

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

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

Date: Wednesday, 25th October, 2017

Time: 1.30 p.m.

A G E N D A

1. Appointment of Chair of the Joint Committee for the 2017/2018 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 5th December, 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 outturn position
 - 2017/18 Forecast
8. Emergency Planning Shared Service - Governance (Pages 9 - 17)
 - Business Plan and Performance
 - Improving Places Select Commission (Rotherham MBC scrutiny)
9. Emergency Planning Shared Service - General Update
10. Emergency Planning Shared Service - Training and Exercising (Pages 18 - 22)
11. Any other business
12. Date, time and venue for the next meeting

In previous years, the general pattern has 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) - 05/12/16

EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)
Monday, 5th December, 2016

This meeting took place using the telephone conference call facility.

Present:- Councillor S. Alam (Rotherham MBC) and Councillor B. Lodge (Sheffield City Council).

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

Apologies for absence: were received from Councillors D. Lelliott and R. Taylor (Rotherham MBC), Councillor J. Scott (Sheffield City Council and from Mrs. K. Hanson and Mr. D. Wilson (Rotherham MBC).

1. APPOINTMENT OF CHAIRMAN OF THE JOINT COMMITTEE FOR THE 2016/2017 MUNICIPAL YEAR

Agreed:- That Councillor Bryan Lodge of Sheffield City Council be appointed Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the 2016/17 Municipal Year.

(Councillor Lodge assumed the Chair)

2. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST MARCH, 2016

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 21st March, 2016, be approved as a correct record for signature by the Chair.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising from the minutes of the previous meeting.

4. EMERGENCY PLANNING SHARED SERVICE - FINANCIAL MANAGEMENT

Consideration was given to a report, presented by the Emergency and Resilience Manager, containing the budget forecast for the current, 2016/17, financial year for the Emergency Planning Shared Service (Rotherham and Sheffield). The Joint Committee discussed the recommendation for the forecast budget under-spend being carried forward to the next financial year, as has been the practice in previous years. It was noted that:-

: the under-spent amount during the 2016/17 financial year had been largely as a consequence of an unfilled vacant post within the Service;

: the submitted report highlighted areas of work for which the unspent

balance and accumulated budget surplus could be utilised;

: agreement had been reached between the two local authorities to alter the original budget contributions of 68% (Sheffield) and 32% (Rotherham) instead to 65% (Sheffield) and 35% (Rotherham); these budget proportions had first been agreed in September 2010 (reference - Rotherham MBC Cabinet meeting of 22nd September, 2010, Minute No. C72).

Agreed:- (1) That the financial report, as now submitted, be received and its contents noted.

(2) That the proposal to carry forward the forecast under-spent amount of £38,621 into the 2017/2018 financial year, as detailed in the report now submitted, be approved.

5. EMERGENCY PLANNING SHARED SERVICE - GOVERNANCE

Consideration was given to a report, presented by the Emergency and Resilience 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 team action plan and of the key performance indicators of the Shared Service.

Members discussed the arrangements for training for Elected Members and noted that specific training is to be provided and, in future, will be an aspect of the induction training for all newly-elected Councillors.

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

(2) That the report to the next meeting of this Joint Committee shall include further details of the training provided for Elected Members about emergency planning.

6. EMERGENCY PLANNING SHARED SERVICE - GENERAL UPDATE

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

(i) Winter weather preparedness 2016/17 – promotion of resources via the Local Resilience Forum Internet website; seasonal influenza vaccine for eligible health and social care workers;

(ii) Electricity and power blackout - workshop held during July, 2016 for strategic and tactical-level officers to assist in determining the implications of an electricity blackout lasting up to five days; the subsequent review will incorporate the Sheffield City Council corporate exercise (Exercise Dusk);

(iii) National Telephone Number – dial 105 to report issues with power supplies;

(iv) Definition of a major incident – revised definition as issued by the Cabinet Office during July 2016:-

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

(v) Site Clearance – Government guidance issued in respect of the effective clearance of a site after an event or incident;

(vi) Human Infectious Disease Planning – Pandemic Influenza – continuing work including participation in the national exercise (Exercise Cygnus) from 18 to 20 October, 2016;

(vii) Local Resilience Forum – the Shared Service continues to be an active member of this Forum.

Discussion took place on the incident which had occurred in the Sheffield area, involving the safe disposal of an unexploded bomb from World War 2. The lessons learned from this incident had included the need for engagement with local partner agencies in respect of the identification of available and suitable sites for disposal of such items.

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

7. EMERGENCY PLANNING SHARED SERVICE - TRAINING AND EXERCISING

Consideration was given to a report, presented by the Emergency and Resilience Manager, containing an update of the training and exercising sessions, delivered since April 2016, for staff identified as part of the two Councils' Emergency Response arrangements. An overview of the future and exercising proposals was also included in the report.

The report also stated that, in keeping with best practice and guidance, each person involved in a local authority's emergency response arrangements should undertake training and exercise opportunities at least once per year.

The Joint Committee noted the arrangements for emergency planning training in Rotherham, with a fresh impetus from January, 2017, because of the number of new Directors and Assistant Directors appointed in the very recent past.

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

(2) That this Joint Committee supports the objective that each person involved in a local authority's emergency response arrangements should undertake training and exercise opportunities at least once per year.

8. DATE, TIME AND VENUE FOR THE NEXT MEETING

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

It was agreed that:-

(1) the next meeting of the Emergency Planning Shared Service Joint Committee shall take place during June or July 2017, 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 2018/19 budget.

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

25 October 2017

Financial Management

1. Purpose of paper:

To provide Joint Committee members with an in year (as at period 6) budget forecast for 2017/18 and outturn position for 2016/17. Attached at Appendix A and B 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 31st 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 1st of April to the 31st March), which shall then be presented to the Executives of the Councils.

3. Key issues:

3.1 2016/17 Outturn position

Appendix A shows the outturn position for the Emergency Planning Shared Service. This shows a £79k underspend for 16/17, which is largely owing to a vacancy within the team. This is to be reviewed and appointed to going forward and therefore unlikely to continue to generate any underspend.

3.2 Underspend

The Shared Service has managed its budget since its creation, accumulating an earmarked balance of underspent monies, which the joint committee have agreed to carry forward previously, approval is sought to continue to do this and that the underspend for 16/17 be carried forward as in previous years

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

- Training needs; Ongoing training and skill requirements for response and recovery officers across both authorities, as well as continual professional development for team members that has been neglected in recent years.
- Ongoing and 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 and costs associated with achieving this
- 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; ongoing requirement, particularly newly appointed Forward Liaison Officers across both authorities

3.3 2017/18 forecast outturn

As reported at Appendix B; a favourable outturn position is forecast. This is in the main accountable to the current vacancy within the service as described above. 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.

3.4 2018/19 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

Members approve the transfer of favourable outturn budget to the underspend

Budget allocations for 18/19 be agreed in advance

Appendix A - Summary Breakdown 2016/18 Outturn position

	2016/17 Budget	2016/17 Actuals	2016/17 Outturn
Basic Pay-General Staff	143,205	100,773	-42,432
Basic Pay-Schl Support Staff	0	0	0
Mat/Pat/Ad-General Staff	0	97	97
Other Pay-General Staff	14,101	13,153	-948
NI-General Staff	14,534	11,423	-3,111
Superann-General Staff	30,073	24,693	-5,380
Total Direct Employee Costs	201,913	150,140	-51,773
Honorarium Payment	0	378	378
Staff Clothing & Uniforms	0	13	13
Training	5,000	4,316	-684
Total In-Direct Employee Costs	5,000	4,707	-293
Rent Or Hire Of Premises	0	120	120
Repairs, Alteratns & Maint'Nce	0	25	25
Total Premises Related Costs	0	145	145
Car Allowances	500	48	-452
Public Transport Expenses	1,000	410	-590
Total Transport Related Costs	1,500	458	-1,042
Books	63	131	68
Materials/Consumables General	150	167	17
Equipment Other	3,000	270	-2,730
Equipment Purchase	0	24	24
Catering Equipment-Purchase	20	0	-20
Food For Catering	120	0	-120
Clothing & Uniforms	500	0	-500
Printing	1,000	777	-223
Stationery	293	88	-205
Postage	20	0	-20
Telephone - General	300	74	-226
Telephones - Rental	5,000	4,657	-343
Telephones - Calls	150	161	11
Computer - Other	700	22	-678
Computer-Maintenance	1,400	0	-1,400
Subsistence&Conference Expnses	500	138	-362
Hospitality	30	24	-6
Equipment Insurance	600	564	-36
Insurance	0	0	0
Contracted Services	100,513	81,493	-19,020
Miscellaneous Expenses	0	24	24
Total Supplies & Services Costs	114,359	88,614	-25,745
Total Expenditure	322,772	244,063	-78,709
Non-Govt Grants/Contribns	-206,963	-206,963	0
Total Income	-206,963	-206,963	0
Net Total	115,809	37,100	-78,709

<i>2015/16 cumulative underspend</i>	-132,601
2016/17 in year underspend	-78,709
Total carry forward to 17/18	-211,310

Appendix B – Summary breakdown 2017/18 forecast outturn as at period 6

	Full Year Information			
	Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
Basic Pay-General Staff	141,318	52,782	117,739	-23,579
Basic Pay-Schl Support Staff	0	0	0	0
Other Pay-General Staff	13,700	6,656	13,556	-144
NI-General Staff	14,312	5,911	13,129	-1,183
Superann-General Staff	31,734	13,291	29,278	-2,456
Total Direct Employee Costs	201,064	78,640	173,702	-27,362
Staff Clothing & Uniforms	500	177	500	0
Training	4,000	0	4,000	0
Total In-Direct Employee Costs	4,500	177	4,500	0
Car Allowances	300	33	300	0
Public Transport Expenses	500	304	500	0
Total Transport Related Costs	800	337	800	0
Books	100	0	50	-50
Materials/Consumables General	150	0	150	0
Equipment Other	0	252	252	252
Catering Equipment-Purchase	0	0	0	0
Food For Catering	0	27	27	27
Clothing & Uniforms	0	21	21	21
Printing	800	407	800	0
Stationery	100	0	100	0
Postage	20	0	20	0
Telephone - General	100	198	198	98
Telephones - Rental	4,633	1,843	4,633	0
Telephones - Calls	150	63	100	-50
Computer - Other	100	0	100	0
Computer-Maintenance	0	20	20	20
Subsistence&Conference Expnses	400	196	250	-150
Hospitality	50	0	50	0
Equipment Insurance	580	0	580	0
Contracted Services	101,000	100,000	101,000	0
Miscellaneous Expenses	0	21	21	21
Total Supplies & Services Costs	108,183	103,048	108,372	189
Total Expenditure	314,547	182,202	287,374	-27,173
Non-Govt Grants/Contribns	-209,000	-192,887	-209,000	0
Total Income	-209,000	-192,887	-209,000	0
Net Total	105,547	-10,685	78,374	-27,173

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

Wednesday 25 October 2017

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 Business Plan and Team Action Plan

The Emergency Planning Shared Service Business Plan has been updated and utilised within Service to continue to focus outputs towards ensuring the needs of the Civil Contingencies 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. This is attached at appendix A. This highlights, key priorities for 2017 – 19, and is supported through a detailed Team Action Plan. The Team Action Plan being subject to change to absorb annual changes in priorities or focused tasks.

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	Below Target: Although a number of training and “mini” exercise sessions have been delivered, and others planned. A corporate exercise is still to be delivered this financial year.	On Target – Corporate exercise delivered March 2017, supported by in excess of six training sessions.
Six Monthly dissemination of corporate emergency response and recovery generic contacts directory within each authority	A scheduled version disseminated in April 2107; on target to share the next scheduled version in October 2017.	On Target – Disseminated January 2017 and July 2017. Next edition due to be disseminated January 2108.

3. Recommendations:

3.1 The contents of the briefing paper be noted

EMERGENCY PLANNING SHARED SERVICE BUSINESS PLAN 2017/19

Version No.	DRAFT Version 1.0
Date Issued	October 2017
Author	Emergency Planning Shared Service Rotherham and Sheffield
Review Date	June 2019

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DISTRIBUTION:

Cllr Alam	Shared Service Joint Committee Member (RMBC)
Cllr Lodge	Shared Service Joint Committee Member (SCC)
Cllr Scott	Shared Service Joint Committee Member (SCC)
Karen Hanson	Assistant Director Community Safety and StreetScene (RMBC)
Sam Barstow	Head of Service – Community Safety, Emergency Planning and Resilience
Michael Crofts	Director of Business Strategy and Regulation (SCC)
Neil Dawson	Director of Transport & Facilities Management (SCC)
Claire Hanson	Emergency & Safety Manager
Vikki Brannan	Resilience Officer
Francesca Croot	Resilience Officer
David Owens	Resilience Officer
Richard Oxley	Resilience Officer
Nicola Kelsall	Technical Coordinator

RECORD OF AMENDMENTS

Amendment Number	By Whom Incorporated	Pages Amended	Date	Signature
01	AM	Minor amendments	June 2014	
02	AM	Full Amendment	July 2014	
03	CH	Minor Amendments	June 2016	
04	CH	Full Amendment	October 2017	

1. Introduction

Emergency Planning, Resilience and Civil Contingencies are generic terms used for the work that the government; local authorities; emergency services; 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 to inform contingency planning
- put in place emergency plans (including developing plans for response, training, exercising, debrief and review mechanisms) These Emergency Plans should be generic across the organisation, but also, site or risk specific where appropriate or multi-agency if applicable. There are a number of such plans in place, aside from the Council Major Incident Plan (Flood response plan, reservoir inundation plan etc)
- put in place business continuity management arrangements (again, including developing plans for response, training, exercising, debrief and review mechanisms) These plans, again should be generic across the organisation, but also site or risk specific where appropriate or multi-agency.
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination – working through our local partners, local emergency planning forum and other networks
- co-operate with other local responders to enhance co-ordination and efficiency – this is discharged through the Local Resilience Forum structures, and sub groups. For which an annual contribution is payable from the shared service
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)
- Assess the risk of emergencies occurring and use this assessment to inform contingency planning.

Following an agreement by both Rotherham (RMBC) and Sheffield (SCC) Councils, the Emergency Planning Shared Service (EPSS) was established in June 2011, on an minimum five year agreement, for the provision of Civil Contingencies and resilience (emergency planning, emergency response and business continuity) The contract between the two councils was for an minimum five year term, with a presumption this would continue thereafter with either council being required to give notice to quit the agreement.

The current EPSS establishment is displayed at Annex A.

The RMBC Health & Safety Team and separate Adult Care and Housing specific Resilience Officer are NOT part of the EPSS but their work is complementary to that of the shared service.

2. Business Planning

The aim of the 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 2017 - 2019. 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 and Safety Manager. It should be noted that this will evolve on a yearly basis and adapt to pressures and changing priorities.

3. Finance

The total cost of the EPSS in 2017/18 will be £ 315,000 divided between both authorities based on the relative populations of both. This means that SCC will contribute approximately 67% of the cost of the EPSS (£209,000) and RMBC 33% (£106,000).

Since the shared service formed in 2011, savings have been achieved year on year by both Councils, as follows:

- 2012/13 – 10% reduction in contributions from both councils
- 2013/14 – 15% reduction in contribution from both councils
- 2014/15 – 5% reduction in contribution from both councils
- 2015/16 – 0.5% reduction in contribution from both council
- 2016/17 – reduction by SCC (voluntary Severance)
- 2017/18 – £10k budget reduction by RMBC to offset 16/17 reduction rate

90% of the budget allocation is spent on salary and on costs. The remaining 10% budget is made up of spending on Local Resilience Forum contributions, training and other employee expenses, PPE, telephony and other ICT charges.

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

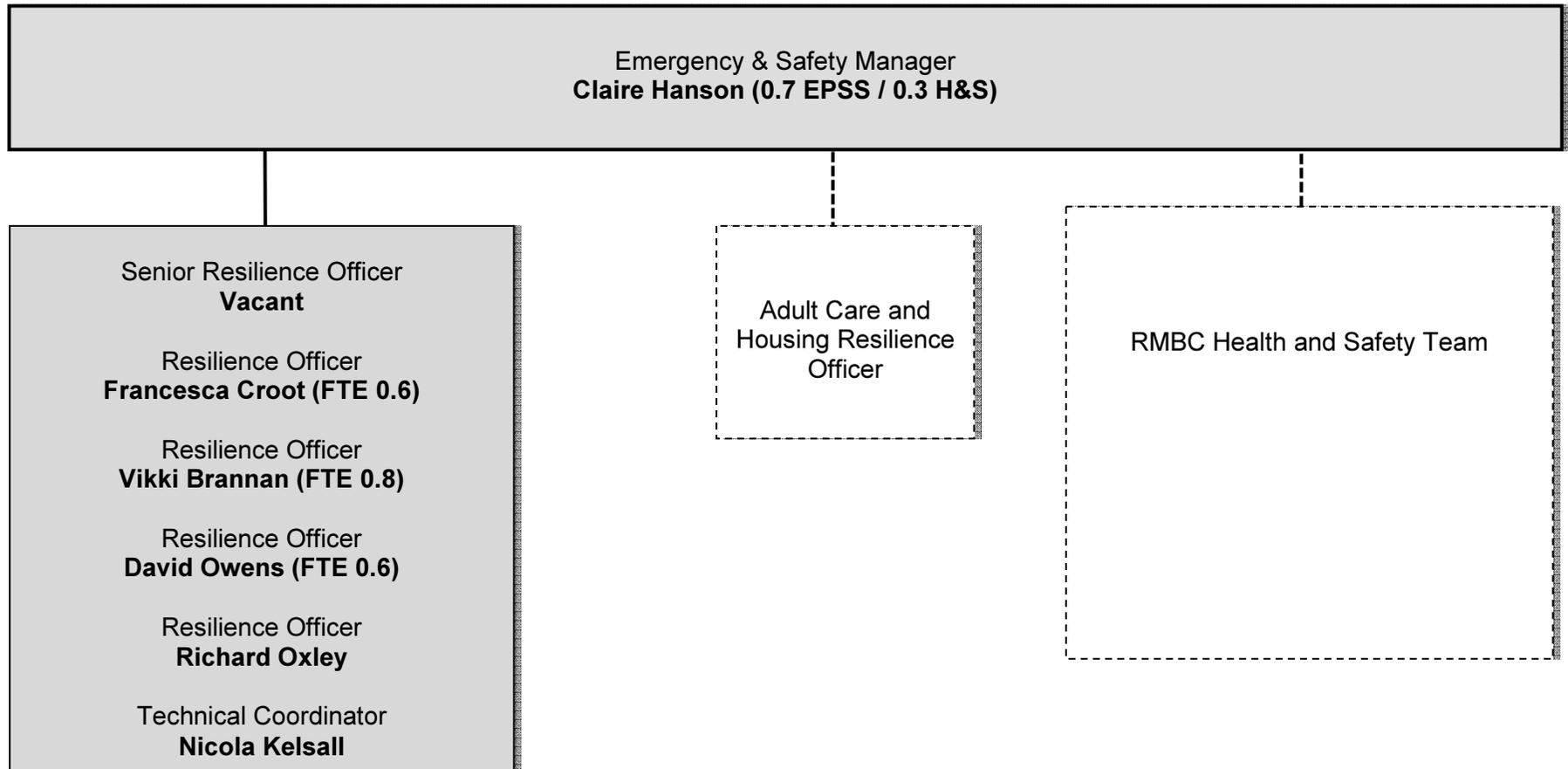
6. Accommodation

The team is accommodated in RMBC civic accommodation centre at Riverside House, Rotherham. Although primarily accommodated in Rotherham, the team retains a satellite office in Sheffield's Town Hall (the Emergency Operations Room). 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 one on the 4th Floor of the 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



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 a significant disruption 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 2017 – 2019

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6
Review the overarching strategic resilience of both councils including response capability and capacity	Maintain, in both councils' a fit for purpose capability to respond 24/7 to an incident	Continue to develop and embed internal business continuity management to ensure all services have up-to-date plans.	Further develop and embed a single response and recovery framework for each council	Review training and exercising programme at all strategic, tactical and operational levels to ensure proportionality and fit for purpose.	Work with multi-agency partners to develop the LRF's capability and capacity

TARGETS

As defined in the Shared Service 'Team Action Plan'

(held by the Emergency Safety Manager)

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

25 October 2017

Training and Exercising

1. Purpose of paper:

To provide Joint Committee members with an update of training and exercises that have been delivered since November 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 November 2016)

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

In summary 22 training sessions have been facilitated across both authorities focused at Emergency Response Staff that would be required to work in the Emergency Operations Room should a Major Incident be declared. This has been with a view to upskilling existing volunteers, or skilling new volunteers and ensuring those listed as emergency contacts are trained and prepared to be deployed if needed. This teamed with six sessions delivered aimed at our strategic level response and integration with partners.

Additionally, colleague's at all strategic, tactical and operational levels have engaged in five separate multi-agency exercises with key partners. This has been complemented by the exercises that have been delivered internally across both councils, both in the guise of table top exercises and communication call out exercises.

3.2 Training and Exercising currently planned for 2016/17

Training scheduled and exercises planned for the remainder of 2017 and early 2018 include the undermentioned, although it is likely that more LRF and Multi-Agency training and exercise opportunities will arise throughout the year:

RMBC EOR Training 25 October 2017	New ELOs, mapping Officers, Log Keepers (refresher training available) Tactical level staff who work within RMBC EOR
Hostile Vehicle Mitigation Presentation	A presentation by SYP Counter Terrorism Unit; with expert advice from leading specialist advisors

27 October 2017	
SCC EOR Training 8 November & 4 December	New ELOs, mapping Officers, Log Keepers (refresher training available) Tactical level staff who work within SCC EOR
COMAH Exercise 22 March 2018	A table top exercise to test the Culina Ambient Emergency Plan and response arrangements
COMAH Exercise 24 April 2018	A live exercise to test the new BOC Gases Emergency Plan and response arrangements.
SYLRF Gold Symposium 16 May 2018	A series of presentations/workshops for strategic officers supported by multi-agency strategic exercise – date to be confirmed

3.3 Future deliverables

The focus for 2017 has continued to be training emergency response volunteers, not only to ensure that the responders remain skilled and equipped to respond to a major incident but also in keeping with best practice and guidance. This volume of training delivered is now finding a natural resting and most volunteers have received some training within the last 12 months; it is planned that moving forward the frequency of training will reduce from on average once per month to quarterly or six monthly; still to ensure regular training is delivered, but less frequency intensive, this is in keeping with best practice and guidance that suggest that 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.

A training need analysis will be carried out during 2018, with a view to identifying and focusing on different catchments of responders for example Elected Members, Strategic Officers and reviewing the content and frequency of current provision.

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

Date	Council	Description	Delegates attended	Comments
09/12/2016	SCC	Report Writer Introduction	5	New volunteers introduced to the roles and responsibilities of the report writer
25/01/2017	RMBC	EOR Training	8	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
30/03/2017	RMBC	Mapping Officer EOR Training	6	Training for mapping officers detailing the layers and functionality of the system and what details may be required in emergency situations.
08/02/2017	RMBC	SLT Training	8	Emergency Planning awareness
21/02/2017	SCC	EOR Training	13	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
28/02/2017	RMBC	SLT CT training and workshop	8	Counter Terrorism Training for Strategic Officers with workshop re preparedness delivered by Counter Terrorist Security Advisors
28/02/2017	RMBC	EOR Training	10	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
07/03/2017	RMBC	EOR Training	8	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
08/03/2017	SCC	Corporate Exercise - Silver Albatros	31	An exercise to test the full response of the council during an emergency
14/03/2017	SCC	New DCO Introduction Training	1	Roles and responsibility of the Duty Chief Officer whilst on duty and in an emergency.
19/03/2017	RMBC/SCC	Exercise Historian	9	A multi-agency counter terrorism exercise held at Meadowhall Shopping Complex aimed at strategic and tactical level representatives (with live operational play)
30/03/2017	SCC	EOR Training	19	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
07/04/2017	RMBC	New FLO Introduction Training	2	To identify the roles and responsibilities of the forward Liaison Officer whilst on duty and in an emergency
11/04/2017	RMBC	Mini EOR Exercise supporting Victrex COMAH Exercise	9	EOR established to deal the incoming scenarios whilst an exercise is taking place at a COMAH site
11/04/2017	RMBC	Victrex Manufacturing - COMAH Exercise (Exercise Diamond Nebulah)	5	Multi-agency table top exercise for a COMAH site, engaging FLO's and EPSS staff

Date	Council	Description	Delegates attended	Comments
27/04/2017	RMBC	EOR Training	8	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
28/04/2017	SCC	EOR Training	12	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
03/05/2017	SCC	New FLO Introduction Training	6	To identify the roles and responsibilities of the forward Liaison Officer whilst on duty and in an emergency
04/05/2017	SCC	Exercise Cold Call - Communications Exercise	n/a	Call out exercise to ascertain from the list of emergency response contacts the level of availability and ability to respond at no notice
04/05/2017	SCC	Outokumpu - COMAH Exercise	5	Multi-agency table top exercise for a COMAH site
24/05/2017	RMBC	Exercise Cold Call - Communications Exercise	n/a	Call out exercise to ascertain from the list of emergency response contacts the level of availability and ability to respond at no notice
13/06/2017	RMBC	EOR Report Writer Training	2	To explain the roles and responsibilities and the expectations of the report writer during an emergency.
16/06/2017	SCC	Exercise Raven - CT Training for EMT	25	Counter Terrorism Training for Strategic Officers
20/06/2017	RMBC	EOR Training	2	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
22/06/2017	RMBC	Exercise Raven - CT Training for SLT	8	Counter Terrorism Training for Strategic Officers
23/06/2017	RMBC	BEC Training for New Officer	1	to identify the roles and responsibilities of the Borough Emergency Coordinator whilst on duty and during an emergency
26/06/2017	SCC	EOR Training	8	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
29/06/2017	RMBC / SCC	SYLRF Strategic Exercise - Exercise Jasmine	5	To validate SYLRF's management of a threat based civil emergency
12/07/2017	RMBC	Mini Exercise in EOR	15	To exercise the roles in the Emergency Operations Room and familiarise individuals with their roles and how the Council responds to emergencies
28/07/2017	SCC	EOR Training	2	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
08/08/2017	RMBC	EOR Training	2	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.

Date	Council	Description	Delegates attended	Comments
10/08/2017	RMBC	Parish Council Training	22	To explain the roles and responsibilities and the expectations of the parish council during and emergency
14/08/2017	SCC	Exercise Cold Call - Communications Exercise	n/a	Call out exercise to ascertain from the list of emergency response contacts the level of availability and ability to respond at no notice
17/08/2017	SCC	EOR Training	2	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
29/08/2017	RMBC	EOR Mini Exercise	5	To exercise the roles in the Emergency Operations Room and familiarise individuals with their roles and how the Council responds to emergencies
19/09/2017	RMBC	EOR Training	1	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
21/09/2017	RMBC	Exercise Pride - Canal & Waterways Trust	1	To validate the Oil Spill Contingency Plan for CRT; FLO in attendance and engaged in multi-agency response
26/09/2017	SCC	EOR Mapping Officer training	4	To give existing mapping officer an overview of Resilience Direct Mapping
27/09/2017	RMBC	EOR Training	1	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
02/10/2017	SCC	EOR Training	4	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.
17/10/2017	RMBC	EOR Training	2	Training for new and existing volunteers with roles in the Emergency Operations Room to give an overview on how the room functions in an emergency.