

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

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

**Date: Tuesday, 26th March, 2019**

**Time: 1.30 p.m.**

**A G E N D A**

1. To determine if the following matters are to be considered under the categories suggested in accordance with Part 1 of Schedule 12A (as amended March 2006) to the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Introductions and Apologies for Absence.
4. Appointment of Chair.
5. Minutes of the previous meeting held on 25th October, 2017 (herewith) (Pages 1 - 4)
6. Matters arising from the previous minutes (not covered by the agenda items).
7. Emergency Planning Shared Service Restructure Proposals.
8. Governance:- (Pages 5 - 6)
  - (a) Terms of Reference – for review (copy attached)
  - (b) SCC BCM Audit Report – October 2018
9. Financial Management (information attached):- (Pages 7 - 10)
  - 2017/18 Outturn position
  - 2018/19 Forecast outturn including in year underspend
  - 2019/20 Budget Allocations
10. Items for Information/Discussion:-
  - (a) General Update and Scorecard
  - (b) National Resilience Standards
  - (c) LRF Update

11. Any other business.

12. Dates and Times of Future Meetings:-

- Tuesday, 10<sup>th</sup> September, 2019 at 1.30 p.m. at Rotherham Town Hall.
- Tuesday, 17<sup>th</sup> March, 2020 at 1.30 p.m. at Rotherham Town Hall.

***Please note these dates in your diaries.***

25/10/17

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**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD)  
Wednesday, 25th October, 2017**

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

Together with Officers:- Mr. S. Barstow (Rotherham MBC) and Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield).

Apologies for absence were received from Councillor D Lelliott (Rotherham MBC) and Councillor J. Scott (Sheffield City Council) and from Mr. D. Wilson (Rotherham MBC) and Messrs. M. Crofts and N. Dawson (Sheffield City Council).

**1. APPOINTMENT OF CHAIR OF THE JOINT COMMITTEE FOR THE 2017/2018 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 2017/18 Municipal Year.

(Councillor Alam assumed the Chair)

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 5TH DECEMBER, 2016**

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 5th December, 2016, be approved as a correct record for signature by the Chair.

**3. EMERGENCY PLANNING SHARED SERVICE - FINANCIAL MANAGEMENT**

Consideration was given to a report, presented by the Emergency Planning and Safety Manager, containing the budget out-turn position for the 2016/17 financial year and the budget forecast for the current, 2017/18, 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 and that amount had been carried forward into the current, 2017/18, financial year; it was noted that a review of the Service establishment structure would soon be undertaken;

: the submitted report highlighted areas of work for which the unspent balance and accumulated budget surplus could be utilised.

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

(2) That the proposal to carry forward any under-spent amount from 2017/18 into the 2018/2019 financial year, as detailed in the report now submitted, be approved.

#### **4. EMERGENCY PLANNING SHARED SERVICE - GOVERNANCE**

Consideration was given to a report, presented by the Emergency Planning 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 business plan and team action plan and of the key performance indicators of the Shared Service. A copy of the Business Plan 2017 – 2019 was appended to the submitted report.

Members discussed the arrangements for training for staff and for Elected Members and noted the success of the corporate training exercise which had been undertaken with Sheffield City Council during March, 2017.

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.

#### **5. EMERGENCY PLANNING SHARED SERVICE - GENERAL UPDATE**

The Emergency Planning and Safety Manager provided a general update on the key issues and work streams affecting the Emergency Planning Shared Service. Specific reference was made to:-

: Cabinet Office – publication of guidance on risk assessments;

: Local Resilience Forum – review of community resilience being undertaken with partner organisations of this Forum;

: assessment of the arrangements for an emergency planning response in the event of an inundation (tidal surge) of the East Coast of the United Kingdom; provision of temporary accommodation in South Yorkshire for displaced people from the East Coast areas;

: the Emergency Plan (Major Incident Plan) for the Rotherham Borough is being reviewed and refreshed (Overview and Scrutiny Management Board 11 October 2017, Minute No. 19);

: the Emergency Plan (Major Incident Plan) for Sheffield has been reviewed and refreshed during 2017, with formal dissemination of the Plan due to take place early in 2018;

: the generic plan for the Shared Service has to be reviewed at intervals of two years;

: cross-border issues (eg: incidents affecting motorways; Meadowhall shopping centre), as well as involvement in responding to major incidents such as the bomb explosion at the Manchester Arena on 22 May 2017;

: emergency response arrangements in respect of an influenza pandemic (working in co-operation with the Health services);

: specific training exercises (eg: exercise 'Jasmine' in respect of counter-terrorism at the Meadowhall shopping centre, including means of evacuating the centre);

: training exercise to be undertaken in respect of large-scale fires;

: emergency planning training sessions taking place for Rotherham Borough Council's Elected Members on 28 November and 5 December 2017; further training will be arranged in the future;

: use of premises as a temporary mortuary, including the use of demountable structures (located in Barnsley, Doncaster, Rotherham and Sheffield);

: development of the national fuel plan.

Agreed:- That the information be noted.

## **6. EMERGENCY PLANNING SHARED SERVICE - TRAINING AND EXERCISING**

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

The report 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 that a training needs analysis would be carried out during 2018, with a view to identifying and focusing on

different catchments of responders (eg: Elected Members, Strategic Officers), as well as reviewing the content and frequency of current provision. Future training provision would also be informed by the work of the Emergency Planning College in this regard.

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.

**7. 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 the next meeting of the Emergency Planning Shared Service Joint Committee shall take place during June or July 2018, at the Town Hall, Rotherham.

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

### **Terms of Reference**

The Committee's terms of reference are as follows –

#### *The Service*

1. To oversee the implementation, development and operational performance of the Service in accordance with the terms of the Agreement.
2. To achieve consistent and standardised service standards across the Councils.
3. To ensure that the Service is delivered in accordance with agreed national, regional and local priorities.

#### *Monitoring of the Service*

4. To monitor the effectiveness of the arrangements for the delivery of the Service and to make recommendations as appropriate to the executives of the Councils and following each annual report, for example in relation to changes to legislation, developments in best practice or the requirements of the Service.
5. To review the operation and effectiveness of the Service at least every two years and to consider ways in which the Service can be improved or expanded and make recommendations to the executives of the Councils, as appropriate.
6. To ensure effective action is taken to remedy any under-performance in the delivery of the Service.

#### *Budget and accounts*

7. To consider and approve the annual submitted accounts for the Service.
8. To propose an annual capital and revenue budget for the Service and no later than 31<sup>st</sup> December in each year submit this to the executives of the Councils for approval as part of the business plan;
9. To monitor the financial performance of the Service.

#### *Risk Assessment Report and Review of Internal Audit*

10. To consider and adopt the annual *Risk Assessment Report* into the operation of the Service.

11. To consider and adopt the *Review of Internal Audit Report* into the effectiveness of Rotherham's system of internal audit in relation to the Service.

*Business Plan etc*

12. To approve on an annual basis a three year business plan for the Service, including –

- service delivery, service development and financial objectives;
- performance improvement and efficiency targets;
- business continuity planning; and
- risk management.

13. To make recommendations to the Councils on any changes to the composition of the Service in consequence of the business plan, including changes to staff numbers and terms and conditions of employment.

*Annual Joint Report*

14. To consider and approve an annual joint report from the Director of Asset Management and the Director of Modern Governance on the performance of the Service over the preceding 12 months. The report shall include –

- a statement showing the performance of the Service and progress in achieving the objects in the business plan; and
- a summary revenue account and statement of capital spending including the distribution or use of any revenue surpluses and the financing of any capital expenditure.

15. To produce an annual report to the executives of the Councils by no later than 30<sup>th</sup> June in each year covering the performance of the Service in the 12 month period ending on the preceding 31<sup>st</sup> March.

*Special reports*

16. To produce as and when requested by either or both of the Leaders, or either or both of the chief executives, or relevant Cabinets of the Councils such reports in relation to the Service that he/she or they may require.

*Overview and scrutiny*

17. To co-operate with and participate in any overview and scrutiny exercises of the Councils in relation to the Service.



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

26 March 2019

**Item 9 - Financial Management**

**1. Purpose of paper:**

To provide Joint Committee members with an in year (as at period 11) budget forecast for 2018/19 and outturn position for 2017/18. Attached at Appendix A and B is a summary breakdown.

**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.

**3. Key issues:**

**3.1 2017/18 Outturn position**

Appendix A shows the outturn position for the Emergency Planning Shared Service. This shows a £53k underspend for 17/18, which is largely owing to a vacancy within the team, the team establishment is currently under review which will negate any further potential underspend accumulations.

The Shared Service has managed its budget since its creation, accumulating an earmarked reserve 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 17/18 be carried forward as in previous years. To support future service delivery, as well as to fund the projects and service needs as discussed as part of the wider agenda.

**3.2 2018/19 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. In line with previous agreements, support is sought to carry forward these monies, to support the establishment and development proposals as outlined within the wider agenda.

**3.3 2019/20 Budget Allocations**

In line with medium and long terms financial strategies of Sheffield and Rotherham councils, responsible officers have agreed 2019/20 budget allocations, no reduction in revenue budget is proposed and these have been set at £226k and £111k respectively.

**4. Recommendations:**

- 4.1 Members note the content of the report.
- 4.2 Members approve the transfer of favourable outturn budget (2017/18) to the underspend and support the proposed transfer of 2018/19 underspend to this reserve also.
- 4.3 Budget allocations for 19/20 be noted

## Appendix A - Summary Breakdown 2017/18 Outturn position

234100 - Emergency Planning		2017/18 Budget	2017/18 Actuals	2017/18 Outturn
10101	Basic Pay-General Staff	141,318	105,304	-36,014
10401	Other Pay-General Staff	13,700	13,258	-442
10501	NI-General Staff	14,312	11,781	-2,531
10601	Superann-General Staff	31,734	26,511	-5,223
	<b>Total Direct Employee Costs</b>	<b>201,064</b>	<b>156,854</b>	<b>-44,210</b>
16010	Advertising-Staff Vacancies	0	250	250
16050	Staff Clothing & Uniforms	500	235	-265
16060	Training	4,000	10,965	6,965
	<b>Total In-Direct Employee Costs</b>	<b>4,500</b>	<b>11,450</b>	<b>6,950</b>
25040	Car Allowances	300	169	-131
25050	Public Transport Expenses	500	726	226
	<b>Total Transport Related Costs</b>	<b>800</b>	<b>895</b>	<b>95</b>
30040	Books	100	30	-70
30060	Materials/Consumables General	150	0	-150
30070	Equipment Other	0	248	248
30200	Catering Equipment-Purchase	0	0	0
30220	Food For Catering	0	27	27
30300	Clothing & Uniforms	0	21	21
30320	Printing	800	807	7
30330	Stationery	100	91	-9
30400	Postage	20	0	-20
30410	Telephone - General	100	182	82
30420	Telephones - Rental	4,633	4,669	36
30430	Telephones - Calls	150	186	36
30510	Computer - Other	100	0	-100
30520	Computer-Maintenance	0	8	8
30530	Computer-Software	0	209	209
30610	Subsistence & Conference Expenses	400	397	-3
30620	Hospitality	50	0	-50
30700	Equipment Insurance	580	576	-4
30910	Contracted Services	101,000	84,374	-16,626
30990	Miscellaneous Expenses	0	41	41
	<b>Total Supplies &amp; Services Costs</b>	<b>108,183</b>	<b>91,866</b>	<b>-16,317</b>
	<b>Total Expenditure</b>	<b>314,547</b>	<b>261,064</b>	<b>-53,483</b>
51070	Non-Govt Grants/Contributions	-209,000	-209,000	0
	<b>Total Income</b>	<b>-209,000</b>	<b>-209,000</b>	<b>0</b>
	<b>Net Total</b>	<b>105,547</b>	<b>52,064</b>	<b>-53,483</b>

<i>2016/17 cumulative underspend</i>	<b>-211,310</b>
<b>2017/18 in year underspend</b>	<b>-53,483</b>
<b>Total carry forward to 18/19</b>	<b>-264,867</b>

## Appendix B – Summary breakdown 2018/19 forecast outturn as at period 11.

234100 - Emergency Planning		2018/19 Budget	2018/19 Forecast	2018/19 Forecast Outturn
10101	Basic Pay-General Staff	147,175	111,190	-35,985
10401	Other Pay-General Staff	14,000	13,602	-398
10501	NI-General Staff	14,881	12,410	-2,471
10601	Superann-General Staff	32,673	27,927	-4,746
	<b>Total Direct Employee Costs</b>	<b>208,729</b>	<b>165,129</b>	<b>-43,600</b>
16010	Advertising-Staff Vacancies	250	250	0
16050	Staff Clothing & Uniforms	500	500	0
16060	Training	10,000	8,000	-2,000
	<b>Total In-Direct Employee Costs</b>	<b>10,750</b>	<b>8,750</b>	<b>-2,000</b>
25040	Car Allowances	286	600	314
25050	Public Transport Expenses	700	250	-450
	<b>Total Transport Related Costs</b>	<b>986</b>	<b>850</b>	<b>-136</b>
30040	Books	100	127	27
30060	Materials/Consumables General	150	135	-15
30070	Equipment Other	500	87	-413
30320	Printing	850	850	0
30330	Stationery	100	100	0
30400	Postage	6	0	-6
30410	Telephone - General	100	50	-50
30420	Telephones - Rental	4,800	4,800	0
30430	Telephones - Calls	200	200	0
30510	Computer - Other	0	388	388
30610	Subsistence & Conference Expenses	400	150	-250
30620	Hospitality	50	0	-50
30700	Equipment Insurance	580	580	0
30910	Contracted Services	100,742	107,888	7,146
30990	Miscellaneous Expenses	50	408	358
	<b>Total Supplies &amp; Services Costs</b>	<b>108,628</b>	<b>115,763</b>	<b>7,135</b>
	<b>Total Expenditure</b>	<b>329,093</b>	<b>290,492</b>	<b>-38,601</b>
51070	Non-Govt Grants/Contribns	-222,000	-222,000	0
	<b>Total Income</b>	<b>-222,000</b>	<b>-222,000</b>	<b>0</b>
	<b>Net Total</b>	<b>107,093</b>	<b>68,492</b>	<b>-38,601</b>

2017/18 cumulative underspend	-264,867
2018/19 forecast in year underspend	-38,601
<b>Total forecast cumulative carry forward</b>	<b>-303,468</b>