

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)**

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Thursday, 6th December, 2012

Time: 2.00 p.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the previous meeting held on 18th July, 2012 (Pages 1 - 4)
5. Matters arising from the previous minutes (not covered by the agenda items).
6. Emergency Planning Shared Service - Update (Pages 5 - 6)
7. Planning for Reservoir Emergencies - Grant Funding - Update (Pages 7 - 8)
8. Corporate Planning Exercises (Pages 9 - 10)
 - Initial lessons from Sheffield City Council 'Trio Exercise' – 29/30 November 2012
 - RMBC proposal for 21 February 2013
9. Internal Business Continuity Management - Update (Pages 11 - 12)
10. Transfer of Public Health functions to Local Government - Update (Page 13)
11. Budget Monitoring - Current and forecast 2012/2013 position (Page 14)
12. Any other business.

13. Date, time and venue for the next meeting

- Discussion about suggested dates :-
- Tuesday 19th March, 2013, to start at 2.30 pm;
- Tuesday 11th June, 2013, to start at 2.00 pm.
- venue is Rotherham Town Hall

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EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)

Wednesday, 18th July, 2012

Present:-

Councillor Jack Scott	Cabinet Member for Environment, Recycling and Streetscene, Sheffield CC (in the Chair)
Councillor Brian Lodge	Cabinet Member for Finance and Resources, Sheffield CC
Councillor Richard Russell	Cabinet Member for Waste and Emergency Planning, Rotherham MBC
Councillor Gerald Smith	Cabinet Member for Regeneration and Development, Rotherham MBC

Together with: -

Colin Earl	Director of Audit and Asset Management, Rotherham MBC
Alistair Griggs	Director of Modern Governance, Sheffield CC
Claire Hanson	Senior Business Continuity Officer, Rotherham MBC
Anthony McDermott	Emergency Safety Manager, Rotherham MBC
Peter Whitwam	Senior Emergency Planning Officer, Sheffield CC

There were no apologies for absence to record.

1. CONFIRMATION OF THE CHAIR OF THE EMERGENCY PLANNING, SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) FOR THE 2012/13 MUNICIPAL YEAR.

Resolved: - That Councillor Jack Scott, Cabinet Member for Environment, Recycling and Streetscene, Sheffield City Council, be confirmed as the Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the 2012/13 Municipal Year.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 23RD MARCH, 2012.

Resolved: - That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) be agreed as an accurate record for signature by the Chairman.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES.

Under item 26 (Elected Member Engagement) of the previous minutes, it was noted that training for Elected Members had been cancelled. This would be re-scheduled for a future date subject to a request for this.

Under item 30 (MJ Local Government Achievement Awards 2012 - Submission) of the previous minutes, it was noted that the submission made in relation to the Shared Service had not been successful. Feedback would be sought to determine why this was the case.

4. RESERVOIR GRANT.

The Emergency Safety Manager informed the meeting of recent DEFRA criteria in relation to Reservoir Plans and grant monies to undertake the planning process. Under these criteria, one hundred reservoirs across the country were to have their own, site-specific Emergency Plan. This would detail actions to be put in place following a reservoir being compromised or breaking.

Sheffield City Council received significant funds from DEFRA for the site specific planning and other measures necessary to cater for its nine reservoirs that fell within the criteria. On-site plans are required to be implemented by 2014 after being signed-off by the Local Resilience Forum.

A generic, off-site plan would continue to be required for the reservoirs that were not in the top one hundred of DEFRA's criteria.

Other ongoing works with grant funding included: -

- Public awareness raising;
- Training programmes for local authority and partner organisations;
- Live exercises.

Discussion ensued and the following issues were raised: -

- Need to inform members of the public and local stakeholders on all areas of the work to ensure that undue alarm was not caused by any emergency planning activities that were taking place in the vicinity of the reservoir;
- Emphasis that the role of the plan was a proactive one and related to a worst case scenario.

Resolved: - (1) That the information be noted.

(2) That an update on the Reservoir Planning process be reported to the next meeting.

5. EMERGENCY PLANNING EXERCISE.

The meeting heard how an exercise had taken place in Sheffield in relation to the testing of an emergency control room. The exercise was successful and a small number of issues had been highlighted for future development. These included: -

- Staffing structures within the incident room;
- Provision of personal assistant type support to managers.

On 29th and 30th November, 2012, a major two day exercise would take place in Sheffield. Day one would encompass the response element, and day two would encompass recovery issues. A further exercise would be conducted in Rotherham in February 2013.

It was reported that the emergency control room in Rotherham's Riverside House had been deployed following potential flooding on 6th July, 2012. A small number of snagging issues had been experienced, as this was the first time the room had been used to respond to an emergency. These issues were

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being addressed.

A joint Council exercise/s would take place in the future.

Resolved: - That the information shared be noted.

6. BUDGET MONITORING.

Information in relation the 2011/12 actual outturn budget and 2012/13 budget for the Emergency Planning Shared Service was noted.

It was noted that the 2012/13 budget had made a 10% saving on the previous year.

Resolved: - (1) That the actual outturn for the Emergency Planning Shared Service's budget for 2011/12 be noted.

(2) That the budget for the Emergency Planning Shared Service for 2012/13 be noted.

7. BUSINESS CONTINUITY SOFTWARE UPDATE.

The Senior Business Continuity Officer reported on the ongoing efforts in relation to the design and roll-out of new business continuity software.

The new software was compatible with the Shared Service and included: -

- A needs assessment of each directorate's/portfolio's emergency planning requirements;
- Accommodation issues in relation to emergency/contingency planning;
- Corporate priorities were taken account of;
- Recovery issues were included;
- Greater ability to manipulate and drill down on data than previous software.

Pilot sessions had been held in Rotherham and Sheffield and feedback had been incorporated into the software. Director/Assistant Director level Strategic Groups had been initiated in both Councils that focused on increasing corporate buy-in. from across the organisations.

Following full roll-out of the software, feedback would be sought from all users.

Resolved: - (1) That the information shared be noted.

(2) That a further update on the new Business Continuity Software be presented to the Emergency Planning Shared Services Joint Committee at a future meeting.

8. SHARED SERVICE UPDATE.

The Emergency Safety Manager reported to the meeting that an internal review of the Emergency Planning Service had been concluded and that an action plan would be completed.

The action plan would include: -

- Future service developments;
- Priorities.

Resolved: - (1) That a report be presented to a future meeting of the Emergency Planning Shared Services Joint Committee outlining options for the future.

9. ANY OTHER BUSINESS.

Training for Elected Members: -

It was reported that training on emergency planning and business continuity had been included in the induction package for Sheffield's new Elected Members. This was provided through seminars and training sessions. Further training opportunities were being explored to include an Elected Member's role in an incident situation.

Resolved: - That the information shared be noted.

10. DATES, TIME AND VENUE FOR FUTURE MEETINGS:-

Resolved: - That the future meetings of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) take place on: -

- Tuesday 9th October, 2012, to start at 2.00 pm;
- Thursday 6th December, 2012, to start at 2.00 pm;
- Tuesday 19th March, 2013, to start at 2.30 pm;
- Tuesday 11th June, 2013, to start at 2.00 pm.

All meetings would take place in the Rotherham Town Hall.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2 pm, 6 December 2012

Rotherham Town Hall

Purpose of paper: Item 4

To update Members on key issues affecting the development of the EPSS into 2013/14

Background information:

See next section.

Key issues:

The following have been identified as the key issues:

- Budget reductions – The two councils have agreed that the combined budget should be reduced by 15% in 2013/14 to meet their corporate savings requirements. Whilst this measure is achievable without any significant reduction in service provision, it should be noted that a recent benchmarking survey against other Core Cities and Shared Service units identified that the EPSS was already ‘lite’ in resources, even prior to the implementation of next year’s reductions. Moreover, any further reductions will result in significant reductions to the unit’s capacity to deliver its current services.
- Wider development of the Shared Service concept – Discussions have taken place with other potential partners but, at this time, there is little appetite elsewhere to take forward this concept.
- Revision of the Borough Emergency Plan (RMBC) and Major Incident Plan (SCC) – All plans require regular refreshing and our review indicates that both are still ‘fit for purpose’ and, in particular, that the Forward Liaison Officer (FLO) role, as supported by complementary Chief Officer rotas for both councils, works well. However, recent incidents have identified an area of concern in relation to the initial support of FLOs in the event of an incident. In normal office hours, this is not an issue as the EPSS itself can provide that support but ‘out of hours’ support is currently insufficiently robust. In effect, the FLO’s immediate support is a Chief Officer and, in most cases, this is inappropriate. One solution has been identified but requires additional

financial resources for implementation and, given the current financial climate, this is unlikely to be supported. Accordingly, the EPSS is looking for an alternative solution to resolve this issue.

Conclusion:

Notwithstanding future budgetary restrictions, the Shared Service concept is still providing a good level of service and validates the decision to establish the EPSS.

Recommendations:

Members are asked to:

- (1) To note this report.
- (2) To recommend to both councils that they set a budget for the EPSS in line with the recommended 15% reduction.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 6 December 2012

Rotherham Town Hall

Purpose of paper: Item 5

To update Committee Members of the current position in respect of planning for Reservoir Emergencies

Background information:

Members will be aware that under new DEFRA criteria in relation to Reservoir Plans and grant monies, one hundred reservoirs across the country were to have their own site-specific Emergency Plan. This would detail actions to be put in place following a reservoir being compromised or breaking. SCC received a grant of nearly £100k to develop plans for its nine reservoirs that fitted the criteria.

Approximately £40K has already been spent on Warning & Informing issues, such as updating the Local Resilience website and agreement has now been reached that a further £58k will be carried forward into the 2013/14 financial as required.

Key issues:

A draft plan has been prepared by a member of the EPSS, with support from colleagues, but other areas of work have been postponed to facilitate this work. Some of the remaining monies can be utilised to fund a 6 month temporary contact for an Emergency Planning Assistant post to take forward this work, as well as providing additional capacity to pick up the postponed work. A selection process is underway and we are confident that this post can be filled by early January.

The key areas of the reservoir work to be completed are as follows:

- Consultation with multi-agency colleagues on finalising the plan
- Development of a training and exercising strategy to verify the plan, including a major multi-agency exercise in Autumn 2013. The latter will be developed with the support of a specialist emergency planning provider.
- Development of a comprehensive Warning & Informing strategy to inform all members of the public at potential risk from a reservoir inundation.

Conclusion:

The DEFRA requirement is for all Local Authorities to have met their responsibilities for reservoir planning by 2014 and the EPSS is currently on track to meet this requirement.

Recommendations:

Members are asked to note the contents of this report.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

Thursday 6 December (Rotherham Town Hall)

Purpose of paper: Item 8

To provide members of the Joint Committee with the initial findings from Exercise Trio, this took place for Sheffield City Council (SCC) on 29 / 30 November 2012. A version of this exercise is to be repeated in Rotherham MBC on 21 February 2013.

This interim brief is provided in advance of any formal debrief having taken place (to take place on 12 December 2012). A formal post exercise report will then be produced, with recommendations and learning points highlighted.

Background information:

The aim and objective of Exercise Trio were defined as;

Aim:

To exercise processes and procedures in preparedness for a major emergency affecting SCC

Objectives:

- To consider the Response and Recovery elements of the Major Incident Plan
- To assess the processes for interaction with partners/contractors
- To consider how the public, businesses, staff and elected members are kept informed
- To consider Business Continuity practices
- To assess the communication processes between the EOR and Portfolios
- Assess procedures in a Reception Centre
- To assess the resilience of the council over an extended period.

There was also an emphasis on business continuity plans and staff resilience during a protracted incident.

This aim will be adjusted to suit the needs of RMBC in that the exercise will focus on the recovery and BC elements of responding to an incident.

Key issues:

This exercise was believed to be the largest SCC Emergency Planning response and recovery exercise ever held. It was aimed mainly at the Tactical level, but with Strategic involvement by EMT and, as part of the exercise, a live Reception Centre was established with approx 70 participants from the public

A number of preliminary discussions have taken place with various participants and early learning points to be further explored with wider participants include;

- Communications with contracted partners
- Communications between EOR and portfolio Control Rooms
- Community tension monitoring and links to the Ops Room Manager in a major incident
- Use of Town Hall as a reception centre
- New corporate communications arrangements in the EOR
- Links between EMT and Ops Room.
- Opportunity for staff to carry out their emergency role in a safe environment
- Resilience in terms of staff able to fulfil particular roles in an incident
- The need for loggist training for some roles
- Better links between Emergency Planning, Business Continuity and Recovery elements
- More work is required in terms of Recovery

Conclusion:

At this early stage, the exercise is considered to have been successful and provided much benefit to participants and the aims and objectives as detailed above were either fully or partially met. Based on the outcome of the exercise, the EPSS team are confident that SCC are better placed to respond to an incident of such magnitude – including if presented with a loss of ICT issue within the EOR.

Owing to the previous level of rehearsal of an initial response to a Major Incident within RMBC, the Senior Emergency & Safety Team has agreed to hold an exercise based on a similar scenario on 21 February, this will run over a half day and focus specifically on the Recovery phase, with threads of Business Continuity.

Recommendations:

- A structured debrief will take place on 12 December 2012.
- Learning points to be noted and a formal post exercise report to be produced
- Any recommendations contained within the post exercise report to be implemented within SCC.
- Lessons identified from Exercise Trio to be incorporated into the February exercise in RMBC

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 6 December 2012

Rotherham Town Hall

Purpose of paper: Item 8

To provide an update regarding the activities within both Rotherham and Sheffield councils in terms of developing business continuity arrangements, including the on-going development and roll out of BCMShared.

Background information:

Revised Business Continuity Management structures have been put in place within both councils, including a corporate management group with the strategic responsibility for the effective management of each council's BCM activities. Within each council, a revised BCM policy & strategy has been agreed in principle. Underpinning this work is a project initiation document which is supported by both councils' management groups.

Key issues:

Key points to note include:

- Training on how to use BCMShared, the expectations and information required is on-going, a significant number of departments across both councils have received this training and are currently working on gathering base line information, refreshing and updating information prior to actual input into the system. Both councils are working to a deadline of March 2013 to have a corporate BC plan in place, however achieving this deadline is dependent on departments populating the system.
- BCM ELearning has gone live in Rotherham council and employees are being encouraged to complete this training to gain a generic and basic knowledge of BCM - why the council has it in place and the benefits of having effective BCM arrangements. Colleagues within SCC (managing ELearning packages) have advised that there is currently a wholesale review of manager competencies and this package would be suitable, if adapted to be promoted as a mandatory module for managers and with this in mind is not available as yet. The outcome of this review is anticipated early next year.

- Planning for specific contingencies corporately is on-going - a revised framework for managing a fuel disruption has been issued, pandemic Influenza plans, severe weather plans and recovery plans are all being refreshed and reviewed to incorporate newly issued guidance.

Conclusion:

The ultimate goal for this work is the development of fit for purpose robust business continuity arrangements across all departments of both councils and overarching corporate structures in place to respond to a significant BC disruption. The work currently being carried out with individual departments underpins the successful achievement of this objective.

Recommendations:

The contents of the report are noted and continued support provided.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 6 December 2012

Rotherham Town Hall

Purpose of paper: Item 8

To update Members of the current position in respect of the transfer of Public Health functions to Local Government and the relevant emergency planning issues.

Background information:

Members will be aware that under changes to the NHS, Public Health Teams are transferring into Local Authorities in April 2013. Senior officers within the EPSS have been meeting with both Rotherham and Sheffield Directors of Public Health and with representatives from the wider NHS.

Key issues:

EPSS management recognised early on that the transfer was likely to have an impact on the workload of the team. After initial meetings, Rotherham's Public Health Team and NHS Sheffield submitted documents to the EPSS on the likely impact of the transition to the Shared Service. From these documents the EPSS calculated the estimated financial cost of the additional work on the team, which is currently the subject of discussion with John Radford, Director of Public Health for Rotherham and Jeremy Wight, Director of Public Health for Sheffield. The amount to be transferred from both Directors is relatively small and it is not anticipated that it will prove problematical. However, the figures were provided with the following caveats:

- i. they do not allow for any other unforeseen health related emergency planning work that may arise following the transition, and
- ii. the costs associated with updating the Pandemic Influenza Plan are based on the EPSS updating their two existing Corporate Plans and not writing or updating a wider Health Pandemic Influenza Plan.

Conclusion:

On the information currently available it is envisaged that the transfer of some Public Health emergency responsibilities to the councils (to be managed by the EPSS) is not a major issue. However, the EPSS awaits the formal approval from both Directors of Public Health on the financial proposals.

Recommendations:

Members are asked to note the contents of this report.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

Date

Rotherham Town Hall

Purpose of paper: Item 9

2012/13 Budget Update

Background information:

Period 6 Budget Monitoring Report Summary

Key issues:

Current forecasts indicate that by year end a balanced budget will be achieved.

Expenditure and income data is reviewed on a monthly basis to enable forecasting and to alert us to any issues.

Plans are in place to address any potential under/over spending so that best use is made of the available funding.

A more detailed update will be provided at the meeting.

Conclusion:

By year end a balanced budget will be achieved.

Recommendations:

Members are asked to note this report.