

EMERGENCY PLANNING JOINT COMMITTEE

AGENDA

Tuesday 25 March 2025

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 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 7 January 2025 (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 Incidents Report 19/12/2024 – 09/03/2025 – *Chief Emergency Planning Officer*

5.2 Activities Report 19/12/2024 – 09/03/2025 and Future CEPU and LRF
Priorities – *Chief Emergency Planning Officer*

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

For information:

Date of next meeting – to be confirmed

EMERGENCY PLANNING JOINT COMMITTEE

25th March 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.
- 1.2 To propose the budget for 2025/26 and contributions to be requested from Councils.

2. FORECAST OUTTURN

- 2.1 The latest forecast outturn for the main Emergency Planning budget is a favourable variance of £12,000 as shown in the table below.

Table 1 – Emergency Planning Budget - Forecast Outturn

	Budget	Latest Forecast (as at 28th February 2025)	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	335	312	(23)
Direct Costs - Other	105	119	14
Income	(440)	(443)	(3)
Net Position	0	(12)	(12)

- 2.2 There is a favourable variance of £23,000 on employee costs as a result of a vacant post and pension savings. There is an adverse variance of £14,000 on non-staffing costs mainly as a result of disbursements of recharges to third parties for REPPiR exercises and higher than budgeted costs for training costs and IT.

- 2.3 The latest forecast for the Local Resilience Forum (LRF) budget is a £19,000 favourable variance as shown in the following table:

Table 2 – Local Resilience Fund (LRF) - Forecast Outturn

	Budget	Latest Forecast as at 28th February, 2025	Forecast Outturn Variance Adverse/ (Favourable)
	£'000	£'000	£'000
Direct Costs - Employees	171	159	(12)
Direct Costs - Other	77	137	60
Income	(46)	(52)	(6)
Grant	(202)	(202)	0
Release - LRF Innovation Fund Reserve	0	(61)	(61)
Net Expenditure	0	(19)	(19)

- 2.4 The Table above shows a favourable variance in relation to Employee costs owing to an LRF Officer post vacancy. 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.
- 2.5 The overall favourable variance will be carried forward in a ring fenced reserve to be spent in future years.

3. 2025/26 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 2025/26 financial year the recommended Local Authority contributions are £364,000, which is a 2% increase compared to the previous year.
- 3.2 The proposed budget is shown in the following table:

Table 3: Proposed Emergency Planning Budget 2025/26

	Budget 2025/26
	£'000
Direct Costs - Employees	336
Direct Costs - Other	122
Income	(458)
Net Position	0

- 3.3 The proposed LRF Budget is shown in Table 4 below and assumes another year of government grant funding, estimated to be £206,000 based on the current years funding plus 2% inflation. However, it should be noted, that there is still some uncertainty about what the actual level of funding will be from April 2025. Any reduction to this level of funding will require a proportionate reduction in budgeted expenditure. The reserve created from previous year underspends will help to mitigate the impact of any funding reduction. The budgeted Contributions from partners have been increased by 2%.

Table 4: Proposed LRF Budget 2025/26

	Budget 2025/26 £'000
Direct Costs - Employees	175
Direct Costs - Other	85
Income	(54)
Grant	(206)
Net Expenditure	0

4. RECOMMENDATIONS

- 4.1 To note the latest outturn forecast for 2024/25
- 4.2 To approve the 2025/26 budget for Emergency Planning including the 2% increase in the Contribution from each Council.
- 4.3 To approve the 2025/26 Local Resilience Forum (LRF) budget.

5. BACKGROUND PAPERS

- 5.1 None.

6. CONTACT OFFICER

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EMERGENCY PLANNING JOINT COMMITTEE

25/03/2025



Report of: Chief Emergency Planning Officer

Subject: INCIDENTS REPORT 19/12/2024 – 09/03/2025

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 note and 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
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Appendix 1 Incidents of note 19/12/2024 – 09/03/2025

Date	Borough	Location	Type of incident	Additional Information
20/12/2024	Middlesbrough	Hemlington	Utility Failure	Power cut including elderly housing scheme.
22/01/2025	All Boroughs	Storm Eowyn	Adverse weather	Storm Precautionary meeting held with partners.
30/01/2025	Stockton On Tees	Waste site Haverton Hill	UXO	Grenade found at incinerator site, evacuation of area.

EMERGENCY PLANNING JOINT COMMITTEE

25/03/2025



Report of: Chief Emergency Planning Officer

Subject: ACTIVITIES REPORT 19/12/2024 - 09/03/2025 AND
FUTURE CEPU AND LRF PRIORITIES

1. TYPE OF DECISION/APPLICABLE CATEGORY

For information.

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 8 items have now been classed as redundant – these relate to report arrangements or the provision of training which were

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

advised as not required by respective boroughs (i.e. where staff have been trained recently / volunteers haven't come forward). Significant progress has been made in period with an additional 51 actions completed since the last report and a reduction of actions yet to start from 42 to 6. 27 actions remain ongoing, a number of which will be completed by end of year. Actions not completed will be assessed and if still required incorporated into the action plan 2025-26.

Row Labels	Complete	Ongoing	Yet to start	Redundant	Grand Total
CEPU Internal Functions	15	3	1		19
Event Support	13	1			14
Financial Control	2				2
Industrial Emergency Planning	21	1			22
ITC / Cyber planning		1			1
Local authority resilience	25	2	1	5	33
Plans and procedures	11	3			14
Risk Assessment	3	3			6
Support, review and development of the LRF	9	3	3		15
Training and exercising	17	3	1	3	24
Warn and inform	8	1			9
Community Resilience	13	6			19
Previous Quarter	86	46	42	4	178
Grand Total March 2025	137	27	6	8	178
Percentage	77	15	3	4	

Table 1: CEPU action plan progress as of March 2025

- 3.5 Significant pieces of work from the CEPU work plan completed in period include:
- All four Council Major Incident Plans reviewed for emerging practice.
 - Review of practice against the SOLACE guidance.
 - All COMAH exercises undertaken and plans have been updated within legal timescales.
 - Test of the activation system undertaken and training of CEPU staff in its operation.
 - Annual meeting with Competent Authority (Environment Agency and Health and Safety Executive reference duties under COMAH).
- 3.6 Additional pieces of work by CEPU relating to local authorities in period not included within the annual plan include:
- Delivery of schools training.
 - Support with cyber exercising.

- Participation in a no-notice exercise including establishing Tactical Coordination.
- Briefings to parish councils on community resilience.
- Delivery of awareness sessions on Independent Safety Advisory Groups.
- Consideration of inquiry recommendations and impact on local practice.
- Significant work has been undertaken on a number of upcoming exercises (Mass Fatalities, Nuclear Response).

LRF Action Plan Element	Ongoing	Yet to start	Complete	Redundant	Grand Total
Assurance	9	26	22	4	61
Awareness and Engagement	6		17		23
Capability	10	2	12		24
Governance	3		6	1	10
Information sharing	1		5		6
Learning from incidents and exercises	1		2		3
Plans and procedures	4	2	6		12
Risk assessment	3	1	1		5
Support, review and development of the LRF	1	1	6		8
Training and exercising	5	17	30		52
Warn and inform			3		3
Grand Total	43	(4*) 49	110	5	207

Table 2: LRF progress on annual plan as of March 2025

- 3.7 Reference Table 2 and the progress made on the LRF action plan it has come to light that a number (45) of proposed exercise objectives have been included under the Training and Exercising Group following the regional training needs analysis. These actions are outside the group's direct control and will be unachievable in year (for example inclusion of testing the communications cell within flooding exercise – due to other commitments there are no flood exercises in this year therefore this action cannot be met). This heavily skews LRF performance for this year with the 45 actions being classed as “yet to start”, equally it would not be appropriate for them to be classed as “redundant” given the need to undertake the work has been identified by members. The LRF Manager is working with the Training and Exercising Group's chair to develop a better process for these objectives to be recorded and ensuring that where appropriate these actions will be progressed in 2025/26.
- 3.8 Significant pieces of work undertaken as part of the Local Resilience Forum annual action Plan and completed in period include:

- Review of all 15 resilience standards.
- Review of learning from flood exercises for inclusion in the Multi-Agency Flood Plan (currently being reviewed).
- Development of combined exercise calendar for 2025/26.
- Sharing areas of emerging risk with neighbouring LRF areas.
- Review of a Cleveland LRF risk register and a number of specific risks based on updates from National.
- Delivery of range of training opportunities to LRF members.

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

- Input to the National Consortium for Societal Resilience (NCSR) Conference.
- Development with Durham Civil Contingencies Unit of a trial exercise matrix to enable an evidence base to be developed across multiple exercises.
- Further engagement with communities and the identification of additional community hubs sites.
- Review of the activation system and contacts held.
- With colleagues from other LRFs continued lobbying for the funding to develop systems to identify and record addresses identified as linked to vulnerable persons (VIPER project).
- Engagement with the North East Business Resilience Centre reference support on cyber to organisations.
- Development of project proposals for delivery in 2025 /26 including community grants, community mapping / data sharing and engagement strategy.

3.10 Staffing

There have been no changes to staffing within the period:

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.

3.12 CEPU priorities for 2025 / 2026

The CEPU annual plan will be based on the core actions required of Local Authorities under both legislation (CCA, COMAH, REPPiR) and guidance (SOLACE and LGA). Specific activities include:

- Maintenance of all LA plans and supporting documents / arrangements.
- Maintenance of all COMAH and Pipeline plans.
- Review of the multi-agency flood plan.
- Multi-site COMAH exercise to test complex command frameworks.
- Review of the LRF recovery framework (LA lead) including improved community impact assessment methodology.
- Recovery exercise and training.

- Reviewing learning from statutory exercising including a level 2 REPPiR (PowerStation exercise) and Pandemic Exercise.
- Contribution towards regional and local pandemic plans.
- Support for a number of national and regional professional groups.

3.13 LRF priorities for 2025 / 2026

The following have been identified by LRF members as priorities for the forthcoming year, due to meeting schedule and lack of confirmation on funding the action plan for the LRF will be presented at the next meeting of the LRF's Strategic Board for sign off (actions will be progressed in the meantime).

HM Government Resilience Review, due to be released in spring 2025 as a LRF we will assess the local implications, resourcing of team to deliver.

Political Engagement documented practice into Multi-Agency Incident Procedures (MAIP), ensuring clarity of reporting lines across all LRF agencies.

LRF learning / assurance, we will continue to develop learning and assurance mechanisms through the reduction in the backlog of actions (previously reported), the trialling of the CCA exercising matrix, review of findings from inquiries and developing a better understanding of the multi-agency legislation base that can be drawn upon.

Capability/Capacity the LRF will continue to develop tools for assessing capability and look to develop / assure capability against the administrative and advisory support to multi-agency cells. This will include considering models in place elsewhere to increase the number of in agency volunteers.

Security Clearance and information sharing the LRF will and review our approach to in line with latest guidance and practice.

Whole of Society Resilience, the LRF remains fully committed to developing and will building on the work already undertaken. This will include increasing and sustaining the number of community hubs, reviewing the role of Spontaneous Volunteers in light of emerging practice. We will review engagement and awareness tools and undertake detailed mapping, data sharing and analysis work with communities and key partners.

Wide area incidents, the LRF will continue to develop processes for the response model to wide area incidents where there are specific challenges with scale, resourcing, coordination and communication .

Chronic Risks, the LRF will assess how to best utilise the information being made available on chronic risks.

Exercises, the LRF will continue to meet statutory and expected demands for exercising and will ensure that actions identified as a result are recorded and actioned.

Training, the LRF will continue to provide LRF members and key partners with access to a wide range of training opportunities.

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.
- 4.3 That the final LRF action plan is presented following sign off by the LRF Strategic Board.

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 note the contents of the report and 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

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