

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

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

**Date: Monday, 5th December, 2016**

**Time: 3.00 p.m.**

**A G E N D A**

1. Appointment of Chairman of the Joint Committee for the 2016/2017 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 21st March, 2016 (Pages 1 - 4)
6. Matters arising from the previous minutes (not covered by the agenda items).
7. Emergency Planning Shared Service - Financial Management (Pages 5 - 8)
  - 2016/17 forecast
  - 2017/18 Budget allocation
8. Emergency Planning Shared Service - Governance (Pages 9 - 12)
  - Team Action Plan
  - Performance Indicators
9. Emergency Planning Shared Service - General Update (Pages 13 - 14)
10. Emergency Planning Shared Service - Training and Exercising (Pages 15 - 18)
11. Any other business

12. Date, time and venue for the next meeting  
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

**1D EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 21/03/16**

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD)  
Monday, 21st March, 2016**

Present:- Councillors S. Alam and R. Taylor (Rotherham MBC) and Councillor S-M. Richards (Sheffield City Council).

Together with Officers:- Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield), Mrs. K. Hanson (Rotherham MBC) and Mr. N. Dawson (Sheffield City Council).

Apologies for absence: were received from Councillor D. Lelliott (Rotherham MBC), Councillor T. Fox (Sheffield City Council and from Mrs. G. Duckworth and Mr. S. Green (Sheffield City Council).

**1. APPOINTMENT OF CHAIRMAN OF THE JOINT COMMITTEE FOR THE 2015/2016 MUNICIPAL YEAR**

Agreed:- That Councillor Saghir Alam of Rotherham Metropolitan Borough Council be appointed Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the remainder of the 2015/16 Municipal Year.

(Councillor Alam assumed the Chair)

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH JANUARY, 2015**

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 20<sup>th</sup> January, 2015, be approved as a correct record for signature by the Chair.

**3. MATTERS ARISING FROM THE PREVIOUS MINUTES**

With reference to Minute No. 18 (General Issues – Update) Members requested information about the Reservoir Grant and details of the various reservoirs in South Yorkshire which have been assessed for flood defence works as a consequence of the inundation (flooding) in South Yorkshire in 2007.

**4. BUDGET MONITORING**

Consideration was given to a report, presented by the Interim Emergency and Safety Manager, containing:-

: the financial outturn budget for the Emergency Planning Shared Service (Rotherham and Sheffield) for the 2014/2015 financial year (and carry forward);

: the current forecast position for the Emergency Planning Shared Service (Rotherham and Sheffield) for the 2015/2016 financial year

: the budget for the Emergency Planning Shared Service (Rotherham and Sheffield) for the forthcoming 2016/2017 financial year, as agreed by both local authorities.

Members discussed the following salient issues highlighted within the submitted report:-

- the items of budget variation in both the 2014/15 and in the 2015/16 financial years;

- the carry forward of £90,829, into the 2016/17 financial year, which may be used to offset any future budget reductions and also for specific items such as training and the future development of the Emergency Planning Incident Management System;

- ensuring best value from expenditure on the Emergency Planning Shared Service;

- clarification of the budget contributions from both local authorities for the forthcoming 2016/2017 financial year (per the original Shared Service agreement) – specifically the details relating to Sheffield City Council's contribution.

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

(2) That the carry forward of the sum of £90,829, into the 2016/17 financial year, as now reported, be approved.

(3) That the appropriate officers shall clarify the budget contribution from Sheffield City Council for the forthcoming 2016/2017 financial year and inform Members of this Joint Committee in due course.

## **5. GOVERNANCE**

Consideration was given to a report, presented by the Interim Emergency and Safety Manager containing an overview and update of the governance of the Emergency Planning Shared Service arrangement between Rotherham MBC and Sheffield City Council. The report contained specific details of the staffing arrangements (the team action plan) and of the key performance indicators of the Shared Service.

Members discussed the principal features of the 2016/17 action plan, including the focus on strategic engagement (and the multi-agency “gold” level).

Reference was made to the resilience and locations of the premises used

**3D EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 21/03/16**

for the Emergency Operations Room(s).

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

(2) That this Joint Committee approves in principle the proposed key actions for 2016/17, as detailed in the report now submitted.

(3) That this Joint Committee approves in principle to the measures of performance and the key performance indicators, as detailed in the report now submitted.

**6. EMERGENCY PLANNING SHARED SERVICE - GENERAL ISSUES - UPDATE**

Consideration was given to a report, presented by the Interim Emergency and Safety Manager containing a general update on the key issues and work streams affecting the Emergency Planning Shared Service. Specific reference was made to:-

- South Yorkshire Community Risk Register;
- Off-site Reservoir Planning (including the Reservoir Grant);
- Business Continuity Management;
- Emergency Operations Room - Staffing numbers;
- Protests and Marches (public protests and demonstrations occurring in South Yorkshire);
- Human infectious Disease Planning; Pandemic Influenza
- Community Resilience – Kelham Island (Sheffield) pilot scheme to help communities harness local resources and expertise in response to an emergency;
- Resilience and Emergency Plans (eg: the Severe Winter Weather Plan);
- Training and Emergency Planning Training Exercises (eg: Exercise Lodge and Exercise Dusk)
- Matters being dealt with by the Local Resilience Forum – the Shared Service continues to be an active member of the Local Resilience Forum).

Members referred to the need for up-to-date information about emergency planning to be published on the Internet web sites of both local authorities.

It was noted that Emergency Planning would feature in the induction programme for newly-elected Councillors to both local authorities, at sessions to be held during May, 2016.

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

**7. DATE, TIME AND VENUE FOR THE NEXT AND FUTURE MEETINGS**

Consideration was given to the frequency and proposed dates of the future meetings.

It was agreed that:-

(1) if considered necessary, the next meeting of the Emergency Planning Shared Service Joint Committee shall take place during June or July 2016, at the Town Hall, Rotherham; and

(2) a meeting of the Emergency Planning Shared Service Joint Committee shall take place during November or December 2016, at the Town Hall, Rotherham, for consideration of the Shared Service budget update and proposals for the 2017/18 budget.

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

3 November 2016

**Financial Management**

**1. Purpose of paper:**

To provide Joint Committee members with an in year (as at period 6) budget forecast for 2016/17. Attached at Appendix A is a summary breakdown.

This committee will continue to receive regular reports which will provide updated forecast out turn position statements, as well as an explanation of any significant budget variations or financial issues arising.

**2. Background information:**

In line with the Emergency Planning Shared Service legal agreement, 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), which shall then be presented to the Executives of the Councils.

This financial year, the contribution split has changed from the original 68 / 32% split (Sheffield CC / Rotherham MBC respectively and based on price per population head as in other shared service models) to 65% / 35%.

**3. Key issues:**

**3.1 Underspend**

The Shared Service has successfully managed its budget since its creation, accumulating an earmarked balance of underspent monies, which the joint committee have agreed to carry forward previously.

Proposals to utilise these monies going forward include the following examples as well as some minor in service demands:

- Training needs in a number of areas, for both team members and a small number of response and recovery officers across both authorities as this has been deprived over the last few years and is required to future proof the service. Training needs include; Loggist training for gold support officers, communications awareness for first responders, Exercise design and delivery and Business Continuity auditor for example
- Outstanding need to communicate with specific community groups re threats and risks (i.e. Reservoir Inundation)
- Offset the impact of any further budget reductions made to the shared service

budget

- Update the Emergency Planning Incident Management System (EPIMS) – utilised in the event of an emergency to record information and tasking; in line with new national developments (i.e. the use of Resilience Direct), our internal system will require some updating and refresh of content to remain in line as well as advances with technologies
- Development and introduction of e-Learning and other innovative training delivery models; required in recognition of the reduced availability of resources; notwithstanding the great importance of retaining a trained, and exercised response and recovery capability
- PPE – need for additional (as additional Forward Liaison Officers are to be recruited in each organisation) as well as some of the existing equipment nearing its shelf life

### **3.2 2016/17 forecast outturn**

As reported at Appendix A; a favourable outturn position is forecast. This is in the main accountable to the current vacancy within the service – an agreement to fill this post is pending. As with previous year, it is proposed that any favourable variance is transferred to the underspend monies, to support future service delivery, as well as to fund the projects service needs as outlined above.

### **3.3 2017/18 Budget Allocations**

In line with medium and long terms financial strategies of both councils, responsible officers to collectively discuss future budget allocations and make recommendations thereafter

### **4. Recommendations:**

Members note the content of the report and approve the transfer of favourable outturn budget to the underspends



## Appendix A - Summary Breakdown

Detail Code 0 - Emergency Planning		Full Year Information			
		Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
10101	Basic Pay-General Staff	143,205	48,477	113,086	-30,119
10104	Basic Pay-Schl Support Staff	0	0	0	0
10201	Mat/Pat/Ad-General Staff	0	97	97	97
10401	Other Pay-General Staff	14,101	6,635	13,535	-566
10501	NI-General Staff	14,534	5,576	12,765	-1,769
10601	Superann-General Staff	30,073	12,342	27,302	-2,771
	<b>Total Direct Employee Costs</b>	<b>201,913</b>	<b>73,128</b>	<b>166,784</b>	<b>-35,129</b>
15030	Honorarium Payment	0	378	378	378
16060	Training	5,000	666	4,500	-500
	<b>Total Direct Employee Costs</b>	<b>5,000</b>	<b>1,044</b>	<b>4,878</b>	<b>-122</b>
21040	Repairs, Alteratns & Maint'Nce	0	25	25	25
	<b>Total Premises Related Costs</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>25</b>
25040	Car Allowances	500	0	150	-350
25050	Public Transport Expenses	1,000	67	1,000	0
	<b>Total Transport Related Costs</b>	<b>1,500</b>	<b>67</b>	<b>1,150</b>	<b>-350</b>
30040	Books	63	66	66	3
30060	Materials/Consumables General	150	0	126	-24
30070	Equipment Other	3,000	52	3,000	0
30080	Equipment Purchase	0	24	24	24
30200	Catering Equipment-Purchase	20	0	20	0
30220	Food For Catering	120	0	0	-120
30300	Clothing & Uniforms	500	0	0	-500
30320	Printing	1,000	290	700	-300
30330	Stationery	293	24	160	-133
30400	Postage	20	0	20	0
30410	Telephone - General	300	74	225	-75
30420	Telephones - Rental	5,000	333	5,000	0

Detail Code 0 - Emergency Planning		Full Year Information			
		Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
30430	Telephones - Calls	150	0	150	0
30510	Computer - Other	700	0	330	-370
30520	Computer-Maintenance	1,400	0	0	-1,400
30610	Subsistence&Conference Expnses	500	23	350	-150
30620	Hospitality	30	0	20	-10
30700	Equipment Insurance	600	0	600	0
30710	Insurance	0	0	0	0
30910	Contracted Services	100,513	100,000	100,513	0
30990	Miscellaneous Expenses	0	10	10	10
	<b>Total Supplies &amp; Services Costs</b>	<b>114,359</b>	<b>100,896</b>	<b>111,314</b>	<b>-3,045</b>
37040	Internal Departmental Recharge	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditure</b>	<b>322,772</b>	<b>175,160</b>	<b>284,151</b>	<b>-38,621</b>
51070	Non-Govt Grants/Contribns	-206,963	-90,169	-182,199	24,764
	<b>Total Income</b>	<b>-206,963</b>	<b>-90,169</b>	<b>-182,199</b>	<b>24,764</b>
	<b>Net Total</b>	<b>115,809</b>	<b>84,991</b>	<b>101,952</b>	<b>-13,857</b>

SCC 16/17 forecast carry forward (64.12%)

RMBC 16/17 forecast carry forward (35.88%)

**Total forecast 16/17 carry forward as at period 6**

**-38,621**

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

3 November 2016

### Governance

#### 1. Purpose of paper:

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

#### 2. Background information:

##### 2.1 Team Action Plan

The Emergency Planning Shared Service 16/17 Team Action Plan is in place, and being utilised within Service to continue to focus outputs towards ensuring the needs of the Civil Contingences Act are being met, along with the wider resilience demands as identified through external influences such as the National Resilience Capabilities Programme and South Yorkshire Local Resilience Forum and key internal drivers.

Key facets of this action plan are highlighted at Appendix A, as well as a summary of progress, achievements and outstanding actions.

The next scheduled update of the shared service Business Plan (in line with the three year cyclic programme) will take place next year, updated priorities to be included.

##### 2.2 Key Performance Indicators

The shared service continue to monitor 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>Below Target:</b> Although a number of training and discreet exercise sessions have been delivered, and others planned these have been narrow in focus and the dissemination of a corporate exercise subject to a recent report presented to SLT	<b>On Target</b> – Corporate Exercise planned for January 2017 and six training sessions either delivered or planned over the coming months with Emergency Operations Room staff (as well as other multi agency opportunities).
Six Monthly dissemination of corporate emergency response and recovery generic contacts directory within each authority	A scheduled update was disseminated in April 2016, along with an interim version owing to the all-out elections in June 2016. The next revision is scheduled to be disseminated in October 2016 and it <b>on target</b> to be achieved.	A scheduled version disseminated in July 2016; <b>on target</b> to share the next scheduled version in January 2017.

**3. Recommendations:**

**3.1 The contents of the briefing paper be noted**

## Team Action Plan 2016 / 17 – A précis

Service Action	Narrative	Comment / Update
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 complimentary Tactical resilience group is in place across SCC, the main focus of activity at present being development of Business Continuity Management arrangements. A mid-year, review of governance structures in Rotherham MBC has taken place, outcomes of a recent report to SLT are to be embedded that would see a direct reporting line to SLT opposed to the Director Resilience Group
Emergency Preparedness - Plan Maintenance and Review	Ensure generic and specific Emergency or Resilience Plans and planning arrangements are in place, proportionate to the agreed risk profile (including recovery arrangements) and maintained in line with pre-defined maintenance programme	Resilience or emergency plans updated (in line with the programme of review) or maintained to ensure that when required functions can be effectively deployed. 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 update and dissemination; and subject to a P&Q measure.
Ensure a fit for purpose programme of Corporate Business Continuity is in place	Approach to be updated and refreshed across both authorities	Refreshed approach recently approved by SCC EMT; now being delivered. A stronger recognition of the governance required through the Strategic Resilience Management Team and ownership at Director level. Report to be prepared for RMBC SLT.
Strategic (gold) officer engagement	Review of material available to support council Strategic lead (in a multi-agency context); including call out pack, reference to JESIP and JDM, bespoke training package and supporting exercise programme	Review ongoing; training package under development and exercising opportunities being made available via wider LRF.
Elected Member Engagement	Review of Elected Member training and handbook previously disseminated. All members to receive generic awareness raising training giving information pertinent to their role before, during and after and emergency	Member Development panels approached. No appetite within SCC at present; advised to wait until 2017 Elections. RMBC awaiting confirmation of availability and potential dates to be delivered. LGA guidance issued May 2016 and to be incorporated into training sessions.
Training and Exercising	Provision of awareness and skills training and testing of plans to ensure plans are fit for purpose, accurate and practicable. Corporate exercise developed and delivered	Training Needs Analysis disseminated across both councils, some key discreet areas identified to focus on for the remainder of the year. SCC corporate exercise to be

Service Action	Narrative	Comment / Update
	<p>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.</p>	<p>developed and delivered in January 2017. RMBC corporate exercise, pending decision following a recent report delivered to SLT. An “in hours” communications call out exercise delivered across both organisations, both showing that an initial response to a Major Incident could be mustered. To be repeated on a six monthly cycle. A number of new officers have been identified to be part of the SCC response structures and associated training delivered to support these.</p>

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

Thursday 3 November 2016

**General update for information / discussion**

**Purpose of paper:**

To provide the Joint Committee with a general update on key issues or work streams affecting the Emergency Planning Shared Service.

**Key Issues:**

**1. Get ready for winter 2016/17**

This annual initiative will be launched formally on 7 November aimed at promoting winter weather preparedness. A number of national resources are to be made available to support local planning and will be promoted through both the Local Resilience Forum Website, and locally. This material has also been shared with stakeholders across both councils to be utilised as appropriate.

Complementary to this both councils will again run their annual “seasonal flu vaccine” campaigns aimed at eligible health and social care workers receiving a seasonal flu vaccination free of charge to support the continuity of service delivery and the corporate winter weather resilience plan will be updated in line with the Cold Weather Plan for England (Distributed 19 October) aimed at preventing avoidable harm to health, alerting people to the negative health effects of cold weather and enabling them to prepare and respond appropriately.

**2. Power Outage**

A workshop was held in July 2016 aimed at strategic and tactical level officers to assist in determining the implications of an electricity blackout lasting up to five days. More information has become known about this risk scenario, which has led to a review of category one and two responder’s ability to deliver a sustained response, under pressing circumstances. This is still being explored fully, both internally and with Local Resilience Forum partners. Lessons as identified following the SCC corporate exercise (Exercise Dusk) have been incorporated into this.

A new telephone number (105) has also been launched nationally to report issues with power supplies; this has been promoted through our resilience forums.

**3. Definition of a Major Incident**

Following a period of consultation, the Cabinet Office launched a revised definition of a Major Incident; this is to be included in new Emergency response and Recovery Guidance when published. The new definition now reads;

*An event or situation, with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agencies.*

This revision, is aimed at providing clarity in a simpler, meaningful descriptor, and aimed at supporting lessons repeatedly identified regarding the importance of an early declaration of a Major Incident amongst responders. This definition will be included in the second edition of the JESIP (Joint Emergency Services Interoperability programme) aimed clearer communication and sharing information amongst first responders. This will be referenced in our contingency plans, when reviewed and re-issued as well as incorporated in to training material.

**4. Site Clearance Capability**

DCLG have issued revised guidance earlier this year aimed at facilitating effective clearance of site following an event of incident that has resulted in rubble, debris or other material being deposited. Whilst the involvement of the Council may be limited or discreet in the early stages, when moving into recovery phase would be more prominent. The council recovery arrangements were reviewed in line with this new guidance, and no significant changes to processes required. A workshop is to be facilitated through DCLG to support this new guidance.

**5. Human infectious Disease Planning; Pandemic Influenza**

Over recent months, much work has been done by local Public Health teams in terms of the response to a pandemic influenza scenario; this is complemented by the corporate planning carried out by the Emergency Planning Shared Service which addresses the wider council resilience measures and preparedness. This has been exercised in a number of settings over recent months, both with health colleague and the Local Resilience Forum (LRF). More recently, the SY LRF participated in the national exercise (Exercise Cygnus 18-20 October 2016). Aimed at testing processes associated with strategic command and control, excess death and health and social care capacity and capability. The lessons identified through these exercises are still being formulated, but will undoubtedly require our planning processes to be reviewed and refreshed and will be presented to respective resilience management groups.

**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 delivered on a protracted timeline.

**Recommendations:**

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



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

Thursday 3 November 2016

### Training and Exercising

#### 1. Purpose of paper:

To provide Joint Committee members with an update of training and exercising sessions that have been delivered since April 2016 for staff identified as part of the councils Emergency Response arrangements, as well as overview of future proposals.

#### 2. Background information:

The Emergency Planning Shared Service (EPSS) have traditionally, and will continue to deliver a number of internal training sessions each year, as well as an annual corporate exercise involving most, if not all of the council's emergency response arrangements.

As a minimum the EPSS have previously committed to delivering one annual corporate exercise and at least six training sessions (per year) for the Emergency Operations Room, and associated emergency response roles per authority. The EPSS also facilitates engagement with multi agency sessions for council representatives to enhance this experience and have brought papers to the meeting in the past detailing these events.

#### 3. Key issues:

##### 3.1 Training and exercise delivered (Since April 2016)

A complete list of training and exercise sessions provided is attached at appendix A.

In summary nine training sessions have been facilitated across both authorities, although with limited scope to date. In addition there have been four exercises either delivered or attendance facilitated through the EPSS. This downturn can, in part be accounted to reduced resource availability, but also focus of attention on updating and dissemination of the SCC Major Incident Plan, prior to commencing any specific roles centric training. RMBC Borough Emergency Plan is currently being redrafted, and associated training to commence soon after launch.

##### 3.2 Training and Exercising currently planned for 2016/17

Training scheduled and exercises planned for the remainder of 2016, early 2017 include the undermentioned, although it is likely that more LRF and Multi-Agency training and exercise opportunities will arise throughout the year:

SCC EOR training 8 & 25 November	New ELOs, mapping Officers, Log Keepers (refresher training available) Tactical level staff who work within SCC EOR
JESIP Training 9 November	FLOs & EPSS Team Tactical and operational level staff
RMBC BEC Training 25 November	RMBC BECs – Strategic Officers who would be on call for the authority.
SCC Exercise Winter 30 November	SCC Counter Terrorism Strategic Exercise involving EMT, SRMT, DCO and Tactical liaison such as H&S, Communications,

	Facilities Management, Communities portfolio etc
SCC Corporate Exercise 6 January 2017	Emergency Operations Room establishment and test back-up systems such as paper based management and a change of Ops Room staff.
LRF Gold Symposium – 22 March 2017	Marauding Terrorist Firearms Attack (MTFA) related symposium aimed at strategic officers of the councils
LRF Strategic Exercise – 29 June 2017	Marauding Terrorist Firearms Attack (MTFA) related aimed at strategic officers of the councils, in support of exercising skills learnt through the symposium
Exercise Cold Call (RMBC November 2016 and SCC February 2017)	Will take place twice per year, per authority to coincide with the dissemination of the updated Emergency Response and Recover Contacts Directory, with an aim of testing availability and accuracy of information

It is evident that it is necessary to enhance training and exercising across RMBC; and this has been subject of a recent report to the Strategic Leadership Team; recommendations now to be embedded.

### 3.3 Future deliverables

It is suggested that the current method of delivering discreet training sessions to small numbers of officers isn't sustainable or desirable and is restricted in the throughput of experienced response volunteers required. In keeping with best practice and guidance each person involved in the authority's response arrangements should undertake training and exercise opportunities at least once per year and it is recommended we adopt this as an objective.

The current system of delivering six training sessions per year creates a maximum of 96 opportunities (16 places x 6 per year per authority); largely afforded to roles within a council Emergency Operations Room such as operations room managers, log keepers report writers, Mapping, Directorate or Portfolio Liaison Officers etc. However the number of people required for sustained emergency response demand a greater number of opportunities be made available. To overcome this, the EPSS propose to move to a model of combined training, whereby roles as outlined above would be "co trained" meaning each session will encompass aspects of Introduction to Emergency Planning, the authorities emergency plan and response arrangements, Multi-agency response arrangements, Roles and responsibilities, the Operations Rooms including back up arrangements, Mini exercise to test systems and understanding along with opportunities to provide feedback, identify gaps or ideas for improvement. Additionally more innovative e-learning style activities are to be explored. Response staff will be monitored on attendance and reminded to do so.

This excludes training and exercising aimed at Forward Liaison Officers (including assistant officers) and duty strategic officers. Forward Liaison officers and assistants are on a rota and regularly receive separate training through quarterly meetings. They are exposed to more live incidents and actively utilise their training to make decisions on major incidents and how each authority responds. Finally these officers are more likely to be involved in multi-agency training with other members of the LRF; in short they have more opportunities to keep their skills sharp throughout a year.

An annual corporate exercise shall continue to be delivered, the subject and type of exercise directed by risks, emerging issues and needs at the time and approved approval.

EPSS will also continue to provide ad hoc training as and when the need arises.

**Recommendations:**

**Members are asked to note and support the review proposals**

### Appendix A – list of training and exercising

Detail of Training/Exercise	Date	No of Delegates Invited	No of Delegates attended	Comments/Feedback
BEC Training	22/04/16	8	4	New BEC to introduce and give an overview of the roles and responsibilities of the BEC
BEC Training	27/04/16	5	2	New BEC to introduce and give an overview of the roles and responsibilities of the BEC
COMAH Exercise at AMG Super Alloys	12/05/16	5	5	Live COMAH Exercise open to 2 x Players (FLO's) and 3 x Observers
MAGIC Training - Multi Agency Gold Training	16 - 19/05/16	2	2	Strategic Training organised by College of Policing; aimed at all strategic or gold level officers (places limited to one per authority)
Exercise Wendy - SYLRF Multi Agency Strategic Exercise	20/06/16	RMBC & SCC Strategic Team	3	Strategic focused exercise designed to replace exercise olaf
SCC Major Incident Plan	14/07/16	All with EP Role	2	To give an overview of the revised SCC Major Incident Plan
SCC Major Incident Plan	22/07/16	All with EP Role	5	To give an overview of the revised SCC Major Incident Plan
SCC Major Incident Plan	28/07/16	All with EP Role	4	To give an overview of the revised SCC Major Incident Plan
Exercise Cold Call	16/09/16	All SCC Key Officers		A communications exercise for SCC Key Officers to check that staff would be available to attend the EOR
BEC Training	20/09/16	BECs	2	To outline the Roles and Responsibilities of the BEC
DCO Training	04/10/16	DCO	1	To outline the Roles and Responsibilities of the DCO
JESIP Training	06/10/16	FLOs & EPSS Team	9	Joint Emergency Services Interoperability Programme; for first responders
Exercise Cygnus (18-20 October 2016)	18/10/16	RMBC & SCC Strategic Team	5	National Strategic Exercise focused on the Flu Pandemic (LRF participation 18 & 19 October 2016)