

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 7 January 2025

10.00 am

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

MEMBERS: EMERGENCY PLANNING JOINT COMMITTEE:-

Hartlepool Borough Council: Councillor Karen Oliver
Middlesbrough Borough Council: Councillor Theo Furness
Redcar and Cleveland Borough Council: Councillor Adam Brook
Stockton Borough Council: Councillor Clare Besford

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 24 September 2024 (*previously published and circulated*)
4. **ITEMS FOR DECISION**
 - 4.1 Emergency Plans and Protocols – *Chief Emergency Planning Officer*
 - 4.2 Learning from exercises, incidents and inquiries - *Chief Emergency Planning Officer*
 - 4.3 Activities Report 1st September 2024 – 18th December 2024 - *Chief Emergency Planning Officer*



5. **ITEMS FOR DISCUSSION / INFORMATION**

- 5.1 Financial Management Update Report - *Director of Finance, IT and Digital and Chief Emergency Planning Officer*
- 5.2 Incidents Report 1st September 2024 – 18th December 2024 - *Chief Emergency Planning Officer*

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

FOR INFORMATION

Meeting dates

Tuesday 25th March 2025 at 10.00am



EMERGENCY PLANNING JOINT COMMITTEE

7th January 2025



Report of: Chief Emergency Planning Officer

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 (CCA) 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) REPPIR (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 these will generally be 12, 24 or 36 monthly based on the plan. 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 undertaken from simply sharing the plan, to working through the plans with multi-agency partners to live testing in real-time.
- 3.10 Of note additional scrutiny is being placed on emergency plans and the planning process in light of a number of inquiries including the Manchester Arena Inquiry whereby a number of areas were identified including:
- Multiple, duplicate, outdated and inconsistent plans being available to responders
 - A lack of awareness of the plans in agencies by officers who were not directly involved in producing them
 - Officers without the necessary knowledge, time, resource or experience consulting on and accepting plans
 - The accessibility of the plans and greater use of checklists

- 3.11 The LRFs performance against the National Resilience Standard on emergency planning has been self-assessed as follows. All standards could be either fully or partially evidenced.
- 3.12 Of the 17 good practice elements the LRF assesses that 15 can be fully evidenced, 2 elements of good practice that can be partially evidenced relate to:
- 1) Governance arrangements between single agency and multi-agency plans
 - 2) Ensuring the plans are being updated based on lessons identified.
- 3.13 Whilst both good elements could be partially demonstrated and evidenced further work is required to aid emergency planners to have ready access to the information in a single location – this is currently being progressed.
- 3.14 Whilst all 7 of the leading elements could be partially evidenced, it was felt that there would be limited benefit to fully aligning to the leading standards in a Cleveland context (i.e. standard plan templates have been shown to be problematic when applied to a range of plans).

Level of practice that can be evidenced	Partial	Yes	Grand Total
Good	2	15	17
Leading	7		7
Grand Total	9	15	24

Table 1 Resilient Standard number 4: Emergency Planning outcome of self-assessment

4. PROPOSALS

- 4.1 That the Chief Emergency Planning Officer continues to monitor plans for validity and relevance to the local risk context and advises members on notable plans seeking member input as appropriate.
- 4.2 That the CEPO brings a report to a future EPJC meeting outlining the progress against all resilient standards.
- 4.3 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.

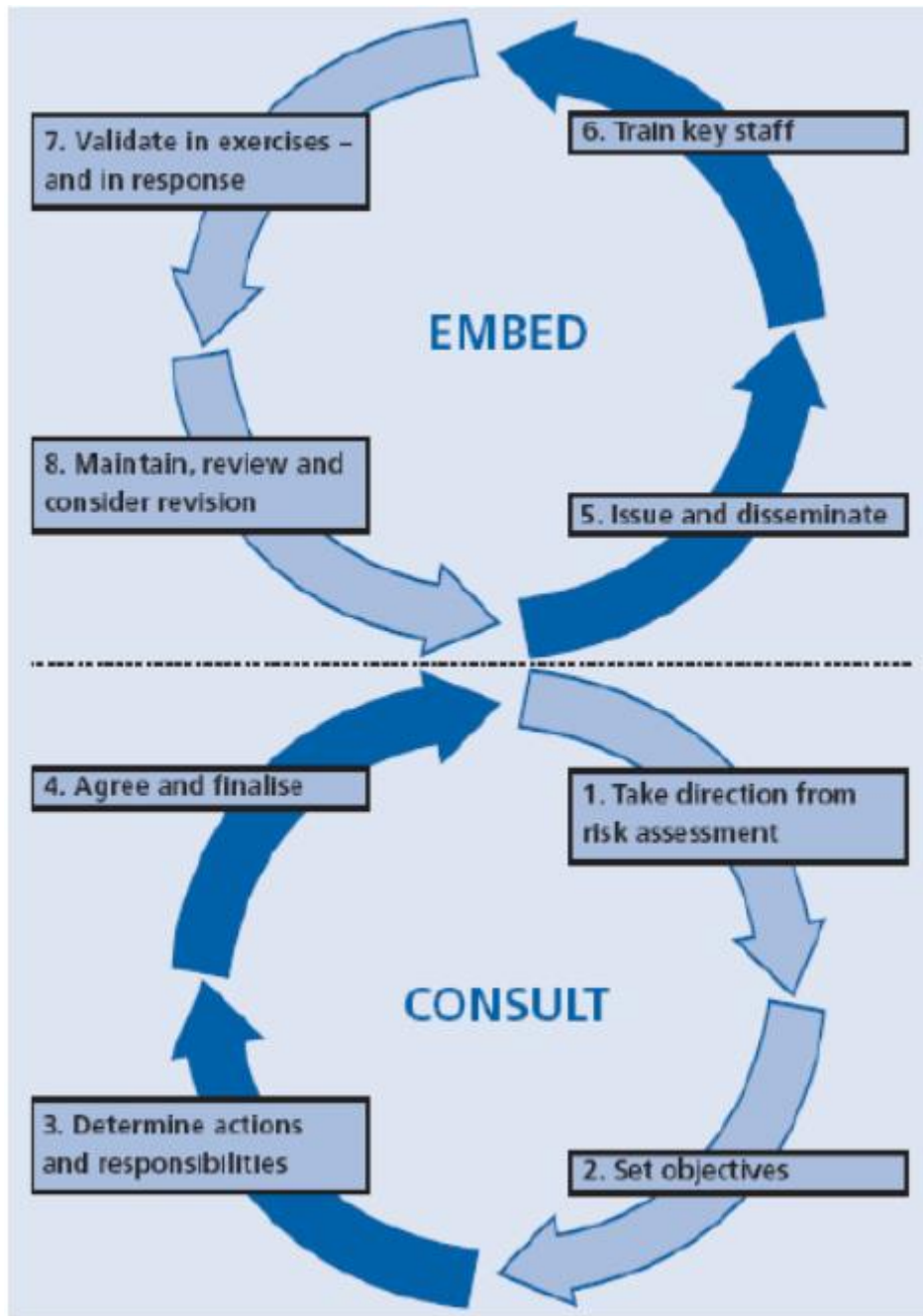
14. BACKGROUND PAPERS

- 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

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Appendix 1: The Emergency Planning Cycle



Appendix 2: Summary (examples) 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

7 January 2025



Report of: Chief Emergency Planning Officer

Subject: Learning from exercises, incidents and inquiries

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key

2. PURPOSE OF REPORT

- 2.1 To provide EPJC members with an overview of the processes in place to support the identification and management of lessons identified.

3. BACKGROUND

- 3.1 The Cleveland LRF and EPU have several processes in place to aid the learning of the lessons identified in exercises, incidents and from inquiries. This report aims to provide members with assurance that the systems are in place, whilst highlighting the challenges associated and the further development required. Significant effort is being made by the team to ensure that effective systems are in place although several more areas for development have been identified which we hope to have in place within the next 12 months.
- 3.2 Of note the Manchester Inquiry Volume 2 Recommendations identify that: ***R104*** *Local resilience forums should establish procedures to ensure that they oversee the process of identifying the lessons to be learned from major exercises, or serious incidents, in their areas, and that they are responsible for overseeing the debriefing of those events. 12.74 to 12.77*
- 3.3 Given the role for supporting both the LRF in our area and Local Authorities the Cleveland Emergency Planning Unit undertakes this coordination role where learning is multi-agency. Remit for single agency learning remains with the respective agencies.
- 3.4 Exercises are planned and therefore allow the inclusion of observers and debriefs from the start. Where deemed beneficial the LRF / CEPU will call upon an independent debriefer(s) either from outside the area or the

- services involved to ensure neutrality. Often the debrief will be separated between the planning process and those responding. Observers where utilised in exercises will be tasked with specific elements or success criteria to confirm during the exercise and feedback into the exercise control (for example was a decision made / a significant risk identified / action taken within a set period of time from an inject).
- 3.5 Conscious of the lack of evidence base across multiple exercises the CEPU has been trialling a means of collating learning across COMAH exercises with a view to identifying any trends or areas of concern. It is notable after 19 exercises that there are several patterns starting to emerge both of good practice and repeated elements at detriment to the plan, as well as areas that are less frequently tested. Where trends or notable practice has been identified this has subsequently been shared with all COMAH operators and responders for awareness.
- 3.6 Following the debriefs actions are agreed and if required submitted for consideration / approval to the relevant agencies. Once agreed these are entered onto a tracker held by the Emergency Planning Unit and monitored and reported to the LRF Tactical and Strategic Boards. Where actions are outstanding these can be escalated and a record of action taking is made. At present the system is based on an internal server, the aspiration is that in the future agencies will be able to access and update against the actions on them online.
- 3.7 On occasion actions identified are deemed redundant or altered following input from the Training and Exercising Group / planners, rationale is recorded. In the event of a key action not being met, the relevant group has the option to escalate to the LRF Manager and in turn they can escalate to Tactical Business Group or Strategic Board. Escalation is not undertaken on a regular basis with the majority of actions completed within the agreed timescales.
- 3.8 Every year a number of incidents occur that require a multi-agency response within the LRF area and which are felt and requested to be debriefed. Normally agencies will debrief internally before a LRF arranged independent structured debrief is undertaken, and an independent debrief report produced.
- 3.9 Over the last 12 months the LRF have recorded debriefs for a range of incidents including fires, public health incidents (Synthetic drugs), Flooding in East Cleveland, a CBRN incident, learning from each of these has been logged and actions are being progressed.
- 3.10 In addition to the local learning the LRF must also assess learning from elsewhere – from both Inquiries and from lessons submitted into a national database.
- 3.11 Lessons from Inquiries such as the Manchester Arena, Covid and Grenfell are assessed by the LRF and members on receipt often actions identified in

the inquiry report will be specific to an agency or a sector in the area of the impact – locally members assess if the same recommendations could apply in the Cleveland area / to their organisational context and develop appropriate action plans often reporting to their lead government department. Where actions are multi-agency, work may be allocated to the LRF coordinate i.e. via working groups.

- 3.12 Joint Organisational Learning (JOL) is an online database accessible to Category 1 and 2 agencies as defined by the Civil Contingencies Act 2004. The system allows submission of local learning of note, which is then assessed, graded and shared by a national panel. On receipt LRF partners assess the learning and identify any local actions required – where this is multi-agency this is often tasked to one of the LRF standing groups to progress (i.e. Blue Lights Group, Flood and Adverse Weather etc). The LRF regularly highlights multi-agency lessons of note at meetings and via its weekly bulletin.

Learning Source	Complete	Ongoing	Redundant	Yet to start	Grand Total
Exercise	384	43	21	31	479
Incident	63	69	1	7	140
Grand Total	447	112	22	38	619

Table 1: Summary of learning from exercises and incidents as December 2024

- 3.13 The above table provides a summary of learning, members are advised that there is a backlog of actions that are being worked through with a view to closing them out. This backlog has occurred in part due to resourcing, limited systems and staff turnover. A number of actions have been agreed as redundant this generally follows a change in process that makes the learning no longer valid for example where a COMAH Operator is no longer operating.

4. PROPOSALS

- 4.1 That the CEPO continues to work with the CEPU team and wider LRF to ensure that learning and the assurance processes around that learning are further developed and that the backlog of lessons identified in table 1 is reduced over the coming 12 months.
- 4.2 That the systems in place reference learning from incidents and exercises are merged with those used for Joint Organisational Learning and Inquiries and that the system is made accessible to LRF members.
- 4.3 That the CEPO provides an update to the EPJC in approximately 12 months' time updating on the backlog and progress made.

5. RISK IMPLICATIONS

Failure to action learning and take account of the key issues identified in emergencies and exercises will potentially impact on the ability to protect life.

Failure to have an effective means of recording, monitoring and demonstrating learning will present a risk for the all LRF Members in the event of an incident within the area – impacting on the effectiveness of the response and confidence in agencies.

6. FINANCIAL CONSIDERATIONS

There are no financial considerations relating to this report.

7. LEGAL CONSIDERATIONS

A clear auditable system for learning will aid all partners in the event of an inquiry.

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 environment, sustainability or climate change considerations relating to this report.

12. RECOMMENDATIONS

- 12.1 The Chief Emergency Planning Officer continues to develop the systems, reduces the backlog of learning and reports back into the EPJC in 12 months' time.

13. REASONS FOR RECOMMENDATIONS

- 13.1 Effective management of the learning process is essential as part of continuous improvement, the EPJC in their role require regular oversight and confidence that effective systems are in place.

14. BACKGROUND PAPERS

Non-submitted.

15. CONTACT OFFICERS

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EMERGENCY PLANNING JOINT COMMITTEE

7 January 2025



Report of: Chief Emergency Planning Officer

Subject: Activities Report 1st September 2024 – 18th December 2024

1. TYPE OF DECISION/APPLICABLE CATEGORY

Non Key.

2. PURPOSE OF REPORT

2.1 To assist members of the Emergency Planning Joint Committee (EPJC) in overseeing the performance and effectiveness of the Emergency Planning Unit and its value to the four unitary authorities.

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 2024-25 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 2024/25 Action Plan is outlined below. Of note 4 items have now been classed as redundant –

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

these relate to report arrangements which were advised as not required due to annual leave periods.

CEPU action plan element	Complete	Ongoing	Yet to start	Redunda	Grand Total
CEPU Internal Functions	10	6	3		19
Event Support	8	1	5		14
Financial Control	1	1			2
Industrial Emergency Planning	13	4	5		22
ITC / Cyber planning			1		1
Local authority resilience	19	6	4	4	33
Plans and procedures	2	8	4		14
Risk Assessment	2	4			6
Support, review and development of the LRF	6	1	8		15
Training and exercising	11	7	6		24
Warn and inform	5		4		9
Community Resilience	9	8	2		19
Grand Total	86	46	42	4	178

Table 1: CEPU action plan progress as of December 2024

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

- Update of emergency plans and audit of copies
- Rest centre exercise and training
- Update of the Billingham External Emergency Response Plan
- Review of pipeline and COMAH summaries
- Duty Officer Phone Book

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
- Developing and testing a new protocol with Public Health Colleagues
- Development and support for a number of regional workshops
- Work on a number of national and regional projects with the aim of supporting the objectives in the previous Governments resilience framework
- Support for a number of University Courses including a placement student

LRF Action Plan Element	Ongoing	Yet to start	complete	Redunda	Grand Total
LRF 2024 - 25	69	81	54	3	207
Assurance	18	35	6	2	61
Awareness and Engagement	10	1	12		23
Capability	11	8	5		24
Governance	2	3	4	1	10
Information sharing	2		4		6
Learning from incidents and exercises	1	1	1		3
Plans and procedures	7	2	3		12
Risk assessment	3	1	1		5
Support, review and development of the LRF	3	3	2		8
Training and exercising	9	27	16		52
Warn and inform	3				3
Grand Total	69	81	54	3	207

Table 2: LRF progress on annual plan as of December 2024

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

- Strategic Emergency Management Training provided to LRF members at EPC Easingwold
- Review of key contacts for use in activation
- Revised information sharing agreement across the partnership and review of security
- Provision of an emergency planners workshop across the North East of England
- Undertaking the training needs analysis and drafting of the exercise and training calendar
- Review of the LRF Handbook

3.8 Significant pieces of work undertaken in addition to the Local Resilience Forum annual action Plan completed in period include:

- Establishment of 2 new community hubs (port Clarence and New Port Middlesbrough)
- Third round of community resilience grants undertaken (awarding due January 2025)
- Input to a number of forum on the future role of LRF and resilience from the local authority perspective
- Support to partners reference data agreements access to priority services register

3.9 Staffing

There have been a number of changes to staffing within the period:

Following recruitment and interviews an Emergency Planning Officer has been employed as Band 10 on the development scheme (Bands 8, 10, 11, 12). The officer is now in post and will be undertaking role specific training and development over the coming months.

The LRF support officer role remains vacant, as previous we will not look to fill the post at this time given the reliance on and uncertainty associated with MHCLG grant funding. We have reviewed the role to potentially employing at a higher grade and the use of a development scheme to aid retention and officer development.

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

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EMERGENCY PLANNING JOINT COMMITTEE

7th January, 2025



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

Subject: FINANCIAL MANAGEMENT UPDATE REPORT

1. PURPOSE OF REPORT

1.1 To provide details of the forecast outturn for the current financial year ending 31st March, 2025.

2. FORECAST OUTTURN

2.1 The latest forecast outturn is a favourable variance of £15,000 as shown in the table below.

Table 1 – Main Emergency Planning Budget - Forecast Outturn as at 30th November, 2024

	Budget	Latest Forecast as at 30th November, 2024	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Main Emergency Planning Budget			
Direct Costs - Employees	335	305	(30)
Direct Costs - Other	105	115	10
Income	(440)	(435)	5
Net Position	0	(15)	(15)

2.2 There is a favourable variance of £30,000 on employee costs as a result of a vacant posts and pension savings, which is partly offset by an adverse variance of £10,000 on non-staffing costs, mainly in relation to the disbursements of recharges to third parties for REPPIR exercises in the previous year and £5,000 lower than budgeted COMAH recharges.

- 2.3 The latest forecast for the Local Resilience Forum (LRF) budget is a £8,000 favourable variance as shown in the following table:

Table 2 – 2024/25 LRF Forecast Outturn for Financial Year Ending 31st March, 2024

	Budget	Latest Forecast as at 30th November, 2024	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	168	152	(16)
Direct Costs - Other	81	160	79
Income	(47)	(47)	0
Grant	(202)	(212)	(10)
Release LRF Innovation Fund Reserve	0	(61)	(61)
Net Expenditure	0	(8)	(8)

- 2.4 The Table above shows a favourable variance in relation to Employee costs as a result of the vacancy of the LRF Officer post. The adverse variance in relation to other costs reflects expenditure incurred to meet the conditions of the LRF Innovation fund grant of £61,000 received in late 2023/24 and £10,000 Engagement funding received in year.

3. RECOMMENDATIONS

- 3.1 To note the latest outturn forecast for 2024/25

4. BACKGROUND PAPERS

- 4.1 None.

5. CONTACT OFFICERS

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EMERGENCY PLANNING JOINT COMMITTEE

7 January 2025



Report of: Chief Emergency Planning Officer

Subject: Incidents Report 1st September 2024 – 18th December 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

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Appendix 1 Incidents of note 01/09/2024 – 18/12/2024

Date	Borough	Location	Type of incident	Additional Information
05/09/2024	Stockton On Tees	Dawson House	Unsafe Structure	Evacuation (decant) of accommodation block facilitated by the Housing Provider. LRF partners convened to support residents and landlord given short notice and need for evacuees to have access to medication / health care etc
26/09/2024	Redcar & Cleveland	East Cleveland	Flooding	Parts of East Cleveland impacted. No reports received of any internal property flooded.
05/10/2024	Hartlepool	Old Odeon Cinema Building (York Road)	Fire	Fire leading to unsafe structure and collapse of parts of the building. Number of residents displaced until area could be made safe.
31/10/2024	Hartlepool	Park View Industrial Estate	Fire	Waste fire on bales, CFB requested JCB from LA to assist with breaking material up.
07/12/2024	All Boroughs	National	Unclassified	Storm causing flooding high winds causing road closures. Potential impact on the North East – several multi-agency telecons held.