

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

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

Date: Tuesday, 15th July, 2014

Time: 2.30 p.m.

A G E N D A

1. Appointment of Chairman of the Joint Committee for the 2014/2015 Municipal Year
2. Appointment of Vice-Chairman of the Joint Committee for the 2014/2015 Municipal Year
3. 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.
4. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
5. Apologies for Absence
6. Minutes of the previous meeting held on 10th December, 2013 (Pages 1 - 4)
7. Matters arising from the previous minutes (not covered by the agenda items).
 - East Coast Inundation
 - Training for Elected Members
8. Budget Monitoring - 2013/14 Outturn Position and 2014/15 Current Forecast (Pages 5 - 10)
9. Emergency Planning Shared Service - Revised Business Plan 2014 - 2016 (Pages 11 - 19)
10. Corporate Emergency (Resilience) Plans - Update (Pages 20 - 22)
11. Emergency Planning Shared Service - General Update (Pages 23 - 26)

12. EXCLUSION OF THE PRESS AND PUBLIC

The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council))

13. Budget 2014/15 Financial Year (Pages 27 - 32)

14. Any other business

15. Date, time and venue for the next meeting

Consideration of suitable dates:-

: Informal Briefing – Tuesday 9 September, 2014 – to start at 2.00 pm

: Full Meeting – Tuesday 9 December, 2014 – to start at 2.00 pm (briefing at 1.30 pm)

: Informal briefing - March, 2015, to start at 2.00 pm

: Full Meeting – June, 2015 – to start at 2.00 pm (briefing at 1.30 pm)

venue is Rotherham Town Hall

1 DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 10/12/13

EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)

Tuesday, 10th December, 2013

Present:-

Councillor R. S. Russell Cabinet Member for Waste and Emergency Planning,
Rotherham Metropolitan Borough Council

together with:-

Colin Earl	Director of Audit and Asset Management Rotherham Metropolitan Borough Council
Anthony McDermott	Emergency and Safety Manager, Rotherham and Sheffield Emergency Planning Shared Service
Peter Whitwam	Senior Emergency Planning Officer, Rotherham and Sheffield Emergency Planning Shared Service
Claire Hanson	Senior Business Continuity Officer, Rotherham and Sheffield Emergency Planning Shared Service
Neil Dawson	Director of Transport and Facilities Management Services, Sheffield City Council

Apologies for absence were received from Councillors B. Curran and J. Scott (Sheffield City Council), Councillor G. Smith (Rotherham Metropolitan Borough Council) and from Mr. N. Seneviratne (Director of Capital and Major Projects, Sheffield City Council).

8. MINUTES OF THE PREVIOUS MEETING HELD ON 11TH JUNE, 2013

Resolved:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 11th June, 2013, be approved as a correct record for signature by the Chairman.

9. BUDGET MONITORING 2013/2014 - UPDATE

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, 2013/14.

Discussion took place on:-

: the forecast of a balanced budget for 2013/14;

: predicted and necessary savings for the 2014/2015 budget - which would include a reduction in the staffing establishment.

On behalf of Rotherham Metropolitan Borough Council, Councillor R. S. Russell indicated that the financial savings for the Emergency Planning Shared Service budget, for the 2014/2015 financial year, were

acceptable. It was agreed that this matter be now referred to Sheffield City Council for approval.

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

(2) That the forecast of a balanced budget for the Emergency Planned Shared Service, as at 31st March, 2014 and the details of the financial savings required in the 2014/2015 financial year, be noted.

10. GENERAL ISSUES

Consideration was given to a report, presented by the Emergency and Safety Manager, describing various key issues affecting the development of the Emergency Planning Shared Service in 2013/14 and beyond. The issues highlighted were:-

: revisions of the Borough Emergency Plan (Rotherham MBC) and of the Major Incident Plan (Sheffield City Council);

: the Shared Service concept;

: emergency mortuary arrangements;

: reservoirs – emergency plans – a multi-agency exercise to validate the plans will take place during February 2014;

: transfer of Public Health functions to local authorities;

: Local Resilience Forum – revised structure and identification of Community Resilience as a strategic objective.

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

11. RESILIENCE PLANS - UPDATES

Consideration was given to a report, presented by the Senior Business Continuity Officer, stating that during the last twelve months, a number of corporate resilience plans, produced by the Emergency Planning Shared Service, have been significantly reviewed and updated with consultation having been carried out with stakeholders throughout the process. The updated Plans include: the Influenza Pandemic Plan, the Severe Winter Weather Plan and the Corporate Recovery and Restoration Framework.

With regard to the Influenza Pandemic Plan, Members asked that good practice be shared between the two local authorities and with the health services.

It was noted that the lessons learned from the various emergency planning exercises will be embedded within the emergency planning arrangements for both local authorities.

3DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 10/12/13

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

12. EMERGENCY PLANNING - EXERCISE PROGRAMME 2014

Consideration was given to a report presented by the Senior Emergency Planning Officer containing details of the emergency planning exercise programme for 2014, which will include:-

: Sheffield City Council Corporate Exercise (March 2014), similar to the recovery exercise held at Rotherham MBC during May 2013;

: Rotherham MBC Corporate Exercise (May 2014);

: various multi-agency exercises, in co-operation with organisations from the Local Resilience Forum, including two 'live' COMAH exercises.

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

13. UK EAST COAST - INUNDATION

The Joint Committee received a presentation from the Emergency and Safety Manager about the arrangements for the emergency planning response in the event of an inundation of the East Coast of the United Kingdom. The presentation and subsequent discussion included the following salient issues:-

: the place of the inundation risk within the national risk register;

: the weather conditions which cause the risk of inundation;

: Health and Safety Executive estimates of : injuries to people; deaths of people; buildings which are at risk;

: previous incident during 1953 and the building of flood defences since that time;

: impact upon communities alongside the Humber Estuary (flooding by over-topping and breaching);

: impact upon communities in Lincolnshire and in South Yorkshire;

: National Planning and the East Coast Flood Emergency Framework;

: Humber Local Resilience Forum, Local Planning; use of the East Coast Tidal Inundation Plan;

: weather predictions from the Met Office and Flood Forecasting Centre;

: Evacuation plans (possibility of mass evacuation);

: regional capacity to provide shelter for evacuees;

: use of railways, motorways and principal roads for transporting evacuees;

: neighbouring and mutual aid from regions close to the Humber (eg: South Yorkshire);

: detailed planning will take place during 2014, in advance of a major exercise which may take place during late 2014 or early 2015.

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

(2) That the Local Resilience Forum be asked to consider its proposed response in the event of the inundation of the East Coast of the United Kingdom affecting the Humber Estuary.

14. ANY OTHER BUSINESS

The Chairman stated that a report explaining the emergency planning arrangements should be made available for new Councillors to be elected in May 2014, during their induction process, including a reminder of the need for continuing refresher training on emergency planning issues.

15. DATE, TIME AND VENUE FOR THE NEXT MEETING

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

It was agreed that meetings and informal briefings the Emergency Planning Shared Service Joint Committee take place on the following dates during 2014, at the Town Hall, Rotherham:-

- Informal Briefing – Tuesday, 4th March, 2014
- Full Meeting - Tuesday, 10th June, 2014 at 2.00 p.m. with a briefing at 1.30 p.m.
- Informal Briefing - Tuesday, 9th September, 2014
- Full Meeting - Tuesday, 9th December, 2014 at 2.00 p.m. with a briefing at 1.30 p.m.

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2.30pm, 15 July 2015, Rotherham Town Hall

Purpose of paper:

2013/14 Budget Outturn

Background information:

To report the financial outturn of the Emergency Planning Service for 2013/14.

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

Key issues:

The Shared Service commenced the year with an opening balance of £49,743 (i.e. an under spend brought forward from previous years).

In 2013/14, the service overspent by £11,952. The Appendix shows the variances contributing to this position.

The main items to note were:

- £7,234 saving on training costs
- £3,250 reduced design and printing requirement
- £8,399 lower charges by Rotherham Council's support services for computing
- £3,529 higher than anticipated for Rotherham based staff
- £4,098 less than anticipated for Sheffield based staff
- £1,500 income received from Public Health for one-off work during their transfer from the NHS.
- £32,904 unbudgeted redundancy payment

As a consequence, at the end of 2013/14, the Service has a cumulative balance (underspend) of £37,791.

The service is required to make a saving of 5% in 2014/15 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 could not maintain its current capacity and workload without the carry forward of the under spend.

Legacy Issue:

The Shared Service was established in June 2011 and the following is an extract from

pages 15/16 of the *original* Business Case:

“The total cost of the shared service would be £456,642 each year divided between Sheffield City Council and Rotherham Metropolitan District Council. To ensure that the benefits of this arrangement are realised, the arrangement would be underpinned by a five-year contractual agreement between Sheffield and Rotherham.

The contributions of both authorities would be based on the relative populations of both areas (as is the case in Cleveland). This means that Sheffield would pay approximately 68% of the cost of any shared service and therefore would have to contribute approximately £309,583 to this service each year. Accordingly, Rotherham would contribute £147,059 to this service.

Sheffield’s proposed contribution to this shared service arrangement includes £11,000 of business support provided by Sheffield’s centralised business support function. However, if the shared service model was adopted, the shared service would not require this support (although the budget has already been taken from the service). This is an issue that will have to be resolved.”

With the above in mind, RMBC have, therefore, taken the contribution from Sheffield towards the Shared Service as £309,583, this figure has reduced over the years as follows:

2012/2013 agreed 10% reduction = £278,625

2013/2014 agreed 15% reduction = £236,831

However, SCC’s Finance Dept. has now stated that the contributions for 2013/2014 should be £225,000, as it has not included the £11,000 for the Business Support Function. Accordingly, SCC has invoiced RMBC £11,000 to offset the 4th quarter invoice that RMBC has raised.

However, this will impact the 2014/2015 budget and will have an impact on the Service for forthcoming years, as the under spend has been used to fund the shortfalls in the Service’s budget.

Conclusion:

The Service continues to manage its budget carefully and effectively. The cumulative underspend achieved by the service at 31 March 2014 is £37,791.

Recommendations:

Members are asked to note this report and agree if SCC’s budget contribution for 2013/14 is £225,000 or £236,831, so the issue of the £11,000 can be resolved and the under spend figure for the year to be agreed

Members to agree the proposal to carry forward the cumulative balance, once agreed, to help offset budget reductions taking effect from April 2014.

Rotherham Metropolitan Borough Council Emergency Planning 234100

BALANCE BROUGHT FORWARD				-37,791
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	2013/14 Budget	2014/15 Budget	Change	
Basic Pay-General Staff	149,505	138,598	-10,907	
Other Pay-General Staff	0	0	0	
NI-General Staff	12,897	10,277	-2,620	
Superann-General Staff	28,417	27,027	-1,390	
General Employee Expenses - Salaries	190,819	175,902	-14,917	
16060 : Training	5,000	5,000	0	
Standby Payments	13,500	13,635	135	
Indirect Employee Expenses	18,500	18,635	135	
Staffing Costs - SCC	126,000	116,407	-9,593	
EMPLOYEE EXPENSES - TOTAL	335,319	310,944	-24,375	
25040 : Car Allowances	500	500	0	
25050 : Public Transport Expenses	1,000	1,000	0	
TRANSPORT EXPENSES - TOTAL	1,500	1,500	0	
Equipment, Furniture and Materials	3,677	3,250	-427	
Printing and Stationery	1,050	3,000	1,950	
Communications and Computing	15,200	11,750	-3,450	
Central and Miscellaneous Expenses Other	10,389	14,386	3,997	10,000 Use of carry forward
SUPPLIES AND SERVICES - TOTAL	30,316	32,386	2,070	
GROSS EXPENDITURE - TOTAL	367,135	344,830	-22,305	
FUNDED BY:				
Sheffield	236,831	227,000	-9,831	
Rotherham	112,500	107,830	-4,670	
Carry Forward	17,804	10,000	-7,804	
TOTAL FUNDING	367,135	344,830	-22,305	
BALANCE OF CARRY FORWARD REMAINING	31,939			-27,791

Rotherham Metropolitan Borough Council
Emergency Planning 234100

BALANCE BROUGHT FORWARD**-49,743**

BC	Nominal	Description	2013/14 Budget	2013/14 Outturn	Variance
	10101	Basic Pay-General Staff	149,505	152,041	2,536
	10501	NI-General Staff	12,897	12,787	-110
	10601	Superann-General Staff	28,417	29,269	852
	10701	Sick Pay-General Staff	0	402	402
		General Employee Expenses - Salaries	190,819	194,499	3,680
	16060	Training	5,000	-2,234	-7,234
	10401	Other Pay-General Staff	13,500	13,350	-150
	16150	Redundancy Pay	0	32,904	32,904
		Indirect Employee Expenses	18,500	44,019	25,519
		Staffing Costs - SCC	166,719	113,253	-53,466
EMPLOYEE EXPENSES - TOTAL			376,038	351,771	-24,267
		Vehicle Repairs & Maintenance	0	52	52
		Car Allowances	500	553	53
		Public Transport Expenses	1,000	522	-478
TRANSPORT EXPENSES - TOTAL			1,500	1,128	-372
		Equipment Furniture and Materials	3,250	0	-3,250
		Printing Stationery and General	3,000	2,191	-809
		Communications and Computing	11,750	5,520	-6,230
		Central and Miscellaneous Expenses Other	3,536	2,176	-1,360
SUPPLIES AND SERVICES - TOTAL			21,536	9,887	-11,649
GROSS EXPENDITURE TOTAL			399,074	362,786	-36,288
GROSS INCOME			-236,831	-238,334	-1,503
NET OVER / (UNDERSPEND) INT THE YEAR					-37,791
CARRY FORWARD					
		Sheffield			-25,621
		Rotherham			-12,170
					-37,791
BUDGET SPLIT					
		Sheffield	236,831		
		Rotherham	112,500		
		Carry forward	49,743		
			399,074		

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

2-30pm, 15 July 2015

Rotherham Town Hall

Purpose of paper:

2014/15 Budget

Background information:

To provide information on the Shared Service budget for 2014/15.

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 £37,791.

Both authorities have agreed this balance should be retained and used by the service to offset the impact of budgets cuts effective from April 2014.

Benchmarking completed in 2012 (and repeated in 2014) demonstrates that the Service is the lowest resourced 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 5% savings in 2014/15.

The budget adjustments will make the contributions required from Sheffield and Rotherham £227,000 and £107,830 respectively; a total of £334,830. After making budget reductions, the required spend for the year has been identified as £344,830. It is proposed to make up the difference of £10,000 from the balance brought forward from 2013/14.

The attached budget shows the main variances between 2013/14 and 2014/15. The main budget reductions have been achieved through:

- Reduction in 0.4 FTE EPO £17,000
- Supplies and Services £5,000

The reductions will deliver the budget whilst minimising its impact

Conclusion:

The Service continues to manage its budget carefully and effectively. The budget proposals include using £10,000 of the brought forward balance (previous years' under spend).

Recommendations:

Members are asked to note the proposed 2014/15 budget and the suggested use of the brought forward under spend from 201/14.

Emergency Planning Shared Service (EPSS) Business Plan 2014 - 16



DISTRIBUTION:

Cllr Gerald Smith	Shared Service Joint Committee Member (RMBC)
Cllr Jack Scott	Shared Service Joint Committee Member (SCC)
Cllr Dominic Beck	Shared Service Joint Committee Member (RMBC)
Cllr Ben Curran	Shared Service Joint Committee Member (SCC)
Colin Earl	Director of Audit & Asset Management (RMBC)
Nalin Seneviratne	Director of Capital & Major Projects (SCC)
Neil Dawson	Director of Transport & Facilities Management (SCC)
Anthony McDermott	Emergency Safety Manager
Claire Hanson	Senior Business Continuity Officer
Peter Whitwam	Senior Emergency Planning Officer
Keith Bradley	Emergency Planning Officer
Francesca Croot	Emergency Planning Officer
Vikki Brannan	Business Continuity Officer
David Owens	Business Continuity Officer
Nicola Kelsall	Technical Co-ordinator

RECORD OF AMENDMENTS

Amendment Number	By Whom Incorporated	Pages Amended	Date	Signature
<p>01 02</p>	<p>AM AM</p>	<p>Minor amendments Full Amendment</p>	<p>June 2014 July 2014</p>	

1. Introduction

Emergency Planning and civil contingencies are the generic terms for the work that the government; local authorities; the emergency services; the health services and other agencies undertake in preparing plans and procedures in planning for, responding to and recovering from any emergency that may affect large numbers of the community. Under the Civil Contingencies Act 2004, local authorities and other 'Category 1' responders, such as the emergency services and NHS bodies, have a statutory duty to:

- Assess the risk of emergencies occurring and use this assessment to inform contingency planning.
- Put in place:
 - Emergency Plans, Business Continuity arrangements and provide Business Continuity awareness and assistance to businesses and voluntary organisations
 - Arrangements to make information available to the public about civil contingency matters and to warn, inform and advise the public in the event of an emergency.
 - Arrangements to maintain plans and ensure that they are capable of functioning in the event of an emergency, as far as reasonably practicable.

Following an agreement by both Rotherham (RMBC) and Sheffield Councils (SCC), the Emergency Planning Shared Service (EPSS) was established in 2011, on an initial five year agreement, for the provision of emergency planning; emergency response and business continuity. The current EPSS establishment is displayed at Annex A, albeit the reductions in public sector funding for local authorities in recent years have adversely impacted upon it. The RMBC Health & Safety Team and separate NAS Resilience Officer are NOT part of the EPSS but their work is complementary to that of the shared service.

Reduced resources are one of a number of factors that render it appropriate, at this time, to re-visit the original Business Plan produced in 2011. It should be noted that the contract between the two councils has a presumption that the EPSS will continue as a joint unit after the end of the original contract.

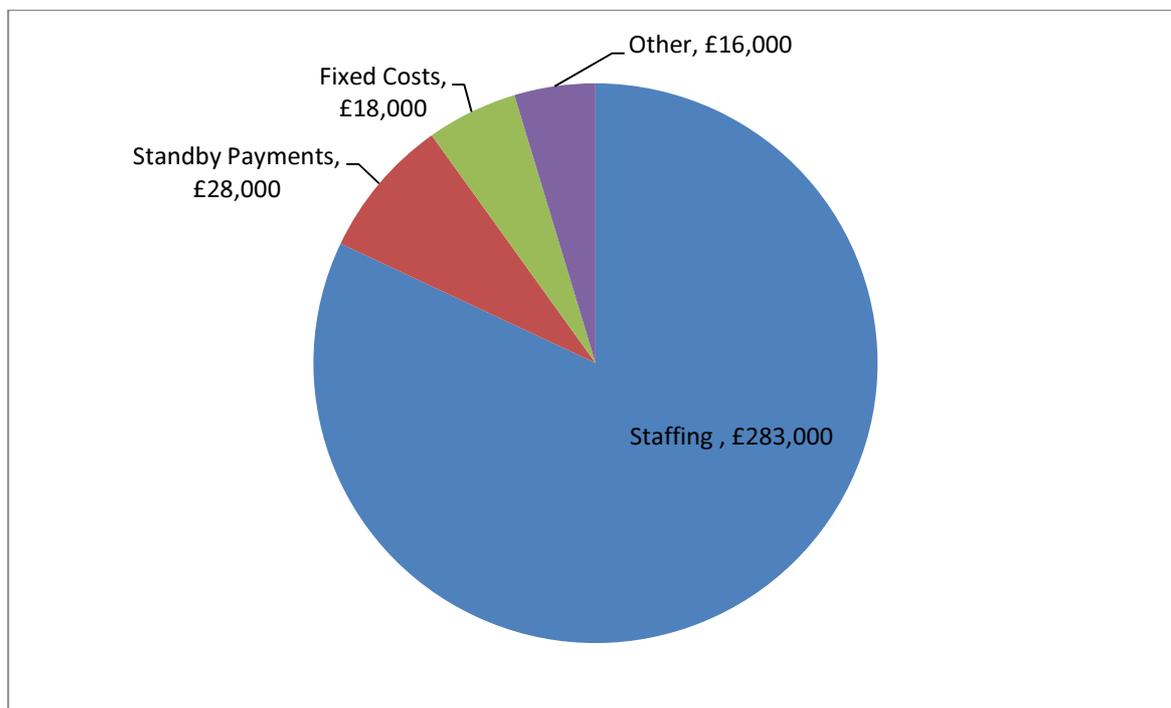
2. Business Planning

The aim of this shared service is to deliver an effective and efficient service to the residents of both Rotherham and Sheffield by the most cost effective means; and to ensure that the Service is as effective and efficient as it can be. A revised 'Strategic Overview' has been produced and is displayed at Annex B. This outlines the shared service's Vision, Mission and Values, together with priority work streams for 2014 -2016. In support, a comprehensive Team Action Plan providing details on how these objectives will be achieved has been produced and is available from the Emergency Safety Manager.

3. Finance

The total cost of the EPSS in 2014/15 will be £ 345,000 divided between both authorities based on the relative populations of both. This means that SCC will contribute approximately 68% of the cost of the EPSS (£227,000) and RMBC 32% (£108,000). The shortfall of £10,000 will be met from an under spend in the financial year 2013/14.

The cost of the service is divided as follows:



- 3.1 Staffing** – Includes superannuation and national Insurance for all members of staff.
- 3.2 Forward Liaison Officers** – Stand-by payments to both council's 'on call' response officers to any major or minor civil contingencies incident - 24/7 365 days of the year.
- 3.3 Fixed Costs** – Covers all Information, Communication & Technology (ICT); South Yorkshire Local Resilience Forum (LRF) contributions; Management Costs and Public Liability Insurance.
- 3.4 Others** – Covers training, travel expenses, stationery, printing of plans & publications, office & staff equipment and maintenance of existing resources etc.

4. Legal and Governance Arrangements

To 'cement' the shared service provision, a legal 'Agreement' was agreed by both councils in June 2011 for an initial 5 (five) year contract. This document covers all aspects of the EPSS ranging from joint committee arrangements; shared responsibilities; through to all aspects of staff secondment arrangements and resourcing. Copies of this document are available through each council's legal departments and the Emergency Safety Manager.

5. Resources

A detailed listing of resources available to the EPSS has been produced and is available from the Emergency Safety Manager.

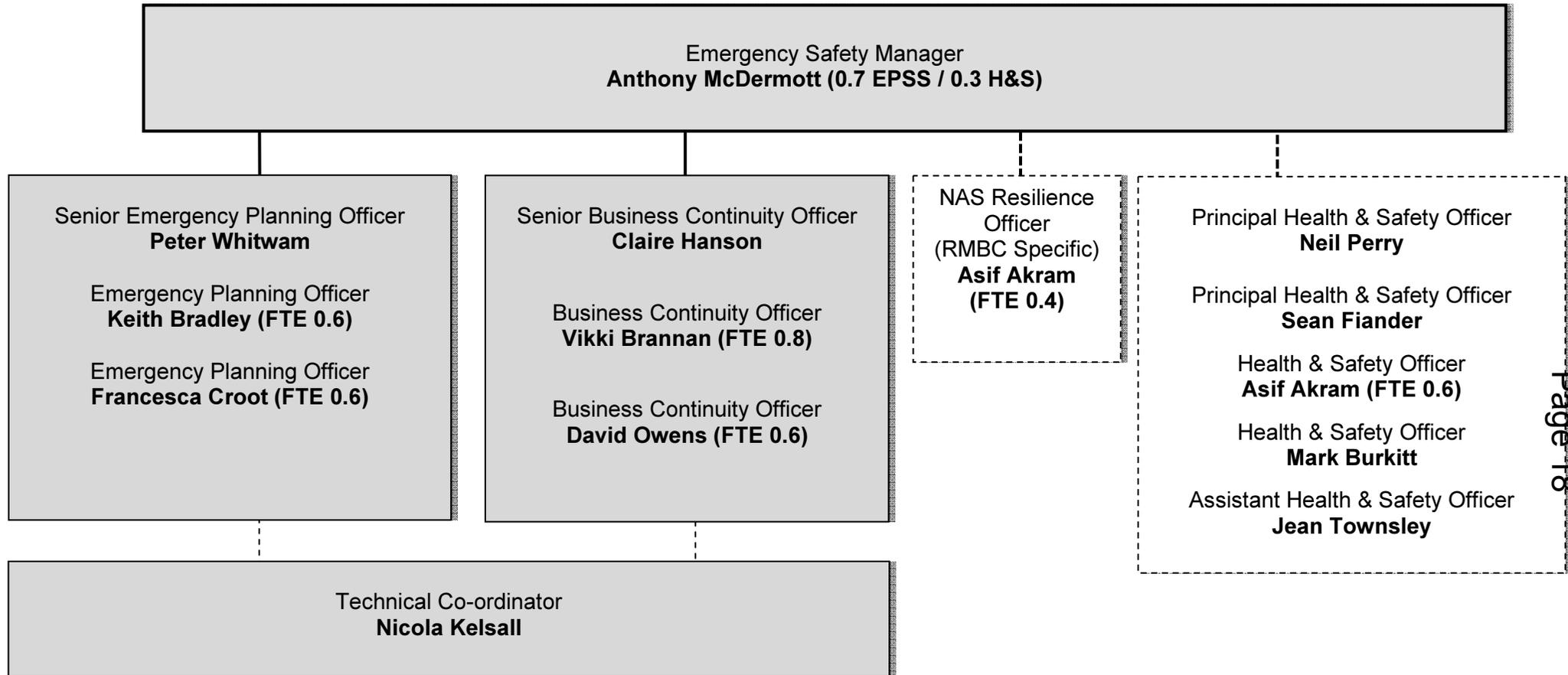
6. Accommodation

The team is accommodated in the new purpose build RMBC civic accommodation centre at Riverside House, Rotherham. Although primarily accommodated in Rotherham, the team retains a satellite office in Sheffield's Town Hall. This office is staffed as part of the new agile working arrangements for the team, which means it is utilised at various times throughout the working week.

7. Emergency Operations Rooms

There is an Emergency Operations Room (situated in Room 310) in Sheffield Town Hall and a new Emergency Operations Room(s) on the 4th Floor of the new Riverside House complex. The complex has been built to 1:150 year flood resilience capability with full on site emergency power back up. In addition, this facility has the capacity to deal with any joint response to emergency situations, as it can be divided into two separate control rooms. Both councils have alternative arrangements in the event either control room is unavailable.

Emergency Planning Shared Service Structure



EPSS staffing = 8 officers (6.3 FTE)

EMERGENCY PLANNING SHARED SERVICE ROTHERHAM AND SHEFFIELD

STRATEGIC OVERVIEW**VISION**

That Rotherham & Sheffield Councils have the capacity and resilience to Plan For, Respond To and Recover from any Extraordinary or Major Incident

MISSION / VALUES

- South Yorkshire's communities are at the focus of our service
- Both councils fulfil their statutory civil contingency responsibilities
- Co-operation, professionalism and commitment are the Shared Service's foundation
- Continual improvement in achieving efficient and effective resilience
- Optimise performance.... given a finite and challenging funding environment

STRATEGIC PRIORITIES 2014-2016

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	PRIORITY 7
Review the overarching strategic resilience of both councils, given their likely future structures and resources	Maintain both councils' capability to respond 24/7 to a major incident	Continue to develop internal business continuity planning to ensure all services have up-to-date plans.	Ensure both councils have the ability to provide emergency mortuary facilities to reasonably respond to any major incident.	Ensure the Council has an up-to-date plan for managing excess deaths in the event of a pandemic type scenario	Continue to develop and embed Recovery & Restoration expertise within both councils to fulfil their 'lead' duties in any multi-agency response	Work with multi-agency partners to develop the LRF's Community Resilience strategy

TARGETS

As defined in the Shared Service 'Team Action Plan'
(held by the Emergency Safety Manager)

Emergency Planning Shared Service Joint Committee – Rotherham & Sheffield

15 July 14

Rotherham Town Hall

Corporate Emergency Plans – The Way Forward

1. Purpose of Paper:

To update Members on the development of various resilience plans for both councils.

2. Background

Over recent years, a style of writing contingency and resilience plans, including standardised formatting and layout has naturally developed. This has been as the consequence of a number of factors, not least, the requirements of the Civil Contingencies Act; lessons identified as a result of training and exercising and the requirements & expectations of both internal and external stakeholders. The format of multi-agency plans is often produced by following national templates and guidance documents which illustrate a clear desire that the plans contain a large amount of specific information as per their template and plan checklist. For example, DEFRA ‘audited’ our local multi-agency flood plans against their recommendations and they scored highly.

However, it is recognised that the needs of stakeholders are changing and maturing and the way in which the Emergency Planning Shared Service (EPSS) presents the suite of resilience plans is to be refreshed to be more reflective of these needs, whilst still maintaining the requirements placed on both councils through the Civil Contingencies Act and Local Resilience Forum (LRF) partners.

3. Current position

The following proposals are presented for consideration and aims to consolidate existing resilience and contingency plans and move forward under a refreshed approach:

Level	Existing Planning arrangements	Proposed future planning arrangements
Members	Elected Member Guidance document supported by annual training programme	Subtly enhanced Member guidance document, providing more detail in terms of actions required of Members at different milestones or stages of ‘response’ or ‘recovery; which continues to be refreshed and disseminated annually

Level	Existing Planning arrangements	Proposed future planning arrangements
Strategic (Borough Emergency Coordinator (BEC) & Duty Chief Officer (DCO)	Action Cards / Aide Memoir contained in a suite of individual plans (as listed overleaf), supported by a roles and responsibilities section, again within the respective plan	Production of a 'strategic / first response pack' to be disseminated to all BEC's/DCO's and to encompass: <ul style="list-style-type: none"> • A strategic overview of the different resilience plans in existence / initial actions required • Details of a tiered and / or phased response to replace the minor incident plan • Contact details as an annex, or possibly a stand-alone supporting document, (this portion only to be updated quarterly) • Glossary of terms as an annex • Consideration of linked list of the suite of underpinning plans that support the first response pack, subject to IT capacity
Tactical	Individual resilience or contingency plans, namely: <ul style="list-style-type: none"> • Borough Emergency Plan/ Major Incident Plan • Council Recovery Framework • Emergency Reception Centre Plan • Corporate Severe Winter Weather Plan • Corporate Pandemic Influenza Framework • Council Fuel Distribution Plan • Rotherham Multi-Agency Flood Plan • Rotherham Town Centre Evacuation Plan • Sheffield Off-Site Reservoir Emergency Plan • South Yorkshire Off-Site Reservoir Emergency Plan 	Streamlining the content of existing plans and adopting a standard format of content, where possible, including: <ul style="list-style-type: none"> • some content to be removed from individual plans and either disregarded (i.e. Chief Executive statement of support); consolidated (i.e. contact listings from all plans) or reproduced elsewhere (i.e. details of training programme to be included in the councils Integrated Emergency Management policy) • Standardised content under the headings: General Information; Activation (including alert & standby); Command, control & coordination; Roles & Responsibilities; Action, Stand down procedures and annexes as appropriate • Plan dissemination to be refined: available on council intranet,

Level	Existing Planning arrangements	Proposed future planning arrangements
		control rooms and a small number of key personnel
Operational	Directorate/Portfolio and contingency specific operational response and recovery plans and Departmental Business Continuity Plans.	No Change – existing arrangements to be continued

Timeline for distribution and dissemination

At present, each contingency plan is subject to an independent programme of review and update. It is proposed this continues, however the programme of individual plans is to be adjusted in favour of a more overall streamlined approach and to be more reflective of the South Yorkshire Community Risk Register. This may mean, in some instances, that the review period is up to four years. At each timetabled plan review, this refreshed format will be implemented. Additionally, it is proposed that the strategic pack be introduced within the next six months for immediate use by all BEC's/DCO's.

4. Recommendations

3.1 That Members note the contents of the report

3.2 That the proposals for plan refresh be approved, namely;

- **'Strategic / first response pack' to be introduced and disseminated to all BECs/DCO's**
- **Complementary suite of underpinning plans or frameworks be maintained**

3.3 That the timeline for refresh and dissemination be approved

Briefing Paper

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

15 July 2014

Rotherham Town Hall

Purpose of paper: To provide Members with a general update on key issues affecting the development of the EPSS in 2014/15 and beyond

Background information:

See next section

Key issues:

- **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 has been leading the LRF's Task & Finish Group taking forward this work. This has been a complex and difficult task with a number of stakeholders with divergent views. In addition, elements of it were exercised as part of Exercise Rutland earlier in the year. This was a 'live' multi-agency exercise involving some 200 participants based on a reservoir inundation scenario.

However, the plan is now ready for 'sign off by both Coroners for South Yorkshire. In essence, the 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
- Plan B - 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 in Doncaster

- Plan C. In the eventuality that neither the MLC nor NEMA is available a purpose built demountable site will be constructed. Two sites have been identified – one in Doncaster and one in Barnsley. It has been agreed to adopt an emergency waiver procedure for assigning a contractor to fulfil the requirement.
- **Reservoir Grant** – Members will be aware from previous reports that, under new DEFRA criteria in relation to reservoir inundation, nine reservoirs in Sheffield now have to have their own off site 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 is now being re-drafted as part of the lessons learnt in Exercise Rutland, as mentioned above
 - The dissemination of a comprehensive Warning & Informing strategy to inform all members of the public at potential risk from a reservoir inundation will commence in the Autumn
- **Business Continuity Management** – Resilience Management groups in both Rotherham & Sheffield have agreed deadlines for all departmental Business Continuity arrangements to be updated and migrated to BCMShared. A challenge and verification process can now commence both across departments, and with corporate functions such as ICT provision
- **Staffing matters** – Members will be aware that, as a result of recent budget decisions, coupled to the retirement of one member of staff, the Service has reduced from 1.0 FTE post to a 0.6 post. A selection process was undertaken and the post was filled for the commencement of the current financial year.
- **Training & Exercising**
 - **Exercise Cygnus** - A national flu pandemic exercise is taking place on 14/15 October and our LRF is one of eleven LRF's participating. The exercise itself will commence some six weeks into a typical pandemic wave and will, therefore, examine a multitude of associated impacts that will undoubtedly incur, including an additional number of excess deaths; multi-agency cooperation in delivering integrated health & social care and data reporting etc. Both councils will 'play' at strategic, tactical and operational levels on both days and contribute to the overall LRF involvement on a national platform. Participants are at present being identified and local planning is being worked up

with multi-agency partners to ensure the scenario is applicable and proportionate to our local community

- **Exercise Neptune** - In May, the team tested RMBC's emergency response arrangements in Riverside House, including the Emergency Operations Rooms and the Directorate Control Rooms. This was the first large scale emergency exercise since the move to Riverside House and raised a number of learning points which were collated in a report following a structured debrief. The EPSS will now ensure these learning are put into action. As a result of this exercise, a number of staff have now been allocated new roles in an emergency and a training program is being developed
- **SCC Training** - A number of PA's from SCC were trained earlier this year in Log Keeping to enable the authority to keep accurate records of key decisions made during an emergency. These officers are in addition to a list of previously trained staff in both SCC and RMBC. The team also carried out Emergency Planning training for the whole of SCC's Communications Team and have since carried out similar training for the RMBC Comms staff involved in Exercise Neptune.
- **Local Resilience Forum (LRF) Matters)**
 - The LRF has undergone a Peer Review process by Nottinghamshire's LRF against the criteria in the Act and Cabinet Office guidance. The outcome was generally favourable and the LRF's Business Management Group are progressing the areas identified as warranting further development
 - 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. Currently, there is no progress on this issue and existing support arrangements remain in place.
 - The LRF has now addressed the Community Resilience issue at a strategic level and it has part of the Strategic Overview. A pilot project on two sites will commence in 2015 and the EPSS has bid for one of them to be in Sheffield.
 - The annual Gold Symposium for strategic and tactical 'players' was held in May and was led by the local authorities on the themes of Business Continuity, Community Resilience and Recovery & Restoration. The EPSS working with its counterparts in Barnsley and Doncaster to devise the

programme and positive feedback was subsequently received from the participants

Conclusion:

Notwithstanding significant budgetary reductions, 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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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