

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 18 July, 2023

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 Sue Little
Middlesbrough Borough Council: Councillor Theo Furness
Redcar and Cleveland Borough Council: Councillor Adam Brook
Stockton Borough Council: Councillor Clare Gamble

1. **APOLOGIES FOR ABSENCE**

2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**

3. **MINUTES**

To receive the minutes of the meeting held on 28 April 2023 (previously published)

5. **ITEMS FOR DECISION**

- 5.1 Emergency Planning Joint Committee Introduction Paper – *Chief Emergency Planning Officer*
- 5.2 Activities Report 01/04/2023 – 30/06/2023 – *Chief Emergency Planning Officer*
- 5.3 Incidents Report 01/04/2023 – 30/06/2023 – *Chief Emergency Planning Officer*

6. **ITEMS FOR DISCUSSION / INFORMATION**

- 6.1 Financial Management Outturn Report - *Director of Finance, IT and Digital and Chief Emergency Planning Officer*



7. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT

For information:

Forthcoming meeting dates –

Tuesday 26 September, 2023 at 10.00 am

Tuesday 28 November, 2023 at 10.00 am

Tuesday 19 March, 2024 at 10.00 am.



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

28 APRIL 2023

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

Present:

Councillor: Councillor Mike Smith (Stockton Borough Council) (In the Chair)

Councillors: Councillor Eric Polano (Middlesbrough Borough Council)
Councillor Cliff Foggo (Redcar and Cleveland Borough Council)

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

20. Apologies for Absence

Councillor Tom Cassidy (Hartlepool Borough Council).

21. Declarations of interest by Members

None.

22. Minutes of the meeting held on 22 November 2022

Received

23. Activity Report *(Chief Emergency Planning Officer)*

Purpose of report

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.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on progress against the EPU's action plan for 2022/23 highlighting the significant areas of work completed. It was highlighted that the 2023/24 work plan would include the training of Elected Members. Each borough undertakes this role differently

and following elections in May there would be a number of new members requiring familiarisation with Civil Contingencies.

Progress against the Local Resilience Forum (LRF) action plan was also reported with details of the key activities delivered to date. Work also continued on the recommendations from the National Preparedness Commission following the non-statutory review of the Civil Contingencies Act.

During his report the Chief Emergency Planning Officer highlighted the changing nature of industrial risks across the Cleveland area, many brought through the move towards green energies. Members referred to the proposed import of lithium ore at Tees Port and the changing electricity generation landscape. A Member asked if the EPU had been consulted on the proposals to build a 5000 seater entertainment arena in Redcar. The Chief Emergency Planning Officer identified that the Unit hadn't been consulted as yet, but are engaged with the planning process so are likely to be consulted if the venue was to go ahead. The Chief EPO also highlighted the incoming "Martyn's Law" which will require venues to ensure that they are prepared for and ready to respond in the event of an attack.

Decision

That the Chief Emergency Planning Officer continues to develop the Cleveland Emergency Planning Unit Annual Action Plan and the EPJC standard report to provide assurance to Emergency Planning Joint Committee members that the key considerations continue to be met and that members are updated at the quarterly meetings and that any amendments / additional actions are referenced.

24. 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, 2023 for current financial year ending 31st March, 2023.

To propose the budget for 2023/24 and contributions to be requested from Councils.

Issue(s) for consideration by the Committee

The Group Accountant reported on the outturn for the Emergency Planning Unit budget for 2023/24 stating that as predicted in the report, the projected net outturn was nil. There had been a favourable variance on staffing costs due to the redistribution of management costs linked to activity drivers and reflects the greater amount of time spent on LRF and the supervision of 4 new staff funded by the Pilot Grant. This is offset by reduced income from Service Level Agreement recharges to external bodies, i.e. the Cleveland Police and Environment Agency.

In relation to the Local Resilience Forum, the Group Accountant reported that the net position showed an underspend of £44,000 which was to be carried forward to 2023/23. The LRF budget included the Pilot Funding grant which was £202,000 and, therefore, £6,000 less than estimated at the time of setting the budget. This was a Section 31 non-ring-fenced grant awarded by the Government Department for Levelling Up Housing and Communities.

The Group Accountant reported that 2023/24 would be the first year of a formal budget being set for the EPU and LRF in order to establish the necessary contributions from local authorities. The previous five-year agreement on funding had ended and the new budget allowed for a proper review of costs and income to allow contributions to be set accordingly.

For the 2023/24 the recommended Local Authority contributions were £321,000, which was a 5% increase compared to the previous year. The remainder of the budget would be met by income from fees and recharges. This had required a £21,000 release of reserves to balance the budget. Staffing costs had also been inflated to reflect the current year pay award exceeding the estimate in addition to an amount to allow for an assumed pay award from April, 2023.

Details of the proposed budgets were set out in the report.

Decision

1. That the outturn forecast for 2022/23 be noted.
2. That the 2023/24 budgets for Emergency Planning including the 5% increase in the Contribution from each Council be approved.
3. That the 2023/24 Local Resilience Forum (LRF) budget be approved.

25. The UK Government Resilience Framework (*Chief Emergency Planning Officer*)

Purpose of report

To highlight the publication of the UK Government Resilience Framework issued 19/12/2022 and to provide Emergency Planning Joint Committee members with an overview of the key future impacts on the Local Resilience Forum (LRF).

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on the UK Government Resilience Framework is built on three core principles:

- 1 A shared understanding of the risks we face is foundational: it must underpin everything that we do to prepare for and recover from crises;
- 2 Prevention rather than cure wherever possible: resilience-building spans the whole risk cycle so we must focus effort across the cycle, particularly before crises happen;
- 3 Resilience is a 'whole of society' endeavour, so we must be more transparent and empower everyone to make a contribution.

The new framework focuses on how resilience can be built across six key thematic areas: -

- Understanding risk
- Responsibilities and accountability
- Partnerships
- Communities
- Investment
- Skills

The Chief Emergency Planning Officer highlighted the two appendices to the report. Appendix 1 provided a summary of the specific actions built around these key thematic areas for delivery by 2030. The government highlighted that there is a desire to integrate resilience into a number of policies, not least Levelling Up. Appendix 2 provides further detail on the framework in relation to proposed future leadership and accountability of LRFs and place making policy. How this would apply to the Cleveland LRF area is uncertain at the current time.

The Chief Emergency Planning Officer reported that the government was looking to identify eight pilot areas across the country to assess different models of improved accountability as the first steps in the process of some fundamental changes in resilience and accountability.

Members discussed some local issues around accountability and the legacy of past decisions such as the close proximity between industrial / petro-chemical sites and residential areas which originally housed the workers.

Decision

1. That the key principles included in the UK Government Resilience Framework be noted.
2. That partner organisations consider and raise any concerns or opportunities based on the framework / proposed actions and advise on any action they feel is required.
3. That further guidance and Government direction is monitored and where appropriate the Joint Committee engages with the Local Resilience Forum and Councils with reference to any application / development / implementation etc.

26. Community Resilience Workshop 29th November 2022 and future direction of Community Resilience (Chief Emergency Planning Officer)

Purpose of report

To provide members of the Emergency Planning Joint Committee with feedback following the Local Resilience Forum (LRF) Community Resilience Workshop on 29th November 2022 at the Riverside Stadium, Middlesbrough and to provide an outline of the future Community Resilience focus.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that the LRF had, in line with a number of other LRFs, been running a quarterly Community Resilience Group. While there are a number of committed members it was clear from the recent very limited attendance that the group isn't fully meeting the needs of the LRF or communities. In recognition of this the LRF had sought assistance from two academics and the Middlesbrough Voluntary Development Agency (MVDA). Agreement was reached to run a workshop building on the research undertaken by Ed Rollason (Northumbria University) on behalf of the LRF.

A targeted and selective approach was implemented to ensure representation from groups not currently engaged with LRF and Community Resilience Group. Feedback from the event was mainly positive, and encouraging. The event was well received by attendees as it facilitated connection and discussions amongst attendees from several organisations. It was also encouraging to note, most attendees would like to see more of these events and requested follow up learning/report from this workshop.

Given the event feedback, and the evidence base of the value of building networks and engagement of partners, it was proposed that this style of workshop is offered by the LRF three times per year rotating between boroughs. Each session will have a key theme or focus.

Following the event, the following recommendations have been presented to the LRF:

Recommendation 1: Further Community Resilience workshops and events to be supported by the LRF to enable community groups, VCS and agencies to network and develop connections and ways of working together

Recommendation 2: As part of the workshops explore ways of proportionality sharing information of the role of LRF and its members and how/what support available to VCS/community groups.

Recommendation 3: The future of the LRF Community Resilience Group be considered, potentially becoming a steering group focused around the

development of the workshops rather than a standing group and recommendations made to Strategic Board.

Recommendation 4: Agencies wishing to get involved contact / establish links to the LRF Community Resilience Officer.

Members commented that they were aware of some of the feedback from the event from attendees, though it was noted that many of the more involved community representatives were 'of an age' and ensuring there were new younger representatives from the communities to follow them would be key to the success of future local emergency response.

Decision

That the report be noted.

27. Incident Report (5th November 2022 – 1st March 2023) (Chief Emergency Planning Officer)

Purpose of report

To inform members of the EPJC of the incidents reported and responded to by the Cleveland Emergency Planning Unit (CEPU).

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer submitted a report outlining the incidents reported and responded to by the Cleveland Emergency Planning Unit (CEPU). The report covered the period between from 5th November 2022 to 1st March 2023.

The Chief Emergency Planning Officer highlighted the incidents at an industrial site in Hartlepool in November and the ammonia release at a tanker depot in Preston Farm Industrial Estate in Stockton. Both had led to 'unexpected' casualties presenting at the A&E department at North Tees Hospital. This could have been a significant issue, impacting on the provision of services within the hospital and a multi-agency debrief had been facilitated by the LRF. This has identified a number of possible improvements in the management of potentially contaminated persons applicable to both minor / isolated incidents and major incidents.

Members discussed issues around incidents where structural engineers were often called for as such roles were not now common in local authorities and required the calling of independent private sector engineers with no clarity over who was responsible for the costs. The Chief Emergency Planning Officer stated that with privately owned buildings the owners insurers should be the first call for such structural advice, but where there was a threat to life / property action may be required which should then look to be recharged.

Decision

That the report be noted.

28. Any Other Items which the Chairman Considers are Urgent

None.

The meeting concluded at 11.05 am.

H MARTIN

CHIEF SOLICITOR

PUBLICATION DATE: 10 MAY 2023

EMERGENCY PLANNING JOINT COMMITTEE

18 July 2023



Report of: Chief Emergency Planning Officer

Subject: EPJC INTRODUCTION PAPER

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non-Key

2. PURPOSE OF REPORT

2.1 To provide the new members of the Emergency Planning Joint Committee (EPJC) with an overview of the working arrangements and wider context of the Cleveland Emergency Planning Unit to enable effective oversight of the CEPU and CLRF activities and to enable members to contribute to future direction and policy. For reference a copy of the EPJC constitution is contained at Appendix A.

2.2 To highlight useful resources and offer training to the EPJC membership to assist in their role.

2.3 To outline a proposed reporting schedule for 2023 – 24 to the membership for consideration.

3. BACKGROUND

3.1 Cleveland Emergency Planning Unit provides an emergency planning service to the four unitary authorities (Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton) who previously made up Cleveland County. This arrangement, with a lead provided by Hartlepool Council, ensures a level of coordination and economies of scale as well as ensuring that in the event of an incident there are a number of trained and experienced staff who can be drawn upon.

3.2 The majority of the Unit's work can be aligned to the Integrated Emergency Management framework comprising of 6 stages (anticipate, assess, prevent, prepare, respond and recover). Specific actions are aligned to the duties on the local authority as a category 1 responder designated under the Civil Contingencies Act 2004. Within each Local Authority area there are strategic

and tactical officers from the respective councils who work with the designated CEPU Senior Emergency Planning Officer for the borough.

- 3.3 The work of the emergency planning team is outlined in the CEPU action plan issued for approval by the EPJC annually. This plan is developed in conjunction with the Local Authority leads and aligns to requirements of legislation including the Civil Contingencies Act 2004, Control of Major Accident Hazard Legislation 2015, Pipeline Safety Regulations 1996 and Radiation Emergency Public Information Preparedness Regulations 2019. In addition to these specific pieces of legislation the plan incorporates elements of non-statutory guidance.
- 3.4 In addition to the Local Authority elements the Unit also hosts the Local Resilience Forum (LRF) Secretariat, including Manager, Coordinator and Support Officer. 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.
- 3.4 In practice this includes risk assessment, emergency and business continuity planning, publishing information, maintaining arrangements to warn and inform the public and enabling effective multi-agency planning and exercising. In response the standing protocols outlined in UK Government Doctrine are implemented with the establishment of command structures including Strategic Coordinating Groups.
- 3.5 Following on from a number of incidents and inquiries (including Manchester Arena, Grenfell and Covid) there is a renewed interest in the role of the Local Resilience Forums and resilience in general within the United Kingdom – demonstrated most recently through the HM Government Resilience Framework¹ which has three key principles:
- 1) that we need a shared understanding of the risks we face;
 - 2) that we must focus on prevention and preparation;
 - 3) that resilience requires a whole of society approach.
- 3.6 Principles 2) and 3) are significant changes from previous models of resilience, therefore the next 12 months is anticipated to be a period of significant change and opportunity.

4. PROPOSALS

- 4.1 Members review the sources of information / guidance to aid them in their role and seek further information where required from the Chief EPO. The

¹ The UK Government Resilience Framework
<https://www.gov.uk/government/publications/the-uk-government-resilience-framework>

most beneficial guidance for members at this stage is the Local Government Association's Guidance for Councillors².

- 4.2 Members advise if they would want the CEPO to arrange locally delivered training for themselves and limited number of colleagues from the Cabinet Office Emergency Planning College or Local Government Association.
- 4.3 Members advise if the proposed report schedule outlined below meets their needs or if there are any areas that they would particularly wish to cover in the coming 12 months. These proposed topics will be reviewed, and where appropriate additional papers may be submitted i.e. in the event of a major incident impacting Cleveland or release of new guidance.

| EPJC Meeting Date | Standing reports - Every meeting will include activity, finance and incidents reports. |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 09 26 | <ul style="list-style-type: none"> Local Authority emergency management arrangements (including staffing) Overview of the LRF Pilot funding projects Review of the Community Risk Register Flood and Adverse Weather planning |
| 2023 11 28 | <ul style="list-style-type: none"> Overview of Industrial Emergency Planning Training and Exercising Whole of society resilience |
| 2024 03 19 | <ul style="list-style-type: none"> CEPU and LRF Plans and Protocols Outline of the recovery plans and process Action Plans (CEPU and CLRF) 2024-25 Learning from incidents / inquiries |

5. RISK IMPLICATIONS

- 5.1 Failure to provide information to the EPJC will hamper the committee in its role potentially impacting the service provided.

6. FINANCIAL CONSIDERATIONS

- 6.1 No material financial implications.

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

² LGA Guidance - <https://www.local.gov.uk/publications/councillors-guide-civil-emergencies>

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. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

- 9.1 There are no staff considerations relating to this report.

10. ASSET MANAGEMENT CONSIDERATIONS

- 10.1 There are no asset management considerations relating to this report.

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

- 11.1 There are no environment, sustainability and climate change considerations directly relating to this report.

12. RECOMMENDATIONS

- 12.1 Members ensure that they are familiar with the EPJC terms of reference and LGA guidance for councillors and seek further information where required.
- 12.2 Members advise if they wish the CEPO to arrange introductory training from the Cabinet Office Emergency Planning College.
- 12.3 Members confirm if they wish the CEPO to proceed with the reporting schedule as outlined, and advise of any additions or specific areas of interest.

13. REASONS FOR RECOMMENDATIONS

- 13.1 To aid the members in ensuring the effectiveness of the emergency planning unit.

14. BACKGROUND PAPERS

Appendix A: the revised EPJC constitution (June 2014).

15. CONTACT OFFICERS

Stuart Marshall
Chief Emergency Planning Officer and LRF Manager,
Cleveland Emergency Planning Unit,
Hartlepool Borough Council
01642 301515
Stuart.Marshall@Hartlepool.gov.uk

Appendix A Revised 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.

2023 – 2024 membership is:

- Councillor Sue Little, Hartlepool Borough Council
- Councillor Theo Furness, Middlesbrough Borough Council
- Councillor Adam Brook, Redcar and Cleveland Borough Council
- Councillor Clare Gamble, Stockton-On-Tees Borough Council

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.

Last reviewed: June 2013

EMERGENCY PLANNING JOINT COMMITTEE

18 July 2023



Report of: Chief Emergency Planning Officer

Subject: ACTIVITIES REPORT 01/04/2023 – 30/06/2023

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key

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 March 2023 the CEPU undertakes an annual action plan identifying key areas of work to be undertaken in 2023-24 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 Unit's 2023/24 action plan and the 203/24 LRF Action Plan is outlined below.

¹ SOLACE <https://www.gov.uk/government/publications/local-authorities-preparedness-for-civil-emergencies>

| Status | CEPU Action Plan (Count) | Cleveland LRF Action Plan (Count) |
|--------------|--------------------------|-----------------------------------|
| Yet to start | 108 | 116 |
| In progress | 38 | 3 |
| Complete | 13 | 6 |

3.5 Significant pieces of work from the CEPU work plan completed in period include:

- Emergency Contacts Directory - review and update
- Quarterly test of multi-agency activation system
- Provision of Business Continuity Management training via LRF partnership
- Production of reporting on LRF pilot funding
- Review annual recharges to industry (COMAH)
- Finance - Rent and Service recharge
- Review of Cleveland LRF and associated groups
- LRF handbook, Structure and positions review and update
- Local Authority Emergency Planning Leads Meeting
- Reports to Emergency management leads in each LA area, engagement with Emergency Management Teams

3.6 Additional Pieces of work completed by CEPU relating to local authorities in period not included within the annual plan include:

- Transferring the Unit and LRF action plans from static excel files onto Office 365, allowing better workflow, increasing visibility and reducing duplication
- Review of the suitability of designated rest centres within two of the Boroughs
- Exercises including; Multi-Agency Tall Ships Emergency Exercises, mass fatalities and a Control Of Major Accident Hazards COMAH exercise.
- Support for a number of significant public events including the recent Arctic Monkeys Concert and Hartlepool Tall Ships
- Several council's Major Incident Plans have been reviewed.
- Work undertaken on the Maritime Pollution Plan including beach assessments
- Greater engagement with Council's community development leads with a view to supporting greater linkage between impacted communities and command structures

3.7 Significant pieces of work undertaken as part of the Local Resilience Forum annual action Plan and completed in period include:

- Review of the water rescues capability document
- Incorporate learning from the recent East Coast Flood exercise into the Multi-Agency Flood Plan
- Mass fatalities awareness session and desktop exercise to provide training and awareness raising on mass fatalities

- Allocation of funding under community resilience grants
- Provision of:
 - Decision Loggist Training
 - Emergencies on Trial Training
 - Working in a Safety Advisory Group (SAG)

- 3.8 Significant pieces of work undertaken in addition to the Local Resilience Forum annual action Plan completed in period include:
- Provision of training including: Rest centre, mass fatalities, Gold officer, MET office, military aid to the civil community.
 - Continued attendance and support to networks and workshops which share practice and influence future policy including; the National Consortium for Societal Resilience NCSR, Nuclear Working Group, Category 2 responders and COMAH good practice.

- 3.9 Staffing
There have been no significant changes to staffing within the period. Staff continue to work hybrid with a mix of in person and working from home, supported by increased IT provision.

4. PROPOSALS

- 4.1 That the Chief Emergency Planning Officer continues to provide quarterly updates and additional information as requested by EPJC members on the work undertaken by the Unit on behalf of the Local Authorities and the Local Resilience Forum.
- 4.2 Should members require further information on any element of the EPU work plan or LRF work plan or wish to discuss activities further please contact the Chief EPO.

5. RISK IMPLICATIONS

Failure to understand the role and remit of the role of the Unit may result in a lack of preparedness or resilience within the authorities.

6. FINANCIAL CONSIDERATIONS

There are no financial considerations relating to this report.

7. LEGAL CONSIDERATIONS

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.

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. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

There are no staff considerations relating to this report.

10. ASSET MANAGEMENT CONSIDERATIONS

There are no asset management considerations relating to this report.

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

- 11.1 There are no Environment, Sustainability or climate change considerations directly applicable to the content of 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 and that key elements are being delivered.

14. BACKGROUND PAPERS

None presented.

15. CONTACT OFFICERS

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

EMERGENCY PLANNING JOINT COMMITTEE

18 July 2023



Report of: Chief Emergency Planning Officer

Subject: INCIDENTS REPORT 01/04/2023 – 30/06/2023

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information

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 through provision of a list of incidents within the reporting period.

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 several 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 Appendix 1 lists the incidents that staff have been involved in or notified of.

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 (JOL) platform.

4. PROPOSALS

- 4.1 Members familiarise themselves with the range of incidents that have occurred with a view to seeking additional detail / clarification 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.

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. EQUALITY AND DIVERSITY CONSIDERATIONS (IMPACT ASSESSMENT FORM TO BE COMPLETED AS APPROPRIATE.)

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

9. STAFF CONSIDERATIONS

There are no staff considerations relating to this report.

10. ASSET MANAGEMENT CONSIDERATIONS

There are no asset management considerations relating to this report.

11. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

There are no Environmental, sustainability or climate change considerations relating to this report.

12. RECOMMENDATIONS

That members consider the incidents listed and seek any additional information as required in their role of EPJC members.

13. REASONS FOR RECOMMENDATIONS

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 OFFICERS

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

Appendix 1 Incidents of note 1st March 2023 –5th July 2023

| Date | Borough | Location | Type of incident | Additional Information |
|-------------|--------------------|-------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/04/23 | Stockton | Tees Barrage | Failure | Technical problem with raising the Tees Barrage leading to significantly lower water levels upstream. |
| 24/04/2023 | Redcar & Cleveland | Station Road | Fire | Structural issue after fire. |
| 09/05/2023 | All Boroughs | Numerous locations | Flooding | Surface water flooding after intense rainfall |
| 20/05/2023 | Redcar & Cleveland | Coatham Road Millbank Terrace | RTC | Electric vehicle collided with shop, structural assessment required due to concern ref stability. |
| 07/06/2023 | Redcar & Cleveland | Former Steelworks | Industrial Incident | Emergency Services response to an incident at the site. |
| 21/06/2023 | Redcar & Cleveland | Redcar Beach | Maritime | Abandoned boat on beach identified as having potential to re-float and hinder shipping |
| 25/06/2023 | National | BT 999 software | Loss of ability to receive 999 calls from public | Software outage resulted in loss of 999 service reportedly impacting 11,500 calls nationally. BT reported solution in place - Ofcom are investigating. |

EMERGENCY PLANNING JOINT COMMITTEE

18th July, 2023



Report of: Director of Finance, IT and Digital and Chief
Emergency Planning Officer

Subject: FINANCIAL MANAGEMENT OUTTURN REPORT

1. PURPOSE OF REPORT

1.1 To provide details of the outturn for the financial year ending 31st March, 2023.

2. OUTTURN

2.1 The final outturn position as shown in the table below, was a minor adverse variance of £4,000, before the release of reserves.

Table 1 – Main Emergency Planning Budget - Outturn as at 31st March, 2023

| | Budget | Actual 31st March, 2023 | Outturn Variance Adverse/ (Favourable) |
|--------------------------------------------|--------|----------------------------------|-------------------------------------------------|
| | £'000 | £'000 | £'000 |
| Main Emergency Planning Budget | | | |
| Direct Costs - Employees | 315 | 304 | (11) |
| Direct Costs - Other | 103 | 105 | 2 |
| Income | (418) | (405) | 13 |
| Net Position Before Use of Reserves | 0 | 4 | 4 |
| Transfer To/(From) Reserves | 0 | (4) | (4) |
| Net Position After Use of Reserves | 0 | 0 | 0 |

2.2 The adverse variance is a result of reduced income from SLA recharges to external bodies (i.e. Cleveland Police and Environment agency). However this was largely offset by a favourable variance in relation to pay owing to a redistribution of management costs linked to activity drivers. This reflects the greater amount of time spent on LRF and the supervision of 4 new staff funded by the Pilot Grant.

- 2.3 The latest position for the Local Resilience Forum (LRF) budget is shown in the following table:

Table 2 – 2022/23 LRF Outturn as at 31st March, 2023

| | Budget £'000 | Actual 31st March, 2023 £'000 | Outturn Variance Adverse/ (Favourable) £'000 |
|--------------------------------------------|-----------------|-------------------------------------------|----------------------------------------------------------|
| Direct Costs - Employees | 137 | 137 | 0 |
| Direct Costs – Other | 115 | 70 | (45) |
| Income | (44) | (44) | 0 |
| Grant | (208) | (202) | 6 |
| Net Position Before Use of Reserves | 0 | (39) | (39) |
| Rephased grant funding | 0 | 39 | 39 |
| Net Position After Use of Reserves | 0 | 0 | 0 |

- 2.6 There was a favourable variance of £39,000 which mainly relates to underspends against non-staffing costs as the scheme didn't become fully operational until the 4 posts were filled. This will enable the contributions of partners to be carried forward in a reserve.

3. RECOMMENDATIONS

- 3.1 To note the latest outturn forecast for 2022/23.

4. BACKGROUND PAPERS

- 4.1 None.

5. CONTACT OFFICERS

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

James Magog
 Director of Finance, IT and Digital
 Tel: 01429 523093
 Email: james.magog@hartlepool.gov.uk