact Location	Type of Incident	Additional Information
16/11/22	Redcar	Port Estate energy from wood PowerStation	Fire	Combustion in woodchip silo, resulting in thick black / acrid smoke across the area impacting some distance from scene. Tactical Coordinating Group called and multi-agency response instigated until smoke and risk of escalation subsided/managed. Multi-agency debrief to be held.
26/11/22	All	All	Storms	Storm Arwen, Met Office Red Warning Issued due to strong winds. Significant disruption across the area with a number of power outages, tree strikes and building damage. Significantly less impacted in Cleveland than areas to the North. Several actions undertaken locally and awaiting learning from National and Regional partners.
15/12/22	Stockton	Hartingdon Rd	Evacuation	Evacuation required, number of persons unable to access homes for extended period. Welfare established by Stockton Council. Multi-agency debrief held.
08/02/22	Redcar	Guisborough	Fire	Evacuation of one person – issues reference accommodating out of hours. Being followed up.
15/02/22	Redcar	Loftus Leisure Centre	Chemical	Chemical incident in leisure centre number of person's hospitalised and multi-agency response.
16/02/22	All	All	Storms	Storms Dudley and Eunice, precautionary Tactical Coordinating Group established and operated over a number of days. Communications issued to public following issue of amber warning from Met Office.