

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

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

**Date: Monday, 21st March, 2016**

**Time: 1.00 p.m.**

**A G E N D A**

1. Appointment of Chairman of the Joint Committee for the 2015/2016 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. Apologies for Absence.
5. Minutes of the previous meeting held on 20th January, 2015 (Pages 1 - 4)
6. Matters arising from the previous minutes
7. Budget Monitoring (Pages 5 - 11)
  - 2014/15 outturn position and 2015/16 forecast (pages 5 to 8)
  - 2016/17 Shared Service Budget (pages 9 to 11)
8. Governance (Pages 12 - 14)
  - Team Action Plan
  - Performance Indicators
9. Emergency Planning Shared Service - General Issues - Update (Pages 15 - 18)
10. Any other business
11. Date, time and venue for the next and future meetings  
Previously, there have been two meetings per year of the Joint Committee, as well as two informal briefings for elected members, all at quarterly intervals

**1 DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 20/01/15****EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)**

Tuesday, 20th January, 2015

Present:- Councillors D. Beck and M. Hussain (Rotherham MBC) and Councillor J. Dunn (Sheffield City Council).

Together with Officers:- Mr. A. McDermott and Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield) and Mr. N. Dawson (Sheffield City Council).

Apologies for absence were received from Councillor B. Curran and Mr. N. Seneviratne (Sheffield City Council).

**13. APPOINTMENT OF CHAIRMAN OF THE JOINT COMMITTEE**

Agreed:- That Councillor Jayne Dunn of Sheffield City Council be appointed Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the remainder of the 2014/15 Municipal Year.

(Councillor Dunn assumed the Chair)

**14. APPOINTMENT OF VICE-CHAIRMAN OF THE JOINT COMMITTEE**

Agreed:- That Councillor Mahroof Hussain of Rotherham Metropolitan Borough Council be appointed Vice-Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the remainder of the 2014/15 Municipal Year.

**15. MINUTES OF THE PREVIOUS MEETING HELD ON 15TH JULY, 2014**

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 15<sup>th</sup> July, 2014, be approved as a correct record for signature by the Chair.

**16. BUDGET MONITORING - 2014/15 OUTTURN POSITION AND 2015/16 CURRENT FORECAST**

Consideration was given to a report, presented by the Emergency and Safety Manager, containing a summary of the current year, 2014/15 budget and also the 2015/16 budget forecast for the Emergency Planning Shared Service (Rotherham and Sheffield). The report highlighted the following salient issues:-

: the likelihood of the 2014/15 budget remaining the same amount for the 2015/16 financial year;

: the Shared Service is one of the least-resourced and has the lowest budget compared to other similar shared services;

: the forecast is for a balanced budget to be achieved by 31st March, 2015 and the underspent amounts achieved in this and in previous financial years will be used to fund the Shared Service in future years;

: the budget is shared proportionately by the two local authorities, based on the populations of their areas.

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

(2) That Members of this Joint Committee be provided with detailed budget monitoring reports for the current financial year, including an explanation of the underspent budget amounts.

#### **17. CORPORATE STRATEGIC RESILIENCE**

Consideration was given to a report, presented by the Emergency and Safety Manager, containing an overview of future proposals on both Sheffield City Council's and Rotherham Borough Council's corporate strategic resilience position, including business continuity management. The report stated that there are three core issues underpinning the authorities' corporate strategic resilience:-

- People (employees volunteering for various roles);
- Buildings/premises operated by the two local authorities;
- ICT functions.

The continual review of these core issues enables any concerns to be identified and necessary measures taken to address them. The importance of employee training, including adjustments for anyone who has a disability, was emphasised.

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

(2) That the arrangements for the corporate strategic resilience of both local authorities, as now reported, continue to be reviewed and progress reports be submitted to future meetings of this Joint Committee.

#### **18. EMERGENCY PLANNING SHARED SERVICE - GENERAL ISSUES - UPDATE**

Further to Minute No. 8 of the meeting of the Joint Committee held on 15th July, 2014, 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 2014/15 and beyond. The issues highlighted were:-

: the Shared Service concept;

**3DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 20/01/15**

: emergency mortuary arrangements - revised arrangements have recently been agreed, as a consequence of lessons learned during the emergency planning Exercise Rutland, held during 2014;

: reservoir grant – revised emergency plans for reservoirs' inundation have been prepared as a consequence of Exercise Rutland (2014);

: Business continuity management – work continuing and progress being made;

: Staffing issues affecting the Shared Service – details of the current establishment were included within the report; it was noted that the reduced number of staff within the Service had resulted in some amendments to the structure and that, currently, there was sufficient resilience within the Service to deliver its responsibilities;

: Internal governance arrangements were discussed, including the role of the new Strategic Resilience Management Team, at Sheffield City Council, which will be replicated at Rotherham Borough Council;

: Emergency planning training and exercises – endorsed delivery of training and exercising in line with the agreed programme, including sessions to be attended by senior management of both local authorities;

: Issues affecting the Local Resilience Forum (LRF) partner organisations were discussed - a favourable Peer Review has recently been completed and any recommendations are being progressed; a more strategic approach to Community Resilience has been adopted and a part-time post of LRF Coordinator will shortly be advertised; whilst the latter is a positive step, it will result in both local authorities incurring more expenditure, as well as the other six core LRF partners

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

(2) That Members of this Joint Committee be informed of issues which may occur locally, from time to time, necessitating an emergency planning response.

(3) That the minutes of the meetings of the Local Resilience Forum be submitted, for information, to the meetings of the relevant portfolio holder within the two local authorities.

**19. 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 of the Emergency Planning Shared Service Joint Committee take place on the following dates during 2015, at the Town Hall, Rotherham:-

- Friday, 3rd July, 2015 at 9.30 a.m. with a briefing at 9.00 a.m.
- December, 2015 (to be confirmed)

**Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield**

Monday 21 March 2016

Rotherham Town Hall

**Purpose of paper:**

To provide the Joint Committee members with the financial outturn budget for the Emergency Planning Shared Service for 2014/15 and carry forward, as well as forecast position for 2015/16. A summary is attached at Appendix A.

**Background information:**

The Shared Service was established in June 2011, with a budget allocation of £456,642, funding divided by Sheffield CC and Rotherham MBC based on relative populations of both areas (as is done in other areas e.g. Cleveland). This meant that Sheffield contributed 68% of the funding and Rotherham 32%.

Since 2011, the overall budget has decreased year on year (to contribute to the financial challenges placed on both Local Authorities) in line with agreed reductions, in summary:

- 2012/13 – overall budget allocation £407,054 (10% reduction)
- 2013/14 – overall budget allocation £349,331 (15% reduction)
- 2014/15 – overall budget allocation £334,830 (5% reduction)
- 2015/16 – overall budget allocation £333,060 (0.5% reduction)

Unfortunately given that the joint committee was unable to meet since January 2015, it has not been possible to present the 2014/15 position.

**Key Issues**

**2014/15**

The Shared Service commenced the year with an opening balance of £37,791 (i.e. an under spend brought forward from previous year).

The main items of variation in 2014/15 to note were:

- £3,128 saving on training costs and other non-direct employee costs
- £2,454 reduced design and printing requirement
- £6,327 lower than anticipated charges by Rotherham Council's support services for computing and communications
- £4,572 higher than anticipated costs for Rotherham payroll staff
- £6,023 less than anticipated for Sheffield payroll staff

As a consequence, at the end of 2014/15, the service has a cumulative balance (underspend) of £56,207.

**2015/16**

The main variations during 2015/16 to note include

- £5k Lower spending on staff training; although it should be noted this isn't recommended as sustainable
- £40k lower staffing costs given retirement of two members of staff mid-year and Maternity leave, and associated honorarium payment

- £6.5k additional costs to SY Local Resilience Forum secretariat

As a consequence, the cumulative carry forward is forecast to increase to £90,829.

Going forward it is anticipated the service will be required to make additional savings, and have indicated they support the carrying forward of the cumulative budget to assist in reducing the impact of this. Given the comparable benchmark information, the service continues to deliver value for money, but could not maintain its current capacity and workload without the support of the carry forward.

**Conclusion:**

The Service continues to manage its budget carefully and effectively.

The cumulative carry forward within the service at 31<sup>st</sup> March 2015 was £56,207 and is forecast to be £90,829 at March 2016.

**Recommendations:**

Joint Committee Members to agree the proposal to carry forward the cumulative balance (note the stated position above is a forecast outturn at this stage).

## Outturn position 2014/15

## CARRY FORWARD

Sheffield				-25,621
Rotherham				-12,170
<b>BALANCE BROUGHT FORWARD</b>				<b>-37,791</b>

Description	14/15 Budget	14/15 Outturn	Variance
Basic Pay-General Staff	139,947	140,478	531
NI-General Staff	10,426	11,580	1,154
Superann-General Staff	27,290	29,876	2,586
Sick Pay-General Staff	0	0	0
General Employee Expenses - Salaries	<b>177,663</b>	<b>181,935</b>	<b>4,272</b>
Training	5,000	2,589	-2,411
Other Pay-General Staff	13,635	12,837	-798
Redundancy Pay	0	0	0
Other Indirect Employee Expenses		81	81
Indirect Employee Expenses	<b>18,635</b>	<b>15,507</b>	<b>-3,128</b>
Staffing Costs – SCC Payroll	<b>118,528</b>	<b>112,505</b>	<b>-6,023</b>
<b>EMPLOYEE EXPENSES - TOTAL</b>	<b>314,826</b>	<b>309,947</b>	<b>-4,879</b>
Vehicle Repairs & Maintenance	0	0	0
Car Allowances	500	286	-214
Public Transport Expenses	1,000	444	-556
<b>TRANSPORT EXPENSES - TOTAL</b>	<b>1,500</b>	<b>730</b>	<b>-770</b>
Equipment Furniture and Materials	3,250	48	-3,202
Printing Stationery and General	3,000	546	-2,454
Communications and Computing	11,800	5,473	-6,327
Central and Miscellaneous Expenses Other	14,386	1,582	-12,804
<b>SUPPLIES AND SERVICES - TOTAL</b>	<b>32,436</b>	<b>7,649</b>	<b>-24,787</b>
<b>GROSS EXPENDITURE TOTAL</b>	<b>348,762</b>	<b>318,326</b>	<b>-30,436</b>
<b>GROSS INCOME</b>	<b>-227,000</b>	<b>-252,771</b>	<b>-25,771</b>

**NET OVER / (UNDERSPEND) INT THE YEAR -56,207**

## CARRY FORWARD

Sheffield				-36,947
Rotherham				-19,260
				<b>-56,207</b>

## BUDGET SPLIT

Sheffield	227,000
Rotherham	107,830
Carry forward / Additional budget allocation RMBC re: Pay Award	13,932
	<b>348,762</b>



## Forecast outturn position 2015/16

## CARRY FORWARD FROM 2014/15

Sheffield	-36,947
Rotherham	-19,260
<b>BALANCE BROUGHT FORWARD</b>	<b>-56,207</b>

Description	2015/16 Budget	2015/16 Forecast	Variance
Basic Pay-General Staff	144,171	106,404	-37,767
Mat/Pat/Ad-General Staff	0	3,462	3,462
NI-General Staff	10,803	9,288	-1,515
Superann-General Staff	29,843	26,680	-3,163
Sick Pay-General Staff	0	0	0
<b>General Employee Expenses - Salaries</b>	<b>184,817</b>	<b>145,834</b>	<b>-38,983</b>
CRB Check	0	694	694
Clothing & Uniform	0	88	88
Training	5,000	350	-4,650
Other Pay-General Staff	14,100	13,089	-1,011
Redundancy Pay	0	0	0
Other Indirect Employee Expenses	0	10	10
<b>Indirect Employee Expenses</b>	<b>19,100</b>	<b>14,231</b>	<b>-4,869</b>
<b>Staffing Costs - SCC</b>	<b>96,792</b>	<b>96,792</b>	<b>0</b>
<b>EMPLOYEE EXPENSES - TOTAL</b>	<b>300,709</b>	<b>256,857</b>	<b>-43,852</b>

Vehicle Repairs & Maintenance	0	0	0
Car Allowances	500	162	-338
Public Transport Expenses	1,000	725	-275
<b>TRANSPORT EXPENSES - TOTAL</b>	<b>1,500</b>	<b>887</b>	<b>-613</b>

Equipment Furniture and Materials	2,608	95	-2,513
Printing Stationery and General	3,000	682	-2,318
Communications and Computing	9,117	5,971	-3,146
Central and Miscellaneous Expenses Other	72,333	33,946	-38,387
<b>SUPPLIES AND SERVICES - TOTAL</b>	<b>87,058</b>	<b>40,694</b>	<b>-46,364</b>

<b>GROSS EXPENDITURE TOTAL</b>	<b>389,267</b>	<b>298,438</b>	<b>-90,829</b>
<b>GROSS INCOME</b>	<b>-262,747</b>	<b>-200,983</b>	<b>61,764</b>

**NET OVER / (UNDERSPEND) IN THE YEAR** **-29,065**

## CARRY FORWARD

Sheffield	-61,764
Rotherham	-29,065
	<b>-90,829</b>

## BUDGET SPLIT

Sheffield	225,800	
Rotherham	107,260	
2014/15 Carry forward	56,207	(£36,947 SCC, £19,260 RMBC)
	<b>389,267</b>	

**Emergency Planning Shared Service Joint Committee –  
Rotherham and Sheffield**

Monday 21 March 2016

Rotherham Town Hall

**Purpose of paper:**

To provide Joint Committee members with the information on the Shared Service budget for 2016/17. Attached at Appendix A is a summary breakdown.

**Background information:**

The annual budget meeting (which may be combined with the annual general meeting) must be held before 31<sup>st</sup> December in each year. Amongst other things, the budget meeting shall propose options for the proposed revenue and capital budgets for the following financial year (being the 1<sup>st</sup> of April to the 31<sup>st</sup> March in each year), which shall then be presented to the Executives of the Councils.

Benchmarking completed in both 2012 and 2014 demonstrates that the Service is the lowest resourced amongst a benchmark group of most similar authorities / shared services (during 14/15 a £0.41 cost of service per population head compared with other authorities/shared services varying between £0.41 and £1.03)

Additionally in view of the challenges being faced by both Rotherham and Sheffield, along with many other councils, the Service has however achieved previous budget saving requirements agreed by the Joint Committee.

**Key issues:**

The Shared Service has successfully managed its budget since its creation.

The service expects to bring forward an opening balance of £90,829 as per item 7a. As yet there are no firm plans in relation to this carry forward, however indicatively the proposals for these monies is to utilise it to offset the impact of any future budget cuts offset any additional expenditure in connection with the reservoir warning and informing strategy (once agreed with SCC communications team) and offset required training requirements of the team to future proof the service, and any required development of the Emergency Planning Incident Management System.

It should be noted that through the All Service Review (ASR) process, Rotherham MBC have indicated at present, there are no required savings, however Sheffield CC (given the early retirement of post holder under council Voluntary Early Retirement package) have indicated that it intends to apply a net saving of £18,837, and associated reduction in establishment .

This would mean the original percentage split of budget (68% Sheffield CC and 32% Rotherham MBC; based on price per population head as in other shared service models)

would be disproportionate.

The contributions from Sheffield and Rotherham are proposed to be £206,963 and £111,024 respectively, this would change the percentage contribution to 65% / 35% respectively.

**Recommendations:**

Members are asked to note the proposed 2016/17 budget, including disproportionate reductions.

## Summary Breakdown

## CARRY FORWARD FROM 2014/15:

Sheffield				-36,947
Rotherham				-19,260
<b>BALANCE BROUGHT FORWARD</b>				<b>-56,207</b>

Description	2015/16 Budget	2016/17 Budget	Change	
Basic Pay-General Staff	144,171	146,173	2,002	
NI-General Staff	10,803	14,225	3,422	
Superann-General Staff	29,843	30,865	1,022	
Sick Pay-General Staff	0	0	0	
<b>General Employee Expenses - Salaries</b>	<b>184,817</b>	<b>191,263</b>	<b>6,446</b>	
Training	5,000	5,000	0	
Other Pay-General Staff	14,100	14,100	0	
Other Indirect Employee Expenses	0	0	0	
<b>Indirect Employee Expenses</b>	<b>19,100</b>	<b>19,100</b>	<b>0</b>	
<b>Staffing Costs - SCC</b>	<b>96,792</b>	<b>77,955</b>	<b>-18,837</b>	revised to reflect Sheffield 16/17 staffing
<b>EMPLOYEE EXPENSES - TOTAL</b>	<b>300,709</b>	<b>288,318</b>	<b>-12,391</b>	

Car Allowances	500	500	0
Public Transport Expenses	1,000	1,000	0
<b>TRANSPORT EXPENSES - TOTAL</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>

Equipment Furniture and Materials	2,608	2,608	0
Printing Stationery and General	3,000	3,000	0
Communications and Computing	9,117	9,117	0
Central and Miscellaneous Expenses Other	16,126	13,444	-2,682
<b>SUPPLIES AND SERVICES - TOTAL</b>	<b>30,851</b>	<b>28,169</b>	<b>-2,682</b>

<b>GROSS EXPENDITURE TOTAL</b>	<b>333,060</b>	<b>317,987</b>	<b>-15,073</b>
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FUNDED BY:	2015/16	2016/17	Change	
Sheffield	225,800	206,963	-18,837	Net reduction of post
Rotherham	107,260	111,024	3,764	Pay inflation
<b>TOTAL FUNDING</b>	<b>333,060</b>	<b>317,987</b>	<b>-15,073</b>	

additional carry forward from 2015/16 -34,622

## FORECAST CARRY FORWARD FROM 2015/16:

Sheffield				-61,764
Rotherham				-29,065
<b>BALANCE BROUGHT FORWARD</b>				<b>-90,829</b>

**Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield**

Monday 21 March 2016

Rotherham Town Hall

**Purpose of paper:**

To provide Joint Committee members with an update and overview as to the current governance position, and priorities for the forthcoming year.

**Background information:****Team Action Planning**

The Emergency Planning Shared Service 15/16 Team Action Plan was produced, at the outset based on a staffing resource of 6.6 FTE, however throughout the course of the year, staffing reductions have totalled 2.2 FTE, through either retirement of the permanent Emergency & Safety Manager (filled on an interim basis by the Senior Resilience Officer), and resilience officer teamed with maternity leave of a second Resilience Officer (0.6 FTE to return to work June 2016).

Key facets of this action plan are highlighted at Appendix A, as well as a summary of progress, achievements and outstanding actions, given the unplanned (and temporary) nature of these staff absence, some actions have been deferred to next year, or been more protracted in their execution and therefore aspects are to carry forward also (as detailed at Appendix A).

Whilst the action plan for 16/17 is in the final stages of development, key aspects to feature include:

- Focus on Strategic (including multi-agency “gold” level) engagement, training and the dissemination of a support pack to all gold level officers across the councils, and to include where appropriate media training.
- Focus on Elected Member engagement, and training, especially newly inducted members or those less familiar with their role in emergencies and business disruptions
- Launch of newly formatted Major Incident Plan, and Borough Emergency Plan, teamed with training needs analysis of key roles and generic awareness sessions
- Corporate Business Continuity Planning – refresh approach, engagement and interaction with Directorates and Portfolios and development of a generic Corporate Business Continuity plan
- Corporate resilience annual exercise (in both authorities), combined with focused periodic communication call out exercise and proportionate and targeted training
- Emergency Operations Room; staffing resilience

## Key Performance Indicators

Throughout 15/16, the Emergency Planning Shared Service has monitored indicators of performance within the unit, these have encompassed:

KPI	Rotherham MBC deliverables	Sheffield CC deliverables
Delivering an annual corporate exercise and six training sessions (per authority) within the year	<b>Above target</b> - Corporate Exercise – Exercise Lodge June 2015 and Exercise Advent Dec 15; plus 24 training sessions (excluding March)	<b>Above target</b> - Corporate Exercise – Exercise Dusk, October 2015; plus 16 training sessions (excluding March)
Six Monthly dissemination of corporate emergency response and recovery generic contacts directory within each authority	Three versions disseminated throughout 15/16; <b>above target</b> ; largely due to the rapid changes in personnel and Elected Member during the year	One version disseminated on time one nine days delayed owing to information from key sections within the council later submission of amendments; but back on target for future version issue; <b>below target</b>

Going forward into 16/17; it is intended to retain the above indicators, and look to introduce additional measures around the timely dissemination updates or amendments to resilience plan and the carrying out of supportive audit of Business Continuity Plans within Portfolio / Directorate; the latter of which introduced once a revised programme of Business Continuity is established within both authorities.

### Recommendations:

- 1) The contents of the briefing paper be noted
- 2) Agreement in principle to the proposed key actions for 16/17
- 3) Agreement in principle to the measures of performance outlined

## Team Action Plan 2015/15 – A précis

Service Action	Narrative	Comment / actions to carry forward
Ensuring appropriate governance and cooperation mechanisms are in place (both internally and across multi-agency partners)	Both Strategic Resilience Management Team (SCC) and Directors Resilience Management Team (RMBC) established and meeting in line with terms of reference, providing a strategic assurance role and providing direction for future direction of travel	A tactical level resilience group to be established, within SCC initially, and RMBC subsequently, action to be carried forward.
Integration within the Local Resilience Forum Risk Assessment process	Active member of the LRF Risk and Planning sub group, and “risk lead” for a number of risks, SY Community Risk Register published in June 2015	Recognising that Risk Assessment underpins all other resilience activity, to continue to actively engage with this work stream
Ensure generic and specific Emergency or Resilience Plans and planning arrangements are in place, proportionate to the agreed risk profile (including recovery arrangements)	A number of resilience or emergency plans produced or updated (in line with the revised programme of review) not least, off site reservoir inundation plan, corporate flu framework, city and town evacuation plans etc. Contact details have been removed from all stand-alone resilience plans and are subject to more frequent dissemination.	The Emergency Planning Incident Management System (EPIMS), requires updating to be reflective of updated national good practice and changes in planning and council structure; this is being investigated at present, but may attract costs to facilitate the upgrade
Ensure a fit for purpose programme of Corporate Business Continuity is in place	Varying engagement across both authorities, proposals have been submitted to respective strategic resilience management teams to refresh the approach and are subject to further discussion.	Clear strategy for achieving departmental compliance required (proposals submitted), teamed with production of corporate BC plan – a key feature of the team action plan for 16/17
Resilient communications	An audit of emergency response communication methods has been undertaken, as well as effectiveness and ease of delivery. A programme of review and testing introduced and familiarisation; this is in line with the LRF sub group and national capabilities work stream	To continue and be an ongoing piece of work that underpins all aspects of resilience preparedness.
Training and Exercising	Corporate exercise developed and delivered in both authorities, debrief produced with recommendations presented to strategic groups respectively. As well as a number of training sessions delivered. A register of events delivered maintained as separate record.	To continue as a key element of team priorities going forward, training needs analysis to be disseminated in the new financial year and actioned appropriately, as well as corporate exercising programme to be maintained, including regular communication call out exercise.
Warning and Informing	Strategy under development in conjunction with communication colleagues (both RMBC and SCC), this encompasses the wider requirement to warn residents within a reservoir inundation zone, and to promote Business Continuity to local business and voluntary sector	To be developed further this forthcoming year, and seek approval from respective resilience groups to actively initiate more proactive communications (particularly in relation to community and corporate resilience)

**Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield**

Monday 21 March 2016

Rotherham Town Hall

**Purpose of paper:**

To provide the Joint Committee with a general update on key issues or work streams affecting the EPSS.

**Key Issues:**

**1. South Yorkshire Community Risk Register (SYCRR)**

Throughout 2015 the EPSS, along with other South Yorkshire Local Resilience Forum (LRF) partners has produced an updated SYCRR, this was ratified in draft by the LRF in June and following some minor amendments subsequently published as an endorsed version. No significant changes were noted, meaning planning remains in line with current risk and threat assessment.

**2. Off-site Reservoir Planning (inc Reservoir Grant)**

Under DEFRA criteria in relation to reservoir inundation, nine reservoirs within the Sheffield boundary have to have their own off site Emergency Plan in place, detailing actions to be put in place should a reservoir be compromised; this includes a communications strategy for warning and informing households within the inundation zone. SCC received a grant to develop these plans, and therefore meet this criterion. This plan was re-drafted earlier this year, including consultation with LRF Business Partners and “signed off” by the LRF Business Management Group in January 2016. EPSS continue to work with SCC communications team to deliver an appropriate communications strategy to households within the inundation zone.

**3. Business Continuity Management**

Maintaining enthusiasm and engagement in a corporate Business Continuity Programme often presents challenges for many organisations, notwithstanding additional pressures placed on organisations in the changing economic climate. The EPSS has, over recent years facilitated the use of an electronic tool to assist in the management of Business Continuity; with varying levels of success across both councils.

Not detracting from the duty under the Civil Contingencies Act the council has a responsibility to maintain up to date Business Continuity plans to ensure it can continue to exercise its functions in the event of a disruption occurring. Realistically the existence of robust Business Continuity Plans across both councils is at present sporadic; this has been the subject of a recent internal audit within RMBC. Through discussion at both council strategic resilience management groups, it has been agreed to revisit the corporate approach, and a preferred model for each authority has been presented to the respective strategic resilience groups, awaiting further discussion with respective leads.

**4. Emergency Operations Room (EOR) Staffing numbers**

When determining the minimum numbers of staffing required fulfilling each role within both council Emergency Operations Rooms and Directorate or Portfolio control rooms, a general rule of thumb has been applied in suggesting that as a minimum 12 officers should be pre-identified, trained and exercised for each specific role. This figure was arrived at, based on one



officer fulfilling a six hour shift (good practice nationally suggests this is appropriate), over a 24 hour period. 12 officers would give three days cover, assuming no staff absence or unavailability (realistically of course there would be) to be used on a rotational basis.

Current levels of resilience for the different roles are variable and continue to be based predominantly on a culture of volunteering; this is to be a key feature within the forthcoming action plan, and further discussions with HR departments to ensue.

#### **5. Protests and Marches**

Under current legislation, authorities cannot ban demonstrations or marches. Over the last couple of years, large scale public protests and demonstrations have become an increased work stream for the EPSS, working with South Yorkshire Police and other partners to mitigate the impact try to ensure any marches or protests are as peaceful as possible and maintain “business as usual” across the town or city. This of course does take resources away from core resilience business.

To date, since the beginning of the 2014, across both authorities the EPSS (coordinating wider council services) have been engaged with South Yorkshire Police on planning and responding to fourteen, averaging one every eight weeks, with no known indication to suggest these will decrease.

#### **6. Human infectious Disease Planning; Pandemic Influenza**

During April 2015, a regional multi-agency exercise aimed as testing the South Yorkshire LRF Pandemic Influenza Plan, and supporting Local Authority plans was held. The outcome of which documented in both internal and external debriefs that identified a number of areas to be progressed. For both authorities, these largely centred around similar issues, better integration of the changing health architecture, separation and clarity of roles between the council corporate business continuity (specifically for pandemic influenza) and public health response plans and increased mass vaccination and excess death planning; to build on existing frameworks.

These work streams been underway, resulting in separation of corporate and public health response plans (ratified at both strategic resilience management groups); excess death and mass vaccination planning continue.

#### **7. Community Resilience – Kelham Island pilot**

SY LRF commissioned a task and finish group to review community resilience in an urban area; Kelham Island in Sheffield. This group consists of representatives of the Emergency Services, Environment Agency, EPSS and Kelham Island Community Alliance (KICA).

The main aim of this pilot was to *consider and recommend a strategy to direct and coordinate future objectives in ensuring South Yorkshire’s communities harness local resources and expertise to help themselves in an emergency, in a way that complements the response of emergency responders.* There are a number of complimentary objectives of this pilot, including determining how residents and businesses can prepare themselves, how to help others in an emergency, working together after an emergency and assisting in the development of a community resilience plan.

In realising these aims, a number of significant milestones have been achieved to date and these include, well attended community event which raised the profile and concept of community resilience and informed people of local risks, through increased awareness; raised the community capacity of the local community group (KICA) from 3 members to 30 and enabled KICA to organise regular meetings and other community events through signposting to other Council resources.

This task and finish group is expected to report back to the LRF meeting in November 2016, making recommendations that can then be applied in other urban areas to increase community resilience, this is supported by academic evaluation of the project to assist the LRF decision making process.

## **8. Resilience and Emergency Plans**

Under the Civil Contingencies Act, the Local Authority has a statutory duty to put in place Emergency Plans specifically aimed at preventing, reducing, controlling or mitigating the effects of emergencies in both the response and recovery phase. This duty includes a responsibility to provide training for key staff, provision for exercising the plan and arrangements to ensure the plan is reviewed periodically.

Since early 2015, the EPSS has been fundamental in the production or updating of the following plans:

- RMBC Severe Winter Weather Plan – Amendment 1 (February 2015)
- Medico Legal Centre (MLC) Transfer Plan (Emergency Mortuary) – Version 1.2 (March 2015)
- SCC Generic Emergency Response & Recovery Directory (July 2015)
- RMBC Generic Emergency Response & Recovery Directory – Amendment 3 (Aug 2015) \* *additional issue given number of changes required*
- SCC City Centre Evacuation Plan - Version 2.3 (August 2015)
- RMBC Town Centre Evacuation Plan – Version 3.1 (August 2015)
- RMBC Severe Winter Weather Plan – Amendment 2 (Nov 2015)
- SCC Severe Winter Weather Plan – Amendment 2 (Nov 15)
- RMBC Generic Emergency Response & Recovery Directory – Amendment 4 (Nov 2016)
- SY Multi Agency Off site reservoir plan (Jan 2016)
- SCC Generic Emergency Response & Recovery Directory – amendment 2 (Feb 2016)

In addition to the completed plans as outlined above, the team are also preparing for the dissemination of newly refreshed plans as below:

- RMBC Borough Emergency Plan and SCC Major Incident Plan – a complete revision of each, to be more streamlined and focused whilst incorporating a more proportionate activation process
- Local Authority Flu Plans (RMBC and SCC) – to be disseminated March 2016

Prior to 2015, these plans in the main, had an annual review and update cycle, however given changes to available resources these have been adjusted in many cases and are now more reflective of the frequency of risk review as prescribed by the SY Local Resilience Forum risk assessment process; in some instances every three years. A timetable is in place and monitored via the EPSS, however given the protracted nature of some of these timescales now, the contacts details have been extrapolated and form a standalone document to all resilience plans (for each council) and this is to be updated on a six monthly basis (and benchmarked as part of the units performance targets).

## **9. Training and Exercising**

Since the last meeting a number of training sessions have been delivered by the EPSS, a calendar of which is retained within service, much of which aimed at our Forward Liaison Officers (established and newly recruited), Emergency Liaison Officers, Operations Room Managers and other Directorate or Portfolio control room staff specific; a training needs analysis is to be sent out in the new financial year, to ascertain any further training needs of response staff; the outcome of which to be presented to respective resilience groups for

consideration, including any potential cost implications.

As well as participating within multi-agency exercises, across both authorities, annual corporate exercises have been run; Exercise Lodge (June 2015) within Rotherham MBC and Exercise Dusk (October 2015) within Sheffield, debriefs have been carried out following both exercises and recommendations, along with outcomes reported to respective strategic resilience groups. Additionally, Exercise Advent, a communications call out exercise was carried out in December 2015 within Rotherham MBC, to determine if, based on staff identified within the Borough Emergency Plan, a corporate emergency planning response could be initiated; largely this was successful, again debrief comments being reported to the strategic resilience group. It is proposed that exercises of this nature, be carried out on a frequent basis going forward across both councils to monitor out ability to respond corporately. A register of participation is maintained within the EPSS.

#### **10. Local Resilience Forum (LRF) Matters**

Prominent issues currently on the LRF agenda include:

- Fires at Waste Sites (particularly unregulated sites) continues to be an issue for the Fire Service and other partners, not only in tackling any blaze, but dealing with the health and other consequences that may subsequently arise. The EPSS is working with partner agencies to expedite an acceptable response.
- Inter-agency communications at Gold (strategic) level are being reviewed and options explored the impact within the authority to be determined once a course of action agreed.
- East coast tidal inundation, this issue was raised some time ago, however more engagement required with Humber LRF (facilitated by DCLG), some remodelling and scoping required to truly understand the expectations being placed on South Yorkshire; this could be upward of 80,000 evacuees inwardly displaced to our region.
- Capacity within power industries and risk of prolonged power outage – this is suggested to be an emerging risk as the country's reserve capacity shrinks (this principle being the basis of the SCC Corporate Exercise during 2015) . This is assessed nationally as very high, although there isn't an increase in likelihood, the consequences of such an event could be significant.

#### **Conclusion:**

The service continues to be an active member of the Local Resilience Forum, and associated subgroups, contributing to the vast achievements across multi agency partners under the LRF umbrella. Individually within the authorities, a number of achievements continue to be made, albeit given recent pressures, some actions have been deferred to feature as a priority for 16/17.

#### **Recommendations:**

**Members are asked to note the content of the report, and ensure continues support.**