

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

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

Date: Tuesday, 10th December, 2013

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 11th June, 2013 (Pages 1 - 4)
5. Matters arising from the previous minutes (not covered by the agenda items).
6. Budget Monitoring 2013/2014 - Update (Pages 5 - 6)
7. General Issues (Pages 7 - 9)
8. Resilience Plans - Updates (Pages 10 - 11)
9. Emergency Planning - Exercise Programme 2014 (Pages 12 - 13)
10. UK East Coast - Inundation
- *presentation at the meeting*
11. Any other business
12. Date, time and venue for the next meeting:-

Consideration of suggested dates:-

: Tuesday 4th March, 2014, to start at 2.00 pm – Informal Briefing

: Tuesday 10th June, 2014, to start at 2.00 pm – Full Meeting
(with briefing at 1.30 pm)

: Informal Briefing – September, 2014 – date to be confirmed

: Full Meeting – December, 2014 – date to be confirmed

venue is Rotherham Town Hall

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Tuesday, 11th June, 2013**

Present:-

Councillor R. S. Russell	Cabinet Member for Waste and Emergency Planning, Rotherham Metropolitan Borough Council
Councillor J. Scott	Cabinet Member for Environment, Recycling and Streetscene, Sheffield City Council
Councillor G. Smith	Cabinet Member for Regeneration and Development, Rotherham Metropolitan Borough Council

Together with:-

Anthony McDermott	Emergency and Safety Manager, Rotherham Metropolitan Borough Council
Colin Earl	Director of Audit and Asset Management, Rotherham Metropolitan Borough Council
Claire Hanson	Senior Business Continuity Officer, Rotherham Metropolitan Borough Council
Nalin Seneviratne	Director of Modern Governance, Sheffield City Council

An apology for absence was received from Councillor B. Lodge, Cabinet Member for Finance and Resources, Sheffield City Council.

1. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE JOINT COMMITTEE FOR THE 2013/2014 MUNICIPAL YEAR

Resolved:- (1) That Councillor Richard Russell from Rotherham Metropolitan Borough Council be appointed Chairman of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the 2013/14 Municipal Year.

(Councillor Richard Russell assumed the Chair)

(2) That Councillor Jack Scott of Sheffield City Council be appointed Vice-Chairman of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the 2013/14 Municipal Year.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 6TH DECEMBER, 2012

Resolved:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 6th December, 2012, be approved as a correct record for signature by the Chairman.

With regards to Minute No. 12(c) (Revision of the Rotherham and Sheffield Major Incident Plans) it was noted that the Sheffield plan required some updating and both plans would be refreshed in due course.

An update was provided in relation to Minute No. 14 (Corporate Planning Exercises) and noted that the report in relation to Exercise Trio was to be recirculated following its delay. The exercise was considered a success and lessons learnt would be incorporated.

3. BUDGET MONITORING - 2012/13 OUTTURN POSITION AND 2013/14 CURRENT FORECAST

Consideration was given to a report presented by the Colin Earl, Director of Audit and Asset Management, which detailed the 2012/13 financial outturn for the Emergency Planning Shared Service (Rotherham and Sheffield). The report highlighted the following key issues:-

- The under-spend achieved during the 2012/13 financial year.
- Financial savings achieved during the 2012/13 financial year.
- The cumulative balance of the Shared Service achieved during the past two financial years.

The Joint Committee noted the level of savings which the Shared Service was required to make in the 2013/14 financial year and both local authorities have indicated they supported the carrying forward of the cumulative balance to assist in reducing the impact of these necessary savings.

Members also noted that the Shared Service was completing essential work on reservoir risk assessments and developing temporary mortuary and excess deaths provision for Rotherham and Sheffield, in part using the budget's cumulative balance and this work could not proceed at its current pace without the carry-forward of the under-spent amounts from the previous year.

The Shared Service had successfully managed its budget since its creation. Subject to the agreement by both authorities, the service expected 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 had been required to achieve around 15% savings in 2013/14.

The budget adjustments would 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 had been identified as £367,135. It was proposed to make up the difference of £17,804 from the balance brought forward from 2012/13.

The report submitted also showed the main variances between 2012/13 and 2013/14 and how the main budget reductions were achieved and which would deliver the budget while minimising the impact on the service.

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

(2) That the cumulative balance of £49,743, within the budget of the Emergency Planning Shared Service (Rotherham and Sheffield), be carried forward from the 2012/13 financial year to the 2013/14 financial year in order to assist in off-setting the budget reductions taking effect from 1st April, 2013.

4. SHARED SERVICE GENERAL UPDATE

Consideration was given to a report presented by the Anthony McDermott, Emergency and Safety Manager, which provided a general update on the following key issues affecting the development of the Emergency Planning Shared Services in 2013/14 and beyond:-

- Revision of the Borough Emergency Plan (Rotherham Borough Council) and The Major Incident Plan (Sheffield City Council).
- The Shared Service Concept.
- Emergency Mortuary Arrangements.
- Reservoir Grant.
- The transfer of Public Health functions to Local Government.
- The role of Rotherham Borough Council's Health and Safety Team in civil contingencies.

The Joint Committee was informed that, notwithstanding future budgetary restrictions, the Shared Service concept was still providing a good level of service to both local authorities and engaged in a number of areas to support the civil contingencies provision of both authorities.

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

5. LRF UPDATE

Consideration was given to a report presented by Anthony McDermott, Emergency and Safety Manager, which provided an update regarding the latest developments within the Local Resilience Forum.

Further information was provided on the multi-agency arrangements to manage emergency situations and major incidents and the Committee noted that the Local Resilience Forum was better placed to meet the civil contingency challenges facing its members and local communities.

In addition, the Emergency and Safety Manager also gave a short presentation which set out further information on the South Yorkshire Community Risk Register, which had been subject to an extensive review by the new Risk Management and Planning Group.

The presentation covered:-

- The Multi-Agency Co-operation – L.R.F. duty for Risk Assessment.
- Risk Assessments Methodology.
- Individual Risk Assessments.
- South Yorkshire Risk Profile.
- South Yorkshire Risk Profile – Red Risks.
- South Yorkshire Risk Priority Profile.
- Recommendations for the South Yorkshire Local Resilience Group.

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

6. BCM SHARED UPDATE

Consideration was given to a report presented by Claire Hanson, Senior Business Continuity Officer, which provided 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.

The Committee were informed that the ultimate goal was to develop fit for purpose, robust business continuity arrangements across all departments of both authorities and overarching corporate structures in place to respond to any significant business continuity disruption.

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

7. DATE, TIME AND VENUE FOR THE NEXT MEETINGS

Consideration was given to the future dates and times of the next meetings.

Resolved:- That the Emergency Planning Shared Service Joint Committee take place on the following dates:-

- Informal Briefing – September, 2013 – date to be confirmed.
- Tuesday, 10th December, 2013 at 2.00 p.m. with a briefing at 1.30 p.m.
- Informal Briefing - Tuesday, 4th March, 2014 at 2.00 p.m.
- Tuesday, 10th June, 2014 at 2.00 p.m. with a briefing at 1.30 p.m.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham & Sheffield

10 December 2013

Rotherham Town Hall

Purpose of paper:

2013/14 Budget Update

Background information:

The Shared Service had successfully managed its budget since its creation and due regard has been given to the financial challenges being faced by both Rotherham and Sheffield, along with many other councils. Consequently, at its last meeting, the Committee noted the cumulative balance of the Shared Service achieved during the past two financial years and both authorities have agreed that this balance should be retained and used by the service to offset the impact of budgets cuts effective from April 2013.

Officers remain aware of the continuing necessity for councils to drive down costs as local government funding is further reduced and have provisionally considered the imposition of a further 5% reduction in the unit's budget for 2014/15. In doing so, they are mindful of the Benchmarking exercise completed in 2012 that showed the service to be the leanest amongst a benchmark group of most similar authorities/shared services and that this continues to be the case.

At this time, consideration is being given to financial issues that will be the subject of a further report in due course.

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:

Whilst the financial challenge facing the service is difficult, due consideration is being given to retaining sufficient financial resources within it to properly discharge both authorities' statutory and other responsibilities.

Recommendations:

Members are asked to note this report and that a further report/update will be provided at the meeting.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

10 December 2013

Rotherham Town Hall

Purpose of paper:

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 both are sound documents some areas for development were identified which can only enhance their value as sources of guidance for both authorities. In addition, both authorities have undergone structural changes in recent months and necessitated a further refresh of the plans to take note of these changes, now that they are finalised. The revised Borough Emergency Plan has been issued and the Major Incident Plan is about to be re-issued. The major restructuring process in SCC has rendered the changes to the plan more complex, hence the delay in finalising the new draft. .
- **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. Members will be aware that the Shared Service is leading the LRF's Task & Finish Group taking forward this work. In essence, the draft plan has three components:

- Plan A – A temporary expansion of the capacity of the Medico Legal Centre (MLC) Public Mortuary in Sheffield to act as the primary EM site. The MLC provides an effective and VFM option to deliver an EM for a significant number of bodies and is acknowledged as both providing better facilities and being substantially less expensive than using an option based on demountable structures. Much progress has been made on developing this issue, although some outstanding issues remain to be resolved with both the police and NHS.
- Plan B – In the eventuality that the MLC is either unavailable or provides insufficient capacity, a purpose built demountable site on an alternative site will be constructed. Currently, discussions are being arranged with the procurement sections of all four South Yorkshire authorities to determine the contractor selection process. Since the last meeting, further potential sites have been identified and these will be assessed by both Coroners next week.
- Plan C – In an incident involving 300 to 600 bodies, the National Emergency Mortuary Arrangements (NEMA) will be instigated. NEMA is a government measure to supply a large demountable EM to cover such incidents; however, the floor plans for these structures are so large that, presently, South Yorkshire has only identified one suitable site.
- Whilst the planning is well advanced there are a number of ancillary and complementary issues that will require further detailed work. Although there is still much to do, we are confident that we have robust plans in place to deal effectively with this responsibility.
- **Reservoir Grant** – Members will be aware from previous reports that, under new DEFRA criteria in relation to Reservoir Plans, nine reservoirs in Sheffield now 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:
 - The plan has been finalised following multi-agency consultation with LRF and other partners
 - The Shared Service has commissioned the Emergency Planning College to develop a major, multi-agency exercise to validate the plan and this had been scheduled for October 2013. Unfortunately, due to industrial action in the Fire Service, this and other exercises had to be postponed. It has now been re-scheduled for February 2014.

➤ 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** – Public Health Teams transferred into both authorities in April 2013. As both authorities took different approaches as to how this process was managed, there have been some differences in approach adopted within each authority to public health issues. However, at this time, no significant issues have been identified, albeit we are still monitoring the integration process.

- **Local Resilience Forum (LRF) Matters**

- Members will be aware that the LRF underwent a change to its structure some 18 months ago. At that time, the Shared Service raises concerns over the support provided to maintain an efficient and effective structure and a paper was supplied to that effect by the Shared Service manager. This paper has been resurrected and is up for further discussion, with the four Local Authority Chief Executives having advocated an enhanced secretariat role within the LRF. If accepted by the other LRF members, this will result in some additional costs to the core LRF members (including RMBC & SCC) but should lead to a better performing LRF.

- The LRF review did not address the Community Resilience issue at a strategic level. However, following representations from several organisations, including the Shared Service, it has now been accepted as part of the Strategic Overview and a business plan objective is to be developed to fulfil this requirement. Whilst it is early days, this should lead to a more enhanced and coordinated approach across South Yorkshire.

Conclusion:

Notwithstanding 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 note this report.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham & Sheffield

10 December 2013

Rotherham Town Hall

Purpose of paper:

To update Members on the development of various resilience plans.

Background information:

Over the last twelve months, a number of corporate resilience plans produced by the Shared Service have been significantly reviewed and updated with consultation having been carried out with stakeholders throughout the process. Plans undergoing this update include: the Influenza Pandemic Plan, Severe Winter Weather Plan and Corporate Recovery & Restoration framework. Further details are provided below.

Key Plans:**Corporate Influenza Pandemic Plan**

The Corporate Influenza Plan has been reviewed and updated as a result of a number of factors including: the annual review of business continuity plans; the integration of public health function into the council from March 2013; the launch of revised national strategies & Cabinet Office guidance (July 2013) and Local Resilience Forum Planning,.

Within Rotherham MBC, a draft version, incorporating the additional Director of Public Health statutory responsibility (to ensure the local authority's contribution to health protection matters, including a role in planning for and responding to incidents that present a threat to the health of the public) was circulated to Directors and other stakeholders in October. Comments received are being incorporated into the plan and this will then be disseminated. Please note discussions with Public Health colleagues in Rotherham & Sheffield are still on-going at the time of writing. Unfortunately, this process has been somewhat protracted and delayed within Sheffield CC owing to a need to consult with the recently appointed Health Protection Manager. However, these discussions have now commenced and the plan will be prioritised for consultation with other stakeholders and subsequent dissemination.

Severe Winter Weather Plan

A conceptual framework was produced for the winter of 2012, however this has been enhanced and initiatives explored further with stakeholders over the last twelve months, along with incorporating issues as raised in the National Cold Weather Plan (2013), culminating in the production of the Corporate Severe Winter Weather Plan.

Annually, different departments across the council deploy a number of winter specific contingencies, for example winter gritting programmes, or additional measures to maintain health and social care services and, whilst these have been recognised and referred to within the corporate framework, they are not replicated and, as such, remain subject to separate planning arrangements. The Corporate Severe Winter Weather Plan provides an overarching approach to the issues, although the measures will be worked in conjunction with those of other departments and external partners, thus ensuring planning arrangements are complementary. The 2013 Plans were disseminated in draft for consultation with Directors and other stakeholders in October and the resulting comments have been incorporated. Both the Rotherham and Sheffield plans are currently being prepared for dissemination, albeit the latter has proved more complex given the number of other parties involved.

Corporate Recovery and Restoration Framework

Both Rotherham and Sheffield councils have previously had a recovery section in either the Borough Emergency Plan or Major Incident Plan respectively to deal with the aftermath of a major incident or disruption. Following an internal review, it was deemed appropriate to extrapolate this section; enhance it with recently published national guidance and thus be more reflective of best practice and lessons identified from recent events, both within South Yorkshire and further afield

With this in mind, a series of workshops were held with colleagues to raise awareness and consult on the draft content, culminating in a half day exercise that took place in May this year in Rotherham that aimed to *raise awareness within the council of the statutory requirements to manage the recovery phase, validate the contents of the draft recovery framework and highlight any associated issues for proactive detailed future planning.*

A number of debrief sessions were held with participants following the exercise with a number of specific operational and tactical issues being raised. These have been embedded within planning arrangements for both authorities.

Now, building on the experience of raising awareness amongst colleagues within Rotherham MBC, this process is being repeated for the Sheffield City Council, framework for recovery & restoration currently. Four dates have been arranged between 24 January and 14 February 2014 for workshops to take place and the Corporate Resilience Management Group have been appropriately briefed. This process will culminate in an SCC recovery exercise in early 2014.

The draft Rotherham Recovery & Restoration plan will be presented to the Council's Senior Emergency Safety Management Team (SESMT) on 11 December for consideration. Once finalised, it will be a relatively straightforward process to populate a suitably amended Sheffield version.

Members should note that recovery and restoration will be the theme for the LRF's annual Gold Symposium on 20 May 2014.

Recommendations:

Members are asked to note the contents of this report

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

10 December 2013

Rotherham Town Hall

Purpose of paper:

To update Members on the program of exercise over the forthcoming year.

Background information:**SCC Corporate Exercise**

Following the success of the RMBC Recovery Exercise facilitated by the EPSS in May 2013, the Team will now run a similar exercise in SCC in March 2014. The plan will be to test the new Corporate Recovery Plan which will be issued in draft before the exercise. Learning from the day will then be used to produce a final version of the plan. The exercise will be based on Sheffield's recovery from the scenario in Exercise Rutland (see below).

RMBC Corporate Exercise

RMBC SLT has approved half a day to carry out the Corporate Exercise for 2014. It will take place on the morning of the 15 May and will focus on Emergency Response, specifically testing the relevant 'emergency' rooms in Riverside House. The Team are working on a scenario that will test a large proportion of council services.

Multi-Agency Exercises

The EPSS is involved in the planning for a number of multi-agency exercises with colleagues from the Local Resilience Forum (LRF). The following exercises are taking place during 2014:

- *'Rutland' (4 Feb)*
This LRF Exercise that was postponed in Oct 2013 due to the ongoing Fire Strike. The exercise aims to test the Off-Site Reservoirs plans for the County. It will take place at SYFR Training Centre in Handsworth, Sheffield.
- *'Garin' (21 Feb)*
A West Yorkshire exercise which SY LRF has been invited to take part. The exercise is to test arrangements for the Tour de France.
- *'Volunteer' (12 March)*
This was postponed from Sept 2013. SYFR successfully applied for funding to run an exercise that involves a number of Voluntary Agencies. The exercise itself will involve 'live' play and will take place at Owlerton Stadium in Sheffield.

- *COMAH Exercise – Vitrex (8 April)*
'Live' play exercise at the Top Tier COMAH site in Rotherham to meet the requirements of the HSE regulations.
- *COMAH Exercise – Outokumpu (15 May)*
'Live' play exercise at the Top Tier COMAH site in Sheffield to meet the requirements of the HSE regulations.
- *'Cygnus' (13 -17 Oct)*
A National Pandemic Flu exercise. SY LRF will be playing a part in the exercise. Exact details are to be confirmed.

Conclusion:

All agencies within the LRF are facing significant resourcing reductions yet, at this time, it continues to maintain a viable exercising and testing regime, albeit it is recognised that more would be achieved if resources were available.

Recommendations:

Members are asked to note the contents of this report.