

PLEASE NOTE CHANGED VENUE

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 12 March 2024

10.00 am

At the Stockton Baptist Church,
Bishop Street, Stockton-On-Tees, TS18 1TE.

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**
 - 3.1 To receive the minutes of the meeting held on 21 November 2023 (previously published)
4. **ITEMS FOR DECISION**
 - 4.1 Financial Management Update Report - *Director of Finance, IT & Digital and Chief Emergency Planning Officer*
5. **ITEMS FOR DISCUSSION / INFORMATION**
 - 5.1 CEPU and CLRF Future Action Plan Priorities – *Chief Emergency Planning Officer*



PLEASE NOTE CHANGED VENUE

- 5.2 Emergency Plans and Protocols – *Chief Emergency Planning Officer / Senior Emergency Planning Officer*
- 5.3 Overview of Recovery – Plans and Process – *Principal Emergency Planning Officer*
- 5.4 Activities Report 04/11/2023 - 29/02/2024 – *Chief Emergency Planning Officer*
- 5.5 Incidents Report 04/11/2023 – 29/02/2024 – *Chief Emergency Planning Officer*

6. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT



EMERGENCY PLANNING JOINT COMMITTEE

MINUTES AND DECISION RECORD

21 NOVEMBER 2023

The meeting commenced at 10.30 am at the Emergency Planning Annex,
Stockton Police Station, Bishop Street, Stockton-On-Tees.

Present:

Councillor: Councillor Sue Little (Hartlepool Borough Council) (In the Chair)

Councillors: Councillor Theo Furness (Middlesbrough Borough Council)
Councillor Clare Gamble (Stockton Borough Council)

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

21. Apologies for Absence

Councillor Adam Brook (Redcar and Cleveland Borough Council)

22. Declarations of interest by Members

None.

23. Minutes of the meeting held on 26 September 2023

Received.

24. Financial Management Update Report (*Director of Finance, IT and Digital and Chief Emergency Planning Officer*)

Purpose of report

To provide details of the forecast outturn for the current financial year ending 31st March, 2024.

Issue(s) for consideration by the Committee

The Group Accountant reported that the latest forecast for the budget outturn showed an improved a slight reduction in the call on reserves, down from £21,000 to £16,000 due to some reductions in employee costs since

the last report, due to pension savings and a vacant post which was anticipated from December, 2023.

The latest forecast outturn for the Local Resilience Forum (LRF) budget showed a favourable variance of £18,000. Employee costs were slightly higher than budgeted as a result of the recent pay award. There was a favourable variance in relation to non-employee costs as there had been less grant awarded than anticipated. Income was higher than anticipated as a result of additional contributions received in relation to training. The favourable variance will be transferred to reserves and expenditure re-phased into future years.

Decision

That the latest outturn forecast for 2023/24 for the Emergency Planning Unit and the Local Resilience Forum be noted.

25. Industrial Emergency Planning (*Chief Emergency Planning Officer*)

Purpose of report

To provide EPJC members with an awareness and understanding of the duties placed on Local Authorities under a range of legislation, the relevance to the Cleveland area and how these duties are met by the Cleveland Emergency Planning Unit (CEPU).

To inform the members of the work undertaken by the CEPU in connection with the statutory requirements relating to industrial emergency planning.

Issue(s) for consideration by the Committee

The Emergency Planning Officer (Industry) outlined the background to the Control of Major Accident Hazards Regulations 2015 (COMAH) and the Pipeline Safety Regulations 1996 (PSR) and the duties placed upon local authorities to produce appropriate emergency plans and regularly test those plans.

The Cleveland Emergency Planning Unit is undertaking a review of the current COMAH External Plan layout and structure. The Cleveland area currently has 26 Upper Tier COMAH sites accounting for approximately 10% of the UK total. Across Cleveland there are numerous areas containing both businesses and residential properties which fall within COMAH Public Information Zones, these are predominantly in areas around Billingham and Wilton chemical complexes. Due to the nature of the Cleveland area there are also numerous occasions where one COMAH site sits within the Public Information of another, in these cases operators have been assigned into “domino groups” to allow them to better understand shared potential impacts and improve response.

In addition to the above COMAH establishments there are also 68 major accident (MAH) pipelines. This is approximately a minimum of 350Km of pipeline to which the major accident hazard section of the Pipeline Safety Regulations (1996) apply.

There are a number of proposed COMAH sites being proposed in the Cleveland area, the HSE has advised of another potential 10 proposed developments comprising a mixture of Upper and Lower Tier COMAH sites, however at this time these are proposals and no formal notification has been issued, on issue of this notification the CEPU will work with the operators, emergency services and other partners to develop emergency plans.

The Redcar Hydrogen Community Project to 2000 properties in the Coatham Ward of Redcar may see an additional three new COMAH sites being developed on the Teesworks site The trial date has been set for June 2025 and will run for a two year trial period. The project is a collaboration between Northern Gas Networks, BP and EDF. The CEPU advised that liaison with the emergency services and NGN was ongoing.

The Chair raised the issue of the gas odour that had been occurring across a wide area from Seaton Carew, Seals Sands, Billingham, and recently in Middlesbrough. The Chair was concerned that there was the potential that the regular occurrence of the odour could lead to people accepting it and not reporting actual gas leaks in or around their property. The Chief Emergency Planning Officer reported that he had been in contact with Northern Gas Networks (NGN) who had reported they were dealing with a significant increase in the number of gas reports.

Information from NGN and the Met Office had been used to try and provide some detail to the origination of the odour and it was likely from the Seal Sands / Cowpen Bewley area, and investigations are continuing reference the possible sources including industry, waste processing, landfill and natural processes. NGN were, however, quite certain this wasn't a mains gas leak. The Chief Emergency Planning Officer did comment that people still needed to report the odour as the more reports would lead to a quicker identification of the source and the ongoing risk of genuine gas leaks.

The meeting also discussed some of the future risks that were likely from the developments within the area as a result of the changing industrial processes, including the potential of a plant for the recycling of lithium batteries and the importation of raw lithium. Some of the issues around disposable vapes and their dangers in waste collection were also highlighted.

Decision

That the report be noted.

26. Training and Exercising (Chief Emergency Planning Officer)

Purpose of report

To provide EPJC members with an overview of the processes in place to discharge the expectations on the Local Authorities and wider LRF agencies to train and exercise and CEPU's role in facilitating this.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported that the Cleveland LRF Training and Exercising Group (TEG) is a multi-agency co-ordinating group which is responsible for determining the annual exercise and training calendar and providing advice and guidance in respect of all forms of multi-agency training and exercising. This was carried out in conjunction with the North East Training and Exercising Group and the other TEG's in the region.

The TEG is not responsible for the planning and delivery of each exercise / event unless specifically agreed at the outset. This responsibility lies with the sponsoring LRF Group, agency or planning team established for this purpose. The group reports to and is overseen by the LRF's Tactical Business Group. Every year the TEG facilitates a training needs analysis across all partner agencies. This process enables the coordination of training and exercising, ensuring value for money, reduced duplication and coherence in the training programme that agencies access.

It was highlighted that in the previous financial year: -

- Over 40 training events and courses were undertaken supporting a range of subject areas including Public Safety, Log Keeping, Public Events, Strategic Training, Multi-agency Information Cells, Radiation Transport Incidents, Storm Surges, Health Structures, Cell Broadcast, Disaster Victim Identification / Mass Fatalities, Scientific and Technological Advice Cell and Major Accident Hazard Pipelines.
- Over 15 multi-agency exercises were held including themes such as: Power outage, Industrial incidents, Flooding, Heatwave, Water supply disruption, Pipeline, maritime pollution, public safety at events.

The Officer also indicated that the Cleveland LRF TEG had developed a number of innovations including the Training Needs Analysis and exercise bidding process now undertaken on a regional basis. The ability to analyse common patterns across multiple exercises was proving beneficial as was the use of technology to increase the access of LRF agencies staff to online briefings and virtual observation of exercises.

Decision

1. That once confirmed by the strategic board, Committee members be issued with a copy of the Exercise Calendar for 2024-25 to enable them to have appropriate oversight.
2. That the Training and Exercising Group continue to monitor actions to ensure lessons arising from exercises and training events are completed by the most appropriate agency.
3. The Chief Emergency Planning Officer examines how future reporting to Members can incorporate the learning from exercises and incidents as a means of assuring Members that active learning and embedding is being undertaken.

27. Whole of Society Resilience, WOSR (*Chief Emergency Planning Officer*)**Purpose of report**

To provide members with an overview of the National appetite to build Whole of Society Resilience (WOSR), outline what WOSR means within the Cleveland area and outline the activities undertaken and future planning.

Issue(s) for consideration by the Committee

The Emergency Planning Officer (Community Resilience) reported that within the UK Government's Resilience Framework, (UKGRF) released Dec 2022, there are 3 core principles for building resilience these are:

- A developed and shared understanding of the civil contingencies risks we face is fundamental;
- Prevention rather than cure wherever possible: a greater emphasis on preparation and prevention;
- Resilience is a 'whole of society' endeavour, so we must be more transparent and empower everyone to make a contribution.

WOSR aimed to harness the strengths and infrastructure of existing structures e.g. organisations, assets, academia, and businesses in society to enhance their role within their communities and provide additional resources. The intention being that communities understand their needs, thereby allowing emergency responders to focus their efforts on those most in need and recognising the contribution that local communities play in managing their own resilience. The Government is already demonstrating far greater sharing of information with the public, the National Risk Register, for example, provides a level of detail that previously would not be in the public domain.

There were challenges, however, WOSR by definition can be too big / too broad and the boundary between the LRF and resilience focused work can become blurred. Therefore, as a LRF and community, it was necessary to

focus in on what we wish to and can realistically achieve. A single LRF wide strategy was seen as enabling this through agreed an agreed ambition. How this was being undertaken through areas of focus, Community Workshops and the development of future Community Resilience Work was set out in further detail in the report.

The Officer indicated that one of the areas being looked at was the dissemination of information particularly to younger people who sourced their information from the internet and particularly social media. There was concern around the dis-information that too frequently accompanied major incidents. There was also to be a further workshop in January and an invitation to that would be circulated to Members.

Decision

1. That members support the work on Whole of Society resilience being undertaken within the Emergency Planning Unit and wider Local Resilience Forum in line with HM Governments resilience Framework.
2. That Members support the developing work around whole of society resilience both in terms of the strategy and how the role of elected members can be integrated and support the development of Whole of Society Resilience.

28. Activities Report 01/09/2023 - 03/11/2023 (*Chief Emergency Planning Officer*)

Purpose of report

To assist members of the Emergency planning Joint (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 submitted a summary of progress made against the Unit's 2023/24 action plan and the 2023/24 LRF Action Plan for the Committee's information.

Decision

1. That the report be noted.
2. That the Chief Emergency Planning Officer continue to develop the Cleveland Emergency Planning Unit Annual Action Plan and the standard report to provide assurance to Members that the key considerations continue to be met and that Members are updated at the quarterly committee meetings in relation to any amendments or additional actions.

29. Incidents Report 01/09/2023 – 03/11/2023 (*Chief
Emergency Planning Officer*)

Purpose of report

To assist members of the Committee 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.

Issue(s) for consideration by the Committee

The Chief Emergency Planning Officer reported on the incidents of note for the period 1 September to 3 November 2023 for the Committee's information. It was noted that Storm Babet had not caused the disruption that had initially been anticipated.

Decision

That the report be noted.

30. Any Other Items which the Chairman Considers are Urgent

None.

The Committee noted that the next meeting was scheduled to be held on Tuesday 19 March, 2024 at 10.00 am.

The meeting concluded at 11.30 am.

H MARTIN

DIRECTOR OF LEGAL, GOVERNANCE AND HUMAN RESOURCES

PUBLICATION DATE: 28 NOVEMBER 2023

EMERGENCY PLANNING JOINT COMMITTEE

12 March, 2024



Report of: Director of Finance, IT & Digital 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 December, 2023 for current financial year ending 31st March, 2024.
- 1.2 To propose the budget for 2024/25 and contributions to be requested from Councils.

2. FORECAST OUTTURN

- 2.1 The latest forecast outturn is a nil variance as shown in the following table:

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

	Budget £'000	Latest Forecast as at 31st December, 2023 £'000	Forecast Outturn Variance Adverse/ (Favourable) £'000
Main Emergency Planning Budget			
Direct Costs - Employees	344	333	(11)
Direct Costs - Other	103	114	11
Income	(426)	(426)	0
Net Position Before Use of Reserves	21	21	0
Transfer To/(From) Reserves	(21)	(21)	0
Net Position After Use of Reserves	0	0	0

- 2.2 The favourable variance on pay costs is owing to a redistribution of management costs following a review of management time and reflects the greater amount of time spent on LRF and the supervision of staff funded by the Pilot Grant. This is offset by higher than forecast expenditure in relation to the cost of agencies recharged as part of the REPPiR industrial fee work.
- 2.3 The latest position for the Local Resilience Forum (LRF) budget is shown in the following table:

Table 2 – 2022/23 LRF Forecast as at 31st December, 2023

	Budget £'000	Latest Forecast as at 31st December, 2023 £'000	Forecast Outturn Variance Adverse/ (Favourable) £'000
Direct Costs - Employees	163	168	5
Direct Costs – Other	86	72	(14)
Income	(47)	(56)	(9)
Pilot Grant	(202)	(202)	0
Net Position	0	(18)	(18)

- 2.4 Employee costs are £5,000 greater than budgeted as a result of the pay award. Expenditure is less than budget based as a result of training costs being lower owing to contributions received and grants expenditure is less than budget.

3. 2024/25 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 2024/25 financial year the recommended Local Authority contributions are £347,000, which is a 5% increase compared to the previous year.
- 3.2 Staffing budgets have been increased to reflect the higher than estimated current year pay award and an assumption has also been made for the 2024/25 pay award.
- 3.3 The proposed budget is shown in the following table:

Table 3: Proposed Main Emergency Planning Budget 2024/25

2023/23 Budget £'000		2024/25 Budget £'000
344	Direct Costs - Employees	335
103	Direct Costs - Other	105
(426)	Income	(440)
21	Net Position Before Use of Reserves	0
(21)	Transfer To/(From) Reserves	0
0	Net Position After Use of Reserves	0

- 3.4 The proposed LRF Budget is shown in Table 4 below and includes another year of government grant funding, estimated to be £202,000 based on the current years funding. Contributions from partners have been increased by 5%.

Table 4: Proposed LRF Budget 2024/25

2022/23 Budget £'000		2023/24 Budget £'000
163	Direct Costs - Employees	168
86	Direct Costs – Other	81
(47)	Income	(47)
(202)	Grant	(202)
0	Net Budget	0

4. RECOMMENDATIONS

- 4.1 To note the latest outturn forecast for 2023/24 .
- 4.2 To approve the 2024/25 budgets for Emergency Planning including the 5% increase in the Contribution from each Council.
- 4.3 To approve the 2024/25 Local Resilience Forum (LRF) budget.

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

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

EMERGENCY PLANNING JOINT COMMITTEE

12/03/2024



Report of: Chief Emergency Planning Officer

Subject: CEPU and CLRF Future Action Plan Priorities

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key

2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency planning Joint (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities by outlining the priority areas and themes identified for inclusion in the 2024 – 25 and beyond action plans for the Local Resilience Forum (LRF) and Cleveland Emergency Planning Unit (CEPU).

3. BACKGROUND

- 3.1 Significant change is occurring within the resilience field partially as a result of the inquiries into recent incidents (Manchester Arena and Covid) and through an aspiration to increase resilience outlined within the HM Government UK Resilience Framework.
- 3.2 This has been evidenced through increased grant funding for LRFs and the HM Government's work to develop a pilot programme of stronger LRFs through increased transparency and accountability, with the introduction of the role of Chief Resilience Officer. The working models of governance for those areas selected as pilots are yet to be released.
- 3.3 Rather than waiting for the outcome of the national pilot project Cleveland LRF has been undertaking a number of reviews with staff, Tactical Tier and Strategic Tiers and commissioned an independent peer review of the LRF. This review combined with a review of training and exercising, lessons identified from incidents, performance against the non-statutory resilient standards and the statutory requirements provides the foundation for the LRF and CEPU future work programme.

- 3.4 From the independent peer review a number of significant proposals were made which it is intended to build into a 36 month work plan subject to the LRF Strategic Board's agreement:

Table 1: Suggested work areas identified in the independent peer review

<p><u>Immediate Actions</u> (work already underway)</p> <ol style="list-style-type: none"> 1. Work to an agreed 36 month workplan 2. The use of Strategic Sponsors for specific projects accountable to the LRF Strategic Board 3. Continue to develop common training 4. Establish induction process ensuring that members understand the expectation on them and how they can utilise the partnership to meet their objectives 5. Assure and maintain a definitive list of plans, frameworks and guidance across the partnership
<p><u>Short Term Deliverables</u></p> <ol style="list-style-type: none"> 1. Develop system to increase accessibility to the learning and actions on agencies from exercises, incidents and inquiries 2. Reviewing the plan consultation and assurance process 3. Increasing awareness and capability reference recovery 4. Develop products and mechanisms to enable better distribution / awareness in partner agencies 5. IT – platform for easy sharing of papers, actions, joint working spaces 6. Develop a CCA / key plans testing matrix enabling an evidence base to be established to support assurance / identify action as required 7. Continue to embed JESIP across the LRF partnership – ensuring that this extends to all stages of Integrated Emergency Management IEM and is applied beyond the Blue Light Agencies 8. CLRF attendance at JESIP Strategic Regional Board 9. Production of agency specific reports detailing actions on, attendance and engagement etc 10. Mapping out of key information flows and sources both in BAU and response
<p><u>Medium Term Goals</u></p> <ol style="list-style-type: none"> 1. Develop role profile for the Chairs and members at all levels and greater governance around positions within the LRF 2. Consideration of succession plans and knowledge retention 3. Embedding across agencies the Information sharing agreement and principles ref sharing in emergencies 4. Maintain and further develop horizon scanning tools 5. Explore relationships with Educational Establishments and how this can support resilience 6. Ensuring that the partners have the confidence to offer and utilise their skills, knowledge and resources to meet joint LRF objectives 7. Consider models of engagement with politicians and communities at every stage of IEM 8. Develop a RAG linking capability, risk and common consequences and subsequent position statement and priorities 9. 'Show me, tell me' session with LRF Managers / Secretariats

- 3.5 This is in addition to the ongoing standing work of the groups to deliver core functions such as risk assessment, production and maintenance of

emergency plans, delivering training and exercising will form the main body of work.

- 3.6 In 2024 – 2025 we anticipate further work on both CEPU and LRF as a result of a drive to further develop the arrangements for Pandemic planning in light of Covid19. Further assurance work will be undertaken to ensure that the learning from incidents has been fully embedded across the LRF Partnership.
- 3.7 In addition we will be working with a host of agencies and community groups building on the work undertaken in the last financial year on community and whole of society resilience, for example increasing the number of community emergency hubs, engagement routes and promotion of the Community Safety Award.
- 3.8 A key element of both the CEPU and LRF action plans will be the further development and utilisation of shared information platforms and ensuring readily available provision of information to partners.
- 3.9 Staffing, a review of future working and structures will be undertaken following clarity from HM government on future funding models for the LRF function, a key question for the LRF is around the maintenance of the current model whereby the LRF Secretariat function is provided by the Local Authority Emergency Planning Unit vs. some of the alternative models with greater clarity on the division between LRF and Local Authority functions.

4. PROPOSALS

- 4.1 That once finalised and agreed by the strategic board the Chief Emergency Planning Officer presents the full itemised action plans for both the LRF and CEPU to the EPJC members.
- 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.
- 4.3 Should members have particular areas of interest that they would wish to be considered or incorporated into either the LRF or CEPU action plan they advise the CEPO.

5. RISK IMPLICATIONS

- 5.1 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

- 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. 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

12th March 2024



Report of: Chief Emergency Planning Officer, Senior EPO

Subject: EMERGENCY PLANS AND PROTOCOLS

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key

2. PURPOSE OF REPORT

- 2.1 To assist members of the EPJC in oversight of Emergency Plans and procedures that the Cleveland Emergency Planning Unit is author or custodian of and provide assurance reference the systems in place regarding emergency planning.

3. BACKGROUND

- 3.1 As a category one responder as defined by the Civil Contingencies Act 2004 there is a duty on Local Authorities to “put in place emergency plans”. A non-statutory resilient standard #4 Emergency Planning identifies desired outcome, legal duties, good practice and leading practice.
- 3.2 In addition to the CCA 2004 there is other legislation for specific risks that are more prescriptive in both content and time scale of review. The main ones that fall into this category and require planning from a Local Authority are the Control of Major Accident Hazards (2015) (chemical sites with a threshold of dangerous substances) REPIR (Radiation (Emergency Preparedness and Public Information 2019) and MAHP (Major accident Hazard pipelines 1996). In addition there are a number of other risk specific plans where a risk (identified on the risk register) specific plan would be beneficial (i.e. Flooding, maritime pollution).
- 3.3 As well as these risk specific plans there are a number of overarching plans that detail the Local Authorities overall response arrangements these being Major Incident Plans and recovery plans which outline how the various areas of the Authority will deal with Emergencies and communicate to the public.

- 3.4 The other category of plans are the function specific plans that give details of how specific support can be provided for example emergency centres, temporary accommodation, emergency mortuaries and similar can be set up with locations capacity etc
- 3.5 It is worth noting that the production of the plans is not an end in itself with an eight step approach referred to as the emergency planning cycle being used to develop and embed the plans (appendix 1). The cycle is made up of two key phases consultation and embedding.
- 3.6 Often plans will be broken down into aide memoirs, added to prompt cards for specific roles or tasks. The unit is either the author of or custodian of several multi-agency plans that cover a wide range of risks and procedures. To provide an overview of the plans key titles are provided at appendix 2. The plans are designed around a number of common or generic functions, with additional plans for specific risks (flooding, utilities outage etc.) and functions such as the provision of emergency accommodation or mortuary provision.
- 3.7 It should be noted that several of these plans are abridged versions of the main plan for quick use in a time critical emergency. Roughly 85% of these plans the CEPU are the author either in a Local Authority role or on behalf of the Local Resilience Forum (LRF).
- 3.8 All plans are kept both on the Hartlepool Borough Council internal server and Resilience direct (a government web based portal that allows storage up to official sensitive documents). In addition to this Major Incident Plans for the respective councils are kept on their own systems. Finally all-time critical plans have paper copies in Police HQ as well as paper copies being made available for council emergency control centres.
- 3.9 Once registered all plans are tracked with review dates notified to specific authors. Where there are significant changes in advance of review dates i.e. due to changes in guidance or learning from incidents plans are reviewed in advance of agreed review dates. A key element of the plan production process is the consultation with partners a number of methods are undertaking from simply sharing the plan to work through the plans with multi-agency partners to live testing.

4. PROPOSALS

- 4.1 That the Chief Emergency Planning Officer continues to monitor plans for validity and relevance to the risk situation and advises members on notable plans seeking member input as appropriate.
- 4.2 Should members require further information on any element of the EPU or LRF plan system or wish to discuss activities further please contact the Chief EPO.

5. RISK IMPLICATIONS

- 5.1 Failure to understand the necessity of adequate plans could result in a lack of preparedness or resilience within the authorities.

6. FINANCIAL CONSIDERATIONS

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

7. LEGAL CONSIDERATIONS

- 7.1 All key legislative requirements regarding Emergency Plans are adhered to (COMAH, REEPIR, MAHP and CCA) failure to adequately will result in enforcement

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 relating to this report.

12. RECOMMENDATIONS

- 12.1 That the CEPO continues to develop emergency plans and monitor these plans cover legislative duty, government guidance and best practise, where felt to be beneficial the CEPO highlights of plans of note to the EPJC.

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 in regard to planning for emergencies are being met.

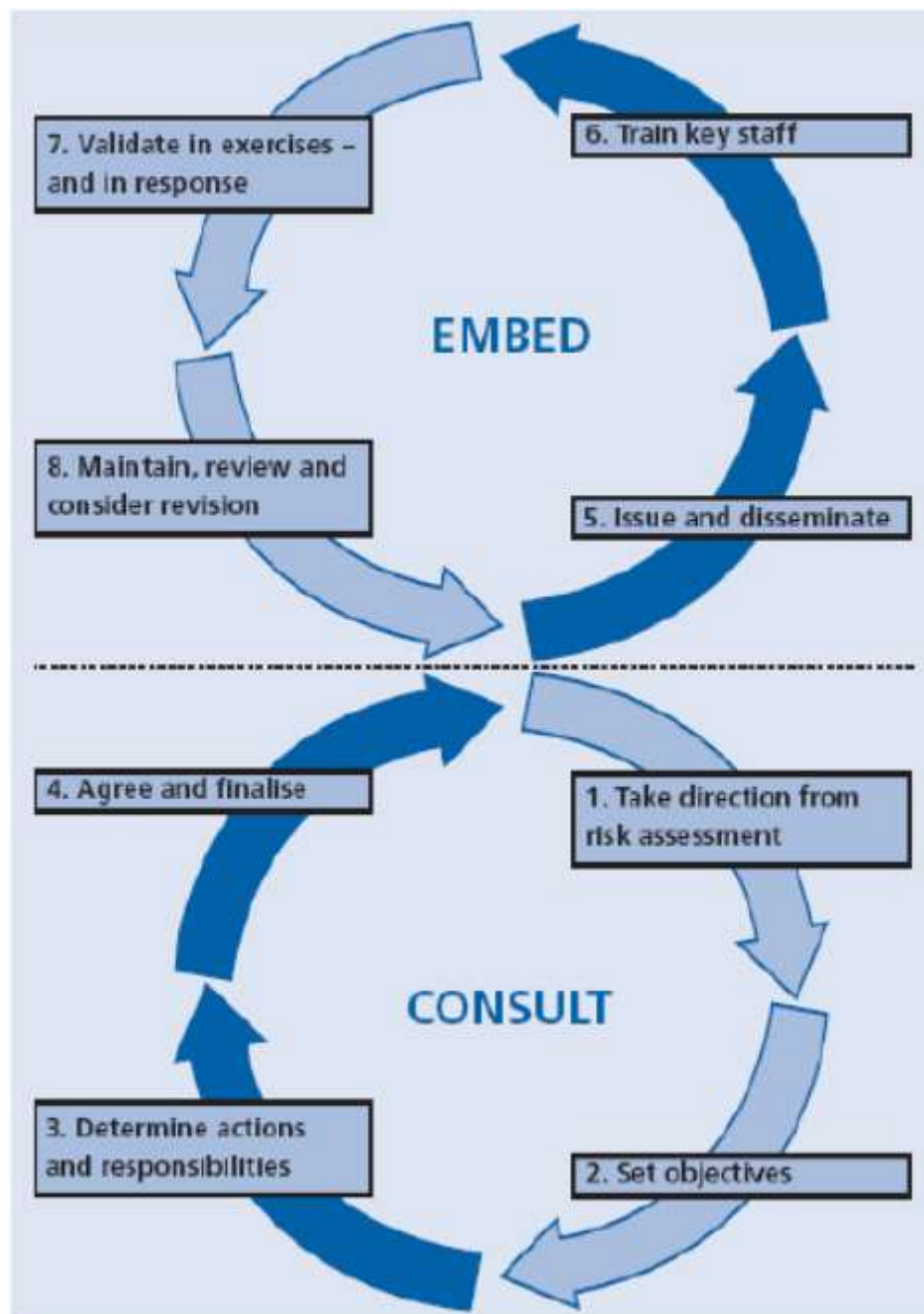
14. BACKGROUND PAPERS

- 14.1 Resilient Standard No 4 is available at the following link:
https://assets.publishing.service.gov.uk/media/5f4e1107e90e071c6c7d940c/NRS_for_LRFs_V3.0_Aug2020.pdf

15. CONTACT OFFICERS

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

Appendix 1: The Emergency Planning Cycle



Appendix 2: Summary of key emergency plans

Generic

- Multi-Agency Incident Procedures Manual
- Strategic Coordination Centre SCC Guidance
- LRF Recovery framework
- Council Major Incident Plans
- Scientific Technical Advice Cell Plan
- Resilient Telecoms Plan
- Cleveland Communications strategy
- CEPU Duty Officer guidelines
- Duty Officer phone numbers (Confidential phone book))
- Radiation Monitoring Unit (RMU) Framework
- NE Cumbria Mass Casualty Framework
- Human Aspects (overarching)
- Emergency Accommodation Plan Cleveland
- Voluntary sector guidance document
- Excess deaths and mass fatalities options
- Regional Emergency Mortuary Arrangements - activation protocol

Industrial

- COMAH Overview Document
- Pipeline Summary
- Seal Sands Emergency Access
- COMAH External Emergency Response Plans
- Major Accident Hazard Pipeline Plans
- Hartlepool REPPiR External Emergency Response Plan

Risk Specific

- Cleveland Multi Agency Flood Plan
- Local Flood Warning Plans
- Water Rescue Capabilities
- River Tees Water Rescue Protocol
- YHNE LRFs Utilities Outage Protocol
- NE LRF Cyber Plan
- Whale stranding
- Teesside Airport emergency plan
- Cleveland Marine Pollution Plan
- Cleveland Fuel Plan

EMERGENCY PLANNING JOINT COMMITTEE

12th March 2024



Report of: Principal Emergency Planning Officer

Subject: OVERVIEW OF RECOVERY – PLANS AND
PROCESS

1. TYPE OF DECISION/APPLICABLE CATEGORY

Key Decision (test (i)/(ii)) Forward Plan Reference No.

2. PURPOSE OF REPORT

- 2.1 The purpose of this report is to provide an overview on recovery and outline the plans and processes Cleveland LRF has in place in relation to recovering from incidents.

3. BACKGROUND

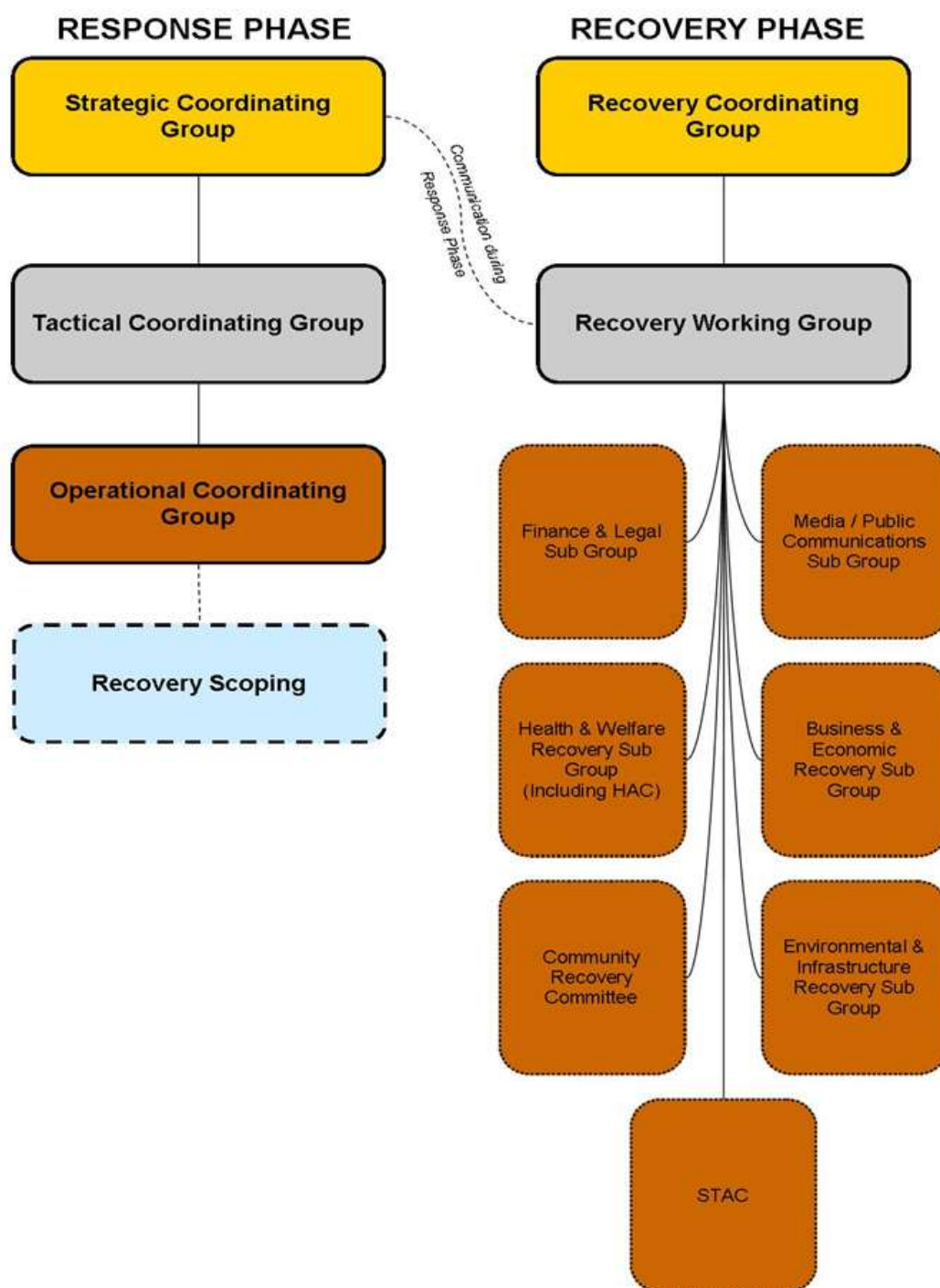
- 3.1 The Civil Contingencies Act (2004) outlines the legal framework for responding to emergencies and civil contingencies in the UK. It defines the roles and responsibilities of different authorities, such as local authorities, emergency services, and government bodies, in managing and mitigating the impact of emergencies.
- 3.2 The Civil Contingencies Act assigns a duty to warn and inform the public in the event of an emergency, but otherwise response and recovery activities are not duties under the CCA but effective response and recovery are its intended outcomes.
- 3.3 The CCA guidance identifies six distinct phases of emergency management: anticipation, assessment, prevention, preparation, response, and recovery. This is known as the model for Integrated Emergency Management (IEM). While prevention and preparation focus on minimizing the impact of emergencies, the recovery phase is crucial in restoring a new normality and rebuilding affected communities.
- 3.4 Under IEM, the preparation for, response to, and recovery from, emergencies focuses on the consequences and wider impacts of events

rather than their causes. The underlying aim of IEM is to develop flexible and adaptable arrangements that will enable an effective joint response to and recovery from any emergency.

- 3.5 Recovery is defined as the process of rebuilding, restoring and rehabilitating the community following an emergency, but it is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process rather than just a remedial process.
- 3.6 The National Recovery Standards, #13 Local Recovery Management identify a desired outcome of: *“The LRF and partner organisations have robust, embedded and flexible recovery management arrangements in place that clearly link and complement emergency response arrangements, enable the smooth transition from response to recovery and support collective decision making to initiate, inform, resource, monitor and ultimately closedown the recovery phase of emergencies.”*
- 3.6 Local Authorities will normally take the lead in the recovery phase of an emergency. LAs will start to consider recovery from the first notification and build up the associated structures and resourcing whilst the emergency response is ongoing, ensuring a timely and smooth transfer from emergency response to recovery when agreed by both the Strategic Coordinating Group Chair and Recovery Coordinating Group Chair. Dependent on the scale of the incident additional support may be sought from HM Government via the existing linkage to Whitehall via the Department for Levelling Up Housing and Communities Resilience Teams. In some instances specific funding from Central Government may be made available to aid recovery management.

4. Cleveland Local Resilience Forum Recovery Framework

- 4.1 Cleveland Local Resilience Forum has in place a Recovery Framework which summarises the mechanisms that will be adopted in the event of an incident requiring a recovery phase. It is deliberately generic and flexible to facilitate application to a range of situations.
- 4.2 In line with the national direction for consequence based planning, it does not focus on the cause but rather the potential impacts of the incidents.
- 4.3 The Recovery Framework suggest the structure below, however depending on the scale and mature of the incident it may not be necessary to set up all of the groups listed;



4.4 This Recovery Framework has been used in recent years for emergency incidents such as the Marton Country Club Fire and Flooding. However, it has also been utilised to provide a framework to manage the recovery from other events that have significant impacts on our communities such as the closure of SSI. The specific application of the framework will vary for example in the event of more than one local authority being impacted by an incident a decision will be made

4.5 Recovery is identified as a key area for exercising and training in 24/25 and this has been built into the North East Training and Exercising Calendar for next year.

5. PROPOSALS

- 5.1 Members are assured that there are plans in place to support the recovery from an emergency.
- 5.2 Members seek further information on recovery and the processes in place if required.

6. RISK IMPLICATIONS

None

7. FINANCIAL CONSIDERATIONS

There are no financial considerations relating to this report.

8. 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.

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

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

10. STAFF CONSIDERATIONS

There are no staff considerations relating to this report.

11. ASSET MANAGEMENT CONSIDERATIONS

There are no asset management considerations relating to this report.

12. ENVIRONMENT, SUSTAINABILITY AND CLIMATE CHANGE CONSIDERATIONS

- 12.1 There are no Environment, Sustainability or climate change considerations directly applicable to the content of this report.

13. RECOMMENDATIONS

- 13.1 Members note the content of the report and are aware of where they can seek further information if required.

14. REASONS FOR RECOMMENDATIONS

- 14.1 To aid members in gaining assurance that the area does have effective plans in place for recovering from emergencies.

15. BACKGROUND PAPERS

None presented.

16. CONTACT OFFICERS

Rachael Campbell,
Principal Emergency Planning Officer,
Cleveland Emergency Planning Unit
01642 301515
Clevelandlrf@hartlepool.gov.uk

EMERGENCY PLANNING JOINT COMMITTEE

12/03/2024



Report of: Chief Emergency Planning Officer

Subject: ACTIVITIES REPORT 04/11/2023 - 29/02/2024

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key .

2. PURPOSE OF REPORT

- 2.1 To assist members of the Emergency planning Joint (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 Cleveland Emergency Planning Unit (CEPU) produces an annual action plan, approved by the EPJC 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 2023/24 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	11	30
In progress	59	52
Complete	138	97
Total	208	179

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

- Review of High Risk Fire Waste Sites
- Water rescue capabilities
- Human Aspects
- REPPIR plan
- Support the Incorporation of NSRA 2022 into local / regional practice
- Benchmarking against the resilient standards
- LRF Recovery plan
- Distribution list review
- Quarterly test of multi-agency activation system
- Annual review of local authority websites
- Identified 5 additional communities or groups to help assist build resilience - community mapping

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

- Debriefing a range of incidents
- Development and support for a number of regional workshops
- COMAH Multi agency training day

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

- Training needs analysis
- REMA Activation protocol
- Water contamination exercise
- Port Health exercise
- Marine incident exercise
- Fuel disruption exercise
- Tactical management training
- STAC Training
- Annual benchmarking against UK Governments resilience standards
- Draft exercise calendar 24-25 due for agreement at the next LRF Strategic Board
- Attendance at a number of national forums to aid development of policy on resilience as part of the Stronger LRFs programme / specific exercise outcomes.

- 3.8 Significant pieces of work undertaken in addition to the Local Resilience Forum annual action Plan completed in period include:
- LRF and the NCSR Manchester Uni has been successful in a DLUHC Innovation Bid reference work with businesses that support the vulnerable.
 - The LRF as part of a London LRF led project has been successful in getting funding for some work on urban business networks and building resilience. The initial phase will be a desktop study led by Business in the Community, followed by LRF specific work to identify and engage networks.
 - The National Consortium for societal risk undertook a workshop on developing resilience capability with LRF and wider networks / voluntary agencies – work is undergoing to refine this.
 - An independent peer review was facilitated in November with the Resilient Standards being used as the basis – key findings included the need for longer term strategic planning, greater focus on outputs and greater awareness beyond those who are directly engaged in the LRF. The review identified overall a high level of satisfaction with the LRF from partners and a number of areas of good / innovative practice.
 - The LRF grant funding has enabled the community grants to be re-run this sees amounts of up to £2k provided to community groups / projects meeting criteria aligned to the UK Government's Resilience Framework
 - Work ongoing with the NE National Power Outage group, SharePoint page created and benchmarking for Cleveland was undertaken against the agreed action plan.
 - Support for the North East Chemical Biological Radiological and Nuclear study day, ensuring increased awareness of the issues associated with an incident across services.
- 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

- 5.1 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

- 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. 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 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 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 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

12/03/2024



Report of: Chief Emergency Planning Officer

Subject: INCIDENTS REPORT 04/11/2023 – 29/02/2024

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 04th November 2023 – 29th February 2024

Date	Borough	Location	Type of incident	Additional Information
31/10/2024 - ongoing	Cleveland	Cowpen Bewley / Seal Sands	Public concern / Odour	Reports of strong gas odour across the area, resulting in an increase in calls to the National Gas Emergency line – confirmed as not a release from the Gas System so request for LRF to assist Gas Operator with identification of potential alternative sources.
18/12/2023	Redcar & Cleveland	Church Lane Eston	Fire	Domestic gas "explosion" impacting on 4 properties (3 adjacent). Request for structural engineering support.
22/01/2024	Hartlepool	Dalton Back Lane between Dalton Pierce and Sambuca Restaurant	Fire	House fire, no impacts to surrounding properties or road network.
23/01/2024	Hartlepool	Seaton Meadows	Fire	Tyre fire at waste site – consideration reference impacts on/off site. Coordination groups called and significant public concern off site. Multi-agency response stood up, Fire as lead. Ongoing public messaging. 26/01/2024 Fire extinguished
26/01/2024	Middlesbrough	Teesprint	Fire	Information only – LA resources on standby if there had been impacts onto the wider area.
05/02/2024	Stockton-On-Tees	Durham Lane	Pollution	Contact reference containment and contingencies required following identification of loss of containment onsite. Operator engaged with environmental health and containment managed.
06/02/2024	Stockton-On-Tees	Ingelby Barwick	Chemical	Support provided to police in support of an investigation.
09/02/2024	Stockton-On-Tees	Ingelby Barwick	RTC	RTC Ingelby Barwick, Local Authority assistance requested ref traffic management.