

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

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

Date: Tuesday, 11th June, 2013

Time: 2.00 p.m.

A G E N D A

1. Appointment of Chairman and Vice-Chairman of the Joint Committee for the 2013/2014 Municipal Year.
2. 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.
3. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
4. Introductions and Apologies for Absence.
5. Minutes of the previous meeting held on 6th December, 2012 (Pages 1 - 5)
6. Matters arising from the previous minutes (not covered by the agenda items):-
 - Revision of the RMBC and the SCC Major Incident Plan.
 - Ex Trio Report .
7. Budget Monitoring - 2012/13 Outturn Position and 2013/14 Current Forecast (documentation attached) (Pages 6 - 11)
 - (a) Budget Outturn 2012/13
 - (b) Budget 2013/14
8. Shared Service General Update (report herewith) (Pages 12 - 15)
9. LRF Update (report herewith) (Pages 16 - 22)
10. BCM Shared Update (report herewith) (Pages 23 - 24)
11. Any other business.

12. Date, time and venue for the next meetings:-

Proposals:-

September/October:-

24, 27 or 30 September, 2013 at 2.00 pm – informal briefing for Elected Members (exact date to be confirmed);

2, 4, or 11 October pm – informal briefing for Elected Members (exact date to be confirmed);

December

3, 4, 5, 12, 17 Or 19 December, 2013 at 2.00 pm (with a briefing at 1.30 pm) – full meeting of the Joint Committee (exact date to be confirmed).

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EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)

Thursday, 6th December, 2012

Present:-

Councillor Jack Scott	Cabinet Member for Environment, Recycling and Streetscene, Sheffield City Council (in the Chair)
Councillor Bryan Lodge	Cabinet Member for Finance and Resources, Sheffield City Council
Councillor Richard Russell	Cabinet Member for Waste and Emergency Planning, Rotherham MBC

Together with:-

Alistair Griggs	Director of Modern Governance, Sheffield City Council
Anthony McDermott	Emergency and Safety Manager, Emergency Planning Shared Service
Peter Whitwam	Senior Emergency Planning Officer, Emergency Planning Shared Service

Apologies for absence were received from Councillor Gerald Smith (Cabinet Member for Regeneration and Development, Rotherham MBC) and from Colin Earl (Director of Audit and Asset Management, Rotherham MBC).

11. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH JULY, 2012

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

12. EMERGENCY PLANNING SHARED SERVICE - UPDATE

Consideration was given to a report presented by the Emergency and Safety Manager concerning the following issues affecting the development of the Emergency Planning Shared Service both during this and the next financial years:-

(a) Budget reductions for 2013/14

Members noted that the proposed budget reduction of 15% for 2013/14 is achievable without there being a significant impact upon the level of service provision. The service was considered to be lean and efficient, after bench-marking against other similar local authorities. However, any further reductions of resources and staffing would impact severely upon the service's capacity to respond to a major incident, as well as curtailing areas of day-to-day activity. The Government's budget settlement for 2013/14 was not yet available.

(b) Development of the Shared Service concept

Discussion took place on this concept and Members concluded that there was unlikely to be any progress made in the near future.

(c) Revision of the Rotherham Borough Emergency Plan and the Sheffield City Council Major Incident Plan

The review indicates that both Plans 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 some concern about the initial support of FLOs in the event of a medium-sized incident. The 'out of hours' support is insufficiently robust. One solution has been identified, but it requires additional financial resources for implementation and, given the current financial climate, may not be supported. Accordingly, an alternative solution is being investigated.

It was agreed that Members be provided with a briefing report, prior to the next meeting, detailing the alternative options available and the estimated costs.

Resolved:- (1) That the report be received and its contents noted.

(2) That this Joint Committee recommends that both Rotherham Borough Council and Sheffield City Council approve a budget for the Emergency Planning Shared Service in accordance with the proposed 15% reduction for the 2013/2014 financial year.

13. PLANNING FOR RESERVOIR EMERGENCIES - GRANT FUNDING - UPDATE

Consideration was given to a report presented by the Emergency and Safety Manager describing the current position in respect of planning for reservoir emergencies. The report highlighted the following issues:-

(a) the Government Department for the Environment, Food and Rural Affairs (DEFRA) had established criteria and provided funding for one hundred reservoirs throughout the United Kingdom to have their own Emergency Plan. Sheffield City Council has received funding to develop a plan for the nine reservoirs within its area, which meet the new criteria. Some of the funding has been used for information/warning issues and the remainder of the funding will be carried forward to the 2013/14 financial year. To date, there is no indication that the reservoirs at Thrybergh and at Ulley, within the Rotherham Borough area, meet the criteria.

(b) an appointment is soon to be made to the grant-funded temporary post of Emergency Planning Assistant and the post-holder will continue the work on the preparation of the draft reservoir plan; there will be consultation with multi-agency colleagues on finalising the plan.

(c) a training and exercising strategy will be developed to verify the plan,

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including a major multi-agency exercise during the Autumn 2013; this exercise will be undertaken with the support of a specialist emergency planning provider.

(d) a comprehensive Warning and Informing strategy is being prepared, to inform the general public of a potential risk from a reservoir inundation.

Resolved:- That the report be received and its contents noted.

14. CORPORATE PLANNING EXERCISES

Consideration was given to a report presented by the Emergency and Safety Manager summarising the initial findings from Exercise Trio. This training exercise had taken place for Sheffield City Council on 29th and 30th November, 2012 and a version of this exercise is to be repeated in Rotherham, by the Borough Council on 21st February, 2013.

The submitted brief report was provided in advance of the formal debriefing of this exercise, which will take place on 12th December, 2012. Afterwards, a formal post exercise report will be produced, containing recommendations and learning points.

The exercise had been considered a success, with a number of learning points already highlighted:-

- : ensuring the adequacy of communication links;
- : the importance of the accurate recording/logging of events throughout the duration of an incident;
- : appropriate buildings to use as rest centres;
- : more work is required in terms of recovery.

Resolved:- (1) That the report be received and its contents noted.

(2) That a structured debriefing session will take place on 12th December 2012.

(3) That learning points from Exercise Trio shall be noted and a formal post exercise report shall be produced and distributed to Members of this Joint Committee.

(4) That any recommendations contained within the post exercise report are to be implemented within Sheffield City Council.

(5) That the lessons identified from Exercise Trio are to be incorporated into the further training exercise being organised by Rotherham Borough Council and which will take place during February, 2013.

15. INTERNAL BUSINESS CONTINUITY MANAGEMENT - UPDATE

Consideration was given to a report presented by the Emergency and

Safety Manager stating that revised Business Continuity Management (BCM) 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 and strategy has been agreed in principle. Underpinning this work is a project initiation document which is supported by both Councils' management structures.

Members noted the following salient issues:-

(1) training continues within both Councils on the use of BCMShared and both Councils aim to have a business continuity plan in place during March, 2013;

(2) the BCM e-Learning system is now operating within Rotherham MBC and the learning package should be introduced within Sheffield City Council during 2013;

(3) planning for specific contingencies corporately is continuing and a revised framework for managing a fuel disruption has been issued; in addition, the pandemic Influenza plans, severe weather plans and recovery plans are all being refreshed and reviewed to incorporate newly-issued guidance.

Resolved:- That the report be received and its contents noted.

16. TRANSFER OF PUBLIC HEALTH FUNCTIONS TO LOCAL GOVERNMENT - UPDATE

Consideration was given to a report presented by the Emergency and Safety Manager concerning the changes to the National Health Service and the consequent transfer of Public Health Teams to local authorities in April 2013. It was noted that senior officers within the Emergency Planning Shared Service have been meeting with both Rotherham and Sheffield Directors of Public Health and with representatives from the wider NHS, to discuss these arrangements and their associated costs.

Resolved:- That the report be received and its contents noted.

17. BUDGET MONITORING - CURRENT AND FORECAST 2012/2013 POSITION

Consideration was given to a report presented by the Emergency and Safety Manager providing an update of the Emergency Planning Shared Service budget for the current financial year, 2012/13.

Discussion took place on the detail of the budget and it was agreed that future Members' briefings about the Shared Service budget will be in a summarised format.

Resolved:- (1) That the report be received and its contents noted.

(2) That the forecast of a balanced budget for the Emergency Planned Shared Services, as at 31st March, 2013, be noted.

18. DATE, TIME AND VENUE FOR THE NEXT MEETING

Resolved:- (1) That the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) shall continue to meet at intervals of six months, at the Rotherham Town Hall and in addition, informal, cross-authority joint briefings for Elected Members shall take place at quarterly intervals.

(2) That the schedule of meetings for 2013 shall be:-

: Tuesday, 19th March, 2013 at 2.30 pm – informal briefing for Elected Members;

: Tuesday, 11th June, 2013 at 2.00 pm (with a briefing at 1.30 pm) – full meeting of the Joint Committee;

: September, 2013 at 2.00 pm – informal briefing for Elected Members (exact date to be confirmed);

: November/December, 2013 at 2.00 pm (with a briefing at 1.30 pm) – full meeting of the Joint Committee (exact date to be confirmed).

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2-00pm, 11 June 2013

Rotherham Town Hall

Purpose of paper: Item 7 a

2012/13 Budget Outturn

Background information:

To report the financial outturn of the Emergency Planning Service for 2012/13.

A financial summary is attached at **Appendix A**.

Key issues:

The shared service commenced the year with an opening balance of £16,570 (i.e. an underspend brought forward from previous years).

In 2012/13 itself, the service achieved an underspend of £33,173. The Appendix shows the variances contributing to this position. The main items to note were:

- a saving on training costs of £9,620
- reduced design and printing requirement: £4,000
- approximately £8,000 lower charges by Rotherham Council's support services for computing
- £7,470 lower than anticipated payroll oncosts for Sheffield based staff
- £1,500 income received from Public Health for one-off work during their transfer from the NHS.

As a consequence, at the end of 2012/13 the service has a cumulative balance (underspend) of £49,743.

The service is required to make a saving of approximately £57,000 in 2013/14 and both authorities have indicated they support the carrying forward of the cumulative balance to assist in reducing the impact of this cut.

The service is completing essential work on reservoir risk assessments and developing temporary mortuary and excess deaths provision for Rotherham and Sheffield, in part using this funding, and this work could not proceed at its current pace without the carry forward of the underspend.

Conclusion:

The Service continues to manage its budget carefully and effectively. The cumulative underspend achieved by the service at 31 March 2013 is £49,743.

Recommendations:

Members are asked to note this report and the proposal to carry forward the cumulative balance to help offset budget reductions taking effect from April 2013.

Rotherham Metropolitan Borough Council
K11011 Emergency Planning

Cumulative Budgetary Control Statement To: **31st March 2013**

Nom. Description	12 Months Budget	12 Months Outturn	Period 12 Variance	Balances
BALANCE BROUGHT FORWARD				-16,570
Staffing Costs - RMBC				
681 Sals-Basic Pay-Admin&Cler	164,790	164,949	159	
683 Sals-N-Cont. O/T-Admin&Cler	0	289	289	
690 Sals-National Ins.-Admin&Cler	15,080	13,577	-1,503	
691 Sals-Superannuation-Admin&Cler	29,826	31,717	1,891	
General Employees Expenses - Salaries	209,696	210,533	837	
6903 Training Exps-Course Fees	15,000	5,380	-9,620	External training limited to business crucial training
6947 Standby Payments	13,500	12,482	-1,019	
Indirect Employee Expenses	28,500	17,862	-10,639	
Staffing costs - SCC	126,000	118,530	-7,470	Lower than anticipated pay oncosts
EMPLOYEE EXPENSES - TOTAL	364,196	346,924	-17,272	
Car Allowances	1,000	530	-470	
Public Transport	1,500	1,072	-428	
TRANSPORT EXPENSES - TOTAL	2,500	1,602	-898	
Equipment, Furniture & Materials	3,915	4,387	472	
Printing Stationery & General	4,850	645	-4,205	Less design & printing required than in previous years
Communications and Computing	15,900	7,743	-8,157	Lower charges raised by RMBC support services
Central & Miscellaneous Expenses Other	15,078	14,049	-1,029	
SUPPLIES AND SERVICES - TOTAL	39,743	26,824	-12,919	
GROSS EXPENDITURE - TOTAL	406,439	375,350	-31,089	
GROSS INCOME	-278,000	-280,084	-2,084	Income from work for Public Health
NET OVER / (UNDER) SPEND IN THE YEAR				-33,173

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2-00pm, 11 June 2013

Rotherham Town Hall

Purpose of paper: Item 7 b

2013/14 Budget

Background information:

To provide information on the Emergency Planning Service budget for 2011/13.

A summary budget is attached at **Appendix A**.

Key issues:

The shared service has successfully managed its budget since its creation. Subject to the agreement by both authorities, the service expects to bring forward an opening balance of £49,743.

Both authorities have agreed this balance should be retained and used by the service to offset the impact of budgets cuts effective from April 2013.

Benchmarking completed in 2012 showed the service to be the leanest amongst a benchmark group of most similar authorities / shared services. However, in view of the challenges being faced by both Rotherham and Sheffield, along with many other councils, the Service has been required to achieve around 15% savings in 2013/14.

The budget adjustments will make the contributions available from Sheffield and Rotherham £236,831 and £112,500 respectively; a total of £349,331. After making budget reductions, the required spend for the year has been identified as £367,135. It is proposed to make up the difference of £17,804 from the balance brought forward from 2012/13.

The attached budget shows the main variances between 2012/13 and 2013/14. The main budget reductions have been achieved through:

- Reduction in admin support (1 fte) £18,877
- Limiting training to crucial activities £10,000
- Minimising design and print spending £3,800

The reductions will deliver the budget while minimising the impact on the service.

Conclusion:

The Service continues to manage its budget carefully and effectively. The budget proposals include using £17,804 of the brought forward balance (previous years' underspend).

Recommendations:

Members are asked to note the 2013/14 budget and the proposed use of the brought forward underspend.

Rotherham Metropolitan Borough Council
K11011 Emergency Planning

Nom. Description	2012/13 Budget	2013/14 Budget	Change	Balances
BALANCE BROUGHT FORWARD				-49,743
Staffing Costs - RMBC				
681 Sals-Basic Pay-Admin&Cler	164,790	149,505	-15,285	
683 Sals-N-Cont. O/T-Admin&Cler	0	0	0	
690 Sals-National Ins.-Admin&Cler	15,080	12,897	-2,183	
691 Sals-Superannuation-Admin&Cler	29,826	28,417	-1,409	
General Employees Expenses - Salaries	209,696	190,819	-18,877	Reduction of 1 admin post
6903 Training Exps-Course Fees	15,000	5,000	-10,000	Limit external training to crucial activities only
6947 Standby Payments	13,500	13,500	0	
Indirect Employee Expenses	28,500	18,500	-10,000	
Staffing costs - SCC	126,000	126,000	0	
EMPLOYEE EXPENSES - TOTAL	364,196	335,319	-28,877	
Car Allowances	1,000	500	-500	Limiting non-crucial travel / spend
Public Transport	1,500	1,000	-500	Limiting non-crucial travel / spend
TRANSPORT EXPENSES - TOTAL	2,500	1,500	-1,000	
Equipment, Furniture & Materials	3,915	3,677	-238	
Printing Stationery & General	4,850	1,050	-3,800	No plans for any significant design and print material
Communications and Computing	15,900	15,200	-700	
Central & Miscellaneous Expenses Other	15,078	10,389	-4,689	Reductions against various budget lines
SUPPLIES AND SERVICES - TOTAL	39,743	30,316	-9,427	
GROSS EXPENDITURE - TOTAL	406,439	367,135	-39,304	
FUNDED BY:				
Sheffield	278,000	236,831	-41,169	Budget reduction agreed by Sheffield CC
Net Budget (Rotherham)	128,439	112,500	-15,939	Budget reduction agreed by Rotherham MBC
Use of Carry Forward		17,804		17,804
BALANCE CARRY FORWARD REMAINING				-31,939

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

11 June 2013 at 2:00pm

Rotherham Town Hall

Purpose of paper: Item 8

To provide Members with a general update on key issues affecting the development of the EPSS in 2013/14 and beyond

Background information:

See next section

Key issues:

- Revision of the Borough Emergency Plan (RMBC) and Major Incident Plan (SCC)** – Following the refresh of the plans in June 2012, the Shared Service has conducted a further review of both to identify any areas for improvement. Whilst it is believed that, in essence, both are sound documents some areas for development have been identified which can only enhance their value as sources of guidance for both authorities. Some of these identified areas stem from recent ‘lessons learnt’ from incidents and exercises, as well as the professional judgement of Shared Service members. At the same time, the Shared Service is cognisant of the severe financial constraints affecting public sector organisations, as well as the downsizing of the organisations. Nevertheless, the authorities still have clear statutory duties under the Civil Contingencies Act 2004 (CCA) and must prepare for such emergencies and the plans are the base documents to achieve this purpose. However, both authorities have undergone structural changes in recent months and this will necessitate a further refresh of the plans to take note of these changes, now that they are finalised. In addition, the Recovery & Restoration section of the plans will be removed, as this important issue merits being a plan in its own right. The Recovery & Restoration plans for both authorities will complement the respective Borough Emergency Plan and Major Incident Plans, but will be significantly enhanced to reflect the statutory duty of local authorities to ‘lead’ the multi-agency response on this issue. To a significant extent, Recovery & Restoration is the ‘Cinderella’ aspect of the entire civil contingencies spectrum, as it tends to be overshadowed by the attention given to the initial response and life

saving elements of any incident. Yet, in many ways, it is the most difficult part of the overall management of the incident and is certainly the most prolonged aspect as, in some cases, it can last for months if not years. These plans are nearing completion and the further refreshing of the Borough Emergency Plan and Major Incident Plan will commence in due course. This refresh will incorporate more robust arrangements to support the Forward Liaison Officers (FLOs), particularly involving 'out of hours' incidents.

- **The Shared Service concept** - There continues to be little appetite elsewhere to take forward the wider development of this concept at this time.
- **Emergency Mortuary (EM) Arrangements** – Local authorities have the statutory duty to provide EM facilities in the event of a major incident resulting in a large number of fatalities that the normal day-to-day arrangements for such matters cannot deal with for capacity and other reasons. In addition, certain matters require more detailed arrangements to be made. Currently, there is a South Yorkshire Local Resilience Forum (LRF) plan covering these arrangements but it requires significant updating and, at the instigation of the Shared Service, the LRF has set up a Task & Finish Group to take forward this work. Through consultation with HM Coroners (Sheffield & Barnsley and Rotherham & Doncaster), work has begun on arrangements for a temporary expansion of the capacity of the Medico Legal Centre (MLC) in Sheffield to act as the primary EM site. A number of companies have provided proposals on how best this could be achieved. The Shared Service is leading the work with these companies and will produce a plan for the MLC, in conjunction with colleagues in the other South Yorkshire authorities. The MLC provides a cost affective option to deliver an EM for a significant number of bodies and it is acknowledged as both providing better facilities and being substantially less expensive than using an option based on demountable structures. Once the planning for the MLC has been completed, work will then commence on sites that could be used for an alternative EM (in case the MLC is unavailable), including operating the National Emergency Mortuary Arrangements (NEMA). NEMA is a government measure to supply a large demountable EM to cover incidents involving 300 to 600 bodies. However, the floor plans for these structures are so large that, presently, South Yorkshire has only identified one suitable site in Doncaster. Other proposed sites have been rejected due to size, gradient and other issues. The planning is well advanced but there are a number of ancillary and complementary issues that will require further detailed work. Whilst there is still much to do, we are confident that we will have robust plans in place to deal effectively with this responsibility.

- **Reservoir Grant** – Members will be aware from the report at the previous meeting that, under new DEFRA criteria in relation to Reservoir Plans and grant monies, nine reservoirs in Sheffield have to have their own site-specific Emergency Plan. This would detail actions to be put in place following a reservoir being compromised and SCC received a grant to meet this criterion. An update on the current position is as follows:
 - A part-time Emergency Planning Assistant has been employed since January 2013 to work on this and other issues
 - The plan has been finalised following multi-agency consultation with LRF and other partners
 - The Shared Service is now developing a major exercise to take place in Autumn 2013, with the support of the Emergency Planning College, to verify the plan
 - The development of a comprehensive Warning & Informing strategy to inform all members of the public at potential risk from a reservoir inundation is ongoing.

- **Transfer of Public Health functions to local government** – Members will be aware that under changes to the NHS, Public Health Teams transferred into Local Authorities in April 2013, albeit both authorities took different approaches as to how this process was managed. The limited amount of work to be undertaken by the Shared Service has been completed and, at this time, no significant issues have been identified. However, it is early days and we are still monitoring the integration process.

- **The RMBC Health & Safety Team's role in civil contingencies** – For some while, the RMBC Health & Safety team H&S has acted as the 'unofficial' backup to the Shared Service, as its members have complementary skills to the EPSS team; have demonstrated both an awareness and interest in civil contingencies issues and some have actually performed the role of FLO or Assistant FLO. Given the limited resources of the Shared Service, team, there can be little doubt that the performance of this 'back up' role by the team is essential to ensuring the emergency response of both authorities. Accordingly, this unofficial position is to be formalised following the agreement of the RMBC Senior Emergency & Safety Management Team. Health & Safety staff have been provided with appropriate training in civil contingencies matters and other measures will be put in place to support this arrangement. Of necessity, it should be acknowledged that, in performing this role, the Health & Safety team will, occasionally, be supporting the Shared Service in meeting its responsibilities in respect of SCC. It is suggested that the benefits RMBC accrue from its relationship with SCC in the Shared Service outweigh any direct/indirect costs that may incur as a result of any support to Sheffield.

Conclusion:

Notwithstanding future budgetary restrictions, the Shared Service concept is still providing a good level of service to both authorities and is engaged in a number of areas to support the civil contingencies provision of both authorities.

Recommendations:

Members are asked to:

- (1) To note this report.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 11 June 2013

Rotherham Town Hall

Purpose of paper: Item 9

To provide an update regarding the latest developments within the Local Resilience Forum (LRF).

Background information:

Part 1 of the Civil Contingencies Act (CCA), its supporting Regulations and statutory guidance establishes a clear set of duties, roles and responsibilities for those involved in emergency preparation and response at the local level. The main duties being:

Chapter 2: Co-operation

Co-operation between responder bodies is a legal duty; with the principle mechanism for Category 1 responders being the Local Resilience Forum.

Chapter 3: Information Sharing

Category 1 and Category 2 responder bodies have a duty to share information to fulfill their duties under the Act.

Chapter 4: Risk Assessment

Specific duties have been placed on Category 1 responders to conduct risk assessments and maintain a Community Risk Register as part of a multi-agency co-operation agreement. The purpose of this is to: -

- Ensure that local responders have an accurate understanding of the risks relevant to them and that the planning arrangements are proportionate.
- Provide a rational basis for prioritising objectives and work programmes including the allocation of resources.
- Enable local responders to assess the adequacy of current plans and identify any gaps.
- Facilitate joined up planning between local responders
- Enable local responders to provide an accessible overview of emergency planning to the general public.

Chapter 5: Emergency Planning

The Act requires Category 1 responders to maintain plans for preventing emergencies; reducing, controlling or mitigating the effects of emergencies; and taking other action in the event of emergencies.

Chapter 6: Business Continuity Management

The Act requires Category 1 responders to maintain plans to ensure that they can continue to perform their functions in the event of an emergency so far as is reasonably practicable. The duty relates to all functions not just those related to performing its civil protection functions. In addition to this, Category 1 responders also need to be able to continue to deliver critical aspects of their day-to-day functions.

Chapter 7: Communicating with the Public

There are two aspects of the duty in relation to communicating with the public. The first that the public be made aware of the risks of emergencies and how Category 1 responders are prepared to deal with them if they occur and the second being that the public be warned and provided with information and advice as necessary at the time of the emergency.

Chapter 8: Advice & Assistance to Businesses & Voluntary Organisations

Local Authorities must provide general advice and assistance to the business and voluntary sector communities at large; may provide specific advice and assistance to individual organisations; and may give advice and assistance to individual businesses in relation to the engagement of business continuity consultants. Local Authorities should have regard to relevant Community Risk Registers when developing an advice and assistance programme

The Cabinet Office guidance document 'Civil Contingencies Act 2004: a short guide (revised)' summarized the duties detailed above for Category 1 responders as follows:

- Assess the risk of emergencies occurring to inform contingency planning (chapter 4);
- Put in place emergency plans (chapter 5);
- Put in place Business Continuity arrangements (chapter 6);
- Put in place arrangements to inform the public about civil contingency matters and maintain arrangements to warn, inform and advise the public in the event of an emergency (chapter 7);
- Share information with other local responders to enhance co-ordination (chapter 2);
- Co-operate with other local responders to enhance co-ordination and efficiency (chapter 3); and
- Provide advice and assistance to businesses and voluntary organisations about business continuity management -Local Authorities only, (chapter 8).

Key issues:

LRF Review:

Prior to and post the introduction of the CCA, multi agency arrangements have been in operation throughout South Yorkshire to manage emergency situations and major incidents. Whilst the strategic and operational management of such situations have evolved and become more effective in achieving their intended aims, the structure

and processes of the LRF had, to a certain extent become less effective and efficient in providing both strategic direction and the performance monitoring of the many sub-groups which report to the LRF.

In June 2010, the LRF General Working Group (GWG) chair, commissioned work to review the current structure and processes of the LRF and to make recommendations. A review working group was established and, in undertaking the review, the structural changes and financial challenges that all partner agencies are currently having to manage now, and for the foreseeable future, have been recognised and taken into account in the proposed changes/revisions to the existing structures.

The report of the review group was subsequently accepted by the LRF itself and has now been implemented, with initial indications that it is proving to be more effective than the old structure. For information, page 4, shows the old structure and page 5 the new structure. The Vision, mission and Aims of the LRF and its supporting groups is shown on page 6, with the overarching objectives on page 7.

Community Risk Register (CRR)

As mentioned above, Chapter 4 of the CCA requires the LRF to produce a CRR and the South Yorkshire one has recently undergone an extensive review by the new Risk management & Planning Group. Members will be provided with a presentation on this subject at the meeting. A public version of the CRR will be made available on the LRF's web site.

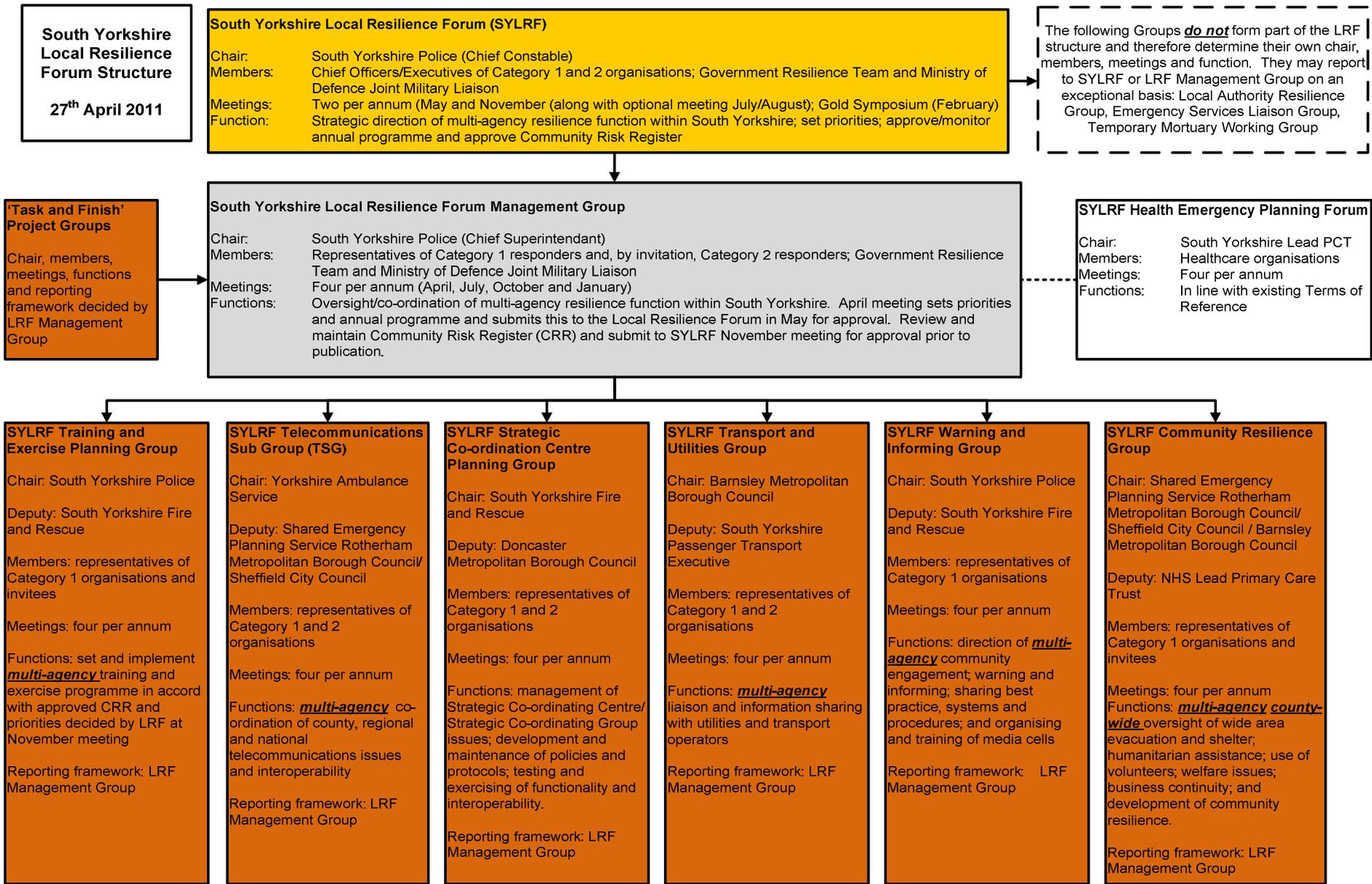
Conclusion:

The LRF is in a significantly better place to meet the civil contingency challenges facing its members and our local communities, albeit there are still issues to be addressed, not least diminishing resilience resources across all agencies.

Recommendations:

Members are asked to:

- (1) To note this report.



South Yorkshire Local Resilience Forum Proposed Structure
27th September 2012



South Yorkshire Local Resilience Forum (SYLRF)
 Chair: South Yorkshire Police (Chief Constable)
 Vice-Chair: TBA
 Members: Chief Officers/Executives of Category 1 and 2 organisations; Government Resilience Team and Ministry of Defence Joint Military Liaison
 Meetings: Two per annum (May and November; Gold Symposium (May))
 Function: Strategic direction of multi-agency resilience function within South Yorkshire; set priorities; approve/monitor annual programme and approve Community Risk Register



South Yorkshire Local Resilience Forum Business Management Group
 Chair: South Yorkshire Police
 Vice-Chair: Barnsley MBC
 Members: Representatives of Category 1 responders and, by invitation, Category 2 responders; Government Resilience Team and Ministry of Defence Joint Military Liaison
 Meetings: Six per annum (February, April, June, August, October and December)
 Functions: Oversight/co-ordination of multi-agency resilience function within South Yorkshire.

Sector/Regional/National Groups

SYLRF Risk Management and Planning Group
 Chair: NHS
 Vice-Chair: Barnsley MBC

SYLRF Training and Exercising Group
 Chair: South Yorkshire Fire and Rescue
 Vice-Chair: South Yorkshire Police

SYLRF Public Information and Media Group
 Chair: South Yorkshire Police
 Vice-Chair: South Yorkshire Fire and Rescue

SYLRF Humanitarian Assistance Group
 Chair: Doncaster MBC
 Vice-Chair: Sheffield CC

SYLRF Telecommunications Group
 Chair: Yorkshire Ambulance Service
 Vice-Chair: RMBC/SCC Shared Service

Task and Finish Groups

Vision

A single Civil Protection framework that is proactive, preventative and resilient against all identified hazards or threats in South Yorkshire

Mission

To deliver the duties within the Civil Contingencies Act 2004, enabling South Yorkshire to be better prepared to respond to and recover from emergencies.

Key Aims

Undertake

Risk Assessment

Ensure

Preparedness

Provide

Capability

Group Aims

Business Management Group

To plan and deliver the LRF strategy and work programme by directing and co-ordinating the work through sub groups, where necessary, and presenting and reporting issues, strategic recommendations and progress to the LRF

Risk Management and Planning Group

To generate and subsequently review on a regular basis on behalf of South Yorkshire Local Resilience Forum a Community Risk Register to inform contingency planning arrangements.

Training and Exercise Planning Group

To identify, prioritise, co-ordinate and ensure delivery of training and exercising needs according to identified risks produced by the Risk Management and Planning Group, the strategic aims and business plan of the LRF.

Public Information and Media Group

To ensure plans are in place to warn, inform and advise the public before, during and after a major emergency.

Humanitarian Assistance Group

To ensure that appropriate humanitarian assistance arrangements are in place in South Yorkshire to meet the immediate, medium and long term needs of those affected by a wide range of emergency events.

Telecommunications Group

To ensure that local responders and their partners within South Yorkshire are able to communicate effectively even during the most challenging of circumstances.

South Yorkshire LRF Overarching Objectives 2012 to 2015

1. To identify and understand the risks faced by South Yorkshire.

Identifying and reviewing the risks that face South Yorkshire is the first step in preparing for an emergency. Each year, the LRF produces a Risk Register which details the risks faced by the county and how the risk levels have been arrived at. This is done using local knowledge and also information sent out from the Government.

2. To further improve capabilities to be able to respond to the risks faced by South Yorkshire.

Having prioritised the local risks, we will produce detailed plans showing how we will respond to and help communities recover from them should they happen. We will focus on the highest risk first. We will also develop generic plans which could be applied to a variety of emergencies.

3. To further develop the governance process to enable the South Yorkshire LRF to fulfil its responsibilities under the CCA 2004.

For the South Yorkshire LRF to function effectively, an agreed governance process needs to be in place showing roles and responsibilities of all local responders. The LRF is well-established but the structure needs to be regularly reviewed to ensure it reflects the needs of responders and the community alike.

4. To develop an effective Communication Strategy with all stakeholders.

Communication and information sharing is key to effective multi-agency working and to improving public confidence. The South Yorkshire LRF is committed to making use of all types of media to communicate with the public and understands the importance of increasing awareness amongst the public, and ensuring that they are not only given sufficient warning but they are also kept informed during an emergency.

5. To engage in an ongoing programme of multi-agency training and exercising to ensure that plans and capabilities are fit for purpose.

Risk assessing and preparing plans and capabilities are important steps in being able to respond to an emergency. However, plans need to be exercised and the right people given the right training to ensure that they can be delivered effectively. There will be an ongoing training and exercise programme targeted at those likely to be involved in the response and recovery phases of emergencies

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2pm, 11 June 2013

Rotherham Town Hall

Purpose of paper: Item 10

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:

The approach to internal Business Continuity Management, has over the last 18 months been reviewed and updated to reflect ISO22301, the management standard for Business Continuity, which replaced BS25999 (the latter was officially withdrawn in November 2012) and other examples of good practice – including those identified in house.

Part of this refresh includes the establishment, in RMBC of a Director led *Corporate Business Continuity Management Group* and in SCC of a Director led *Corporate Resilience Management Group*, to not only ensure the corporate strategic needs of both authorities are addressed but also to manage any significant disruption that has the potential to disrupt either authorities' ability to deliver its critical functions.

Another aspect to this review was the in house development of *BCMShared* to assist in the management of both authorities' business continuity arrangements.

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 authorities have received this training and are currently working on gathering base line information, refreshing and updating information, as well as actually inputting into the system. Both authorities were working to a deadline of March 2013 to have a corporate Business Continuity plan in place, however achieving this deadline has been difficult and, unfortunately, is behind schedule within both authorities and needs to be renegotiated.

- Version 1 of *BCMShared* was taken off line week ending 31 May and Shared Service staff are working to migrate data to version 2. For technical reasons, this has proved to be more prolonged than originally planned for and it is anticipated that version 2 will go 'live' week commencing 10 June.
- BCM ELearning has gone live in both RMBC and SCC 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.
- 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 authorities and overarching corporate structures in place to respond to a significant Business Continuity disruption. The work currently being carried out within individual departments underpins the successful achievement of this objective.

Recommendations:

Members are asked to:

- (1) To note this report.