

IMPROVING PLACES SELECT COMMISSION

- Date and Time :-** Thursday, 6 February 2020 at 1.30 p.m.
- Venue:-** Town Hall, Moorgate Street, Rotherham.
- Membership:-** Councillors Atkin, Buckley, B. Cutts, Elliot, Jepson, Jones, Khan, Mallinder (Chair), McNeely, Reeder, Rushforth, Sansome, Sheppard, Taylor, Tweed (Vice-Chair), Julie Turner, Whysall and Wyatt.
- Co-opted Members:-** Mrs. W. Birch and Mrs. M. Jacques.

This meeting will be webcast live and will be available to view [via the Council's website](#). The items which will be discussed are described on the agenda below and there are reports attached which give more details.

Rotherham Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair or Governance Advisor of their intentions prior to the meeting.

AGENDA

1. Apologies for Absence

To receive the apologies of any Member who is unable to attend the meeting.

2. Minutes of the previous meeting held on 19th December, 2019 (Pages 1 - 8)

To consider and approve the minutes of the previous meeting held on 19th December, 2019 as a true and correct record of the proceedings.

3. Declarations of Interest

To receive declarations of interest from Members in respect of items listed on the agenda.

4. Questions from members of the public and the press

To receive questions relating to items of business on the agenda from members of the public or press who are present at the meeting.

5. Exclusion of the Press and Public

To consider whether the press and public should be excluded from the meeting during consideration of any part of the agenda.

6. Communications

To receive communications from the Chair in respect of matters within the Commission's remit and work programme.

For Discussion/Decision

7. Major Incident Plan, Flooding Update and Future Flood Alleviation Projects (Pages 9 - 49)


An update in respect of recommendations from the scrutiny review of the Major Incident Plan (MIP) and an overview of the response to the recent flooding event.

8. Urgent Business

To consider any item which the Chair is of the opinion should be considered as a matter of urgency.

9. Date and time of the next meeting

The next meeting of the Improving Places Select Commission will take place on Thursday 5th March, 2020 commencing at 1:30p.m. in Rotherham Town Hall.



SHARON KEMP
Chief Executive

IMPROVING PLACES SELECT COMMISSION
Thursday, 19th December, 2019

Present:- Councillor Mallinder (in the Chair); Councillors Atkin, Buckley, Jepson, Jones, Khan, McNeely, Sansome, Sheppard, Taylor, Tweed and Wyatt and Co-optee Wendy Birch, RotherFed.

Councillor Hoddinott, Cabinet Member for Waste, Roads and Community Safety, was also in attendance at the invitation of the Chair.

Apologies for absence were received from Councillors B. Cutts, Elliot, Reeder and Whysall and Mary Jacques, RotherFed.

The webcast of the Council Meeting can be viewed at:-
<https://rotherham.public-i.tv/core/portal/home>

35. DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

36. QUESTIONS FROM MEMBERS OF THE PUBLIC AND THE PRESS

There were no members of the public or press present at the meeting.

37. EXCLUSION OF THE PRESS AND PUBLIC

There were no agenda items requiring the exclusion of the press or members of the public from the meeting.

38. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH OCTOBER, 2019

Consideration was given to the minutes of the previous meeting of the Improving Places Select Commission held on 24th October, 2019.

In respect of Minute No. 29 - Minutes of the previous meeting held on 19th September 2019, information requested by Councillor Tweed regarding the Time for Action Initiative had been provided.

In respect of Minute No. 32 – Impact of Traffic from Waleswood Developments, this was covered in the agenda item on the work programme.

Resolved:- That the minutes of the previous meeting held on 24th October 2019 be approved as a correct record.

Further to Minute No. 23 from the meeting held on 19th September 2019 - Rotherham Employment and Skills Strategy, clarification had been sought on whether statistics quoted in the strategy related to people with learning

disabilities or more broadly to include people with learning difficulties. The statistic referred to the proportion of working age adults with learning disabilities in paid employment and as such was one of the Adult Social Care Outcomes Framework measures. Health Select Commission scrutinised this suite of measures annually and any relevant information would be shared with Improving Places.

39. COMMUNICATIONS

Wendy Birch provided a brief overview of the next tenant scrutiny review to be undertaken by RotherFed, which would focus on Aids and Adaptations. Housing Officers had delivered a presentation on the management and delivery of the service. Funding arrangements were clarified, as RMBC funds aids and adaptations in Council housing and those in private homes are funded through a government grant. Officers took away further questions for a response to be provided at the next meeting in January.

Issues for consideration in the review included:

- Publicity
- Capacity and resources
- Service Standards Policy, which had been under review
- Process
- Waiting times

Initial feedback regarding publicity had shown that Rotherham was in line with other local authorities and one suggestion would be to have leaflets to enable people to self-refer.

Members were also informed about RotherFed's Digital Champions scheme whereby volunteers and a part-time worker go into community groups and libraries to show people how to get on line and to use on-line services so that they are able to contact and feed in to the Council. Further information about the scheme would be shared with Members.

40. DIGNITY - EVALUATION OF EXTENDED HOURS PILOT

Following scrutiny of the Annual Report from Dignity at the meeting of Improving Places on 6th June 2019, Members discussed a progress update on the performance measures that had been rated as red or amber. As requested, officers also provided detailed feedback on the pilot Out of Hours Burial Service which was trialled between April and September 2019 by the Council and Dignity to enable short notice burials after 3pm in Rotherham. The pilot aimed to make a reasonable adjustment to the bereavement service to address concerns raised by the Muslim community and to improve the offer to other service users who wished to have a burial up until 6.30pm at East Herringthorpe cemetery.

In terms of the performance measures, progress had continued with only

two measures/targets still rated as red and of the five measures rated as amber, three had progressed. Plans to address the issues in the remaining two measures were in place but no definite timescales. Regarding provision of environmentally friendly burial options, a consultation exercise would be required to assess likely take up. This would be scheduled into the action plan for 2020, although the current focus was on expansion of cemeteries, where additional burial space was most required. In relation to secure storage for registers and records, Dignity had allocated funding for a safe and identified a supplier, with delivery dates pending.

Repair work had commenced to the wall at Maltby Cemetery and to Haugh Road Cemetery Gates on 6th December 2019 and was due to be completed in 45 days, with contingency built in for bad weather.

The extended hours pilot was largely successful, particularly in relation to better delivery of the Council's commitment to the Public Sector Equality Duty. 21 burials had taken place, mainly within the earlier additional timeslots. Registrars had completed the requisite short notice forms and all funerals had gone as planned and as hoped. 77% of respondents considered the pilot made a reasonable adjustment to meet community, religious and cultural needs and 71% viewed it as having a positive impact on community relations. Further research was deemed necessary on a number of issues - likely speed and volume of growth in demand in future; fees charged for burials between 5pm and 6:30pm; and how to manage the impact of the registration process on staff delivering the service.

The findings would be given further consideration by the internal working group at its next meeting in January 2020, followed by a meeting with Dignity in February before any final decision was made on future out of hours provision. An initial equality screening for the pilot had been included with the report and a full equality analysis would be completed before April 2020.

Clarification was sought by Members regarding out of hours fees as there seemed to be contradictory information and anecdotal reports varied regarding the fee. The out of hours fee (£428) had always been in place for bank holidays and weekends as Dignity were charged a fee by the contractor for grounds maintenance and had to pay security and their own staff. The fee had not changed but with the pilot it had become more apparent as it applied from 5-6:30pm. It was observed that Sheffield did not charge an out of hours fee. Fees would be looked at as part of the benchmarking work taking place and with regard to the renewal of the grounds maintenance contract. They needed to be proportionate and not discriminatory.

A question was raised as to whether there was a way of trying to facilitate information sharing more directly between the hospital, Coroner, Registrars and Dignity rather than through the bereaved family. It was confirmed new processes were being introduced from April 2020 between

the hospital and Registrars, who were working with the Medical Examiner on out of hours provision and thus the link with the hospital would come naturally. Officers were working on a process guide as certain things on a death certificate did have a longer process and this would help people in this very difficult period. Members requested feedback from the meeting with the Medical Examiner.

Other issues explored were:

- Availability of data on take up of the pilot from people outside Rotherham centre
 - Funeral services may have been held locally followed by cremation at East Herringthorpe cemetery. Such data had not been requested but might potentially be obtained from Funeral Directors.
- Budget for light fittings
 - This was the Council's responsibility and money was in the budget for the following year.
- Progress in addressing the issue with waterlogging on one site
 - Hard core had been put down and attempts to redirect the water but this had not fully resolved the problem. A topographical survey was planned to try and find a solution.
- Lengths of graves and pathways between graves
 - Graves were always seven feet long but sometimes issues arose due to placement of kerb sets by the stonemasons. There was awareness of this as an issue and dialogue would take place with all stakeholders.
- Possibility of allowing the use of wooden kerb sets in the future as at present they did not comply with the cemetery regulations.

Officers agreed that a site visit to East Herringthorpe to see the planned expansion site for burials could be accommodated.

The Cabinet Member and officers were thanked for their attendance and the information provided.

Resolved:

- 1) That the information provided be noted.
- 2) That the decision regarding the future of the pilot and implications of the decision be reported back to Improving Places.
- 3) That arrangements be made for a Member visit to East

Herringthorpe Cemetery.

41. **WORK PROGRAMME - UPDATE**

The Governance Advisor delivered a short presentation recapping scrutiny work undertaken to date in 2019-20 by Improving Places Select Commission and what would be coming up early in 2020. An indication of what Members had already identified to come forward in 2020-21 was also presented.

Year to Date

- Dignity Bereavement Services - annual report and performance/pilot and KPI progress
- Thriving Neighbourhoods - delivery of the Thriving Neighbourhoods Strategy and the Neighbourhood Working model
- Enforcement Contract - Kingdom/Doncaster MBC
- Home to School Transport - implementation of new policy
- Rotherham Employment and Skills Strategy
- Council Plan Performance Measures Workshop - focus exception reporting Priorities 3 and 4
- Area Housing Panels Review Workshop
- Allotments Self-Management – Update
- Initial impact of Traffic from Waleswood Caravan Park

Coming up in early 2020

- Major Incident Plan
- Impact of CCTV Project
- Progress – Vehicle Immobilisation
- Implementation of Public Spaces Protection Order - Fitzwilliam Road area

To go forward into 2020-21

- Employment and Skills Strategy
- Allotments Self-Management – Update
- Impact of Waleswood Developments
- Learning from Modern Methods of Construction Pilot (referred from OSMB)
- Homelessness and Rough Sleeper Prevention Strategy
- Housing – possibly repairs/maintenance
- Recycling/Environment
- Performance

Further suggestions proposed were community assets; repairs on garage sites; and business continuity in regard of Rotherham Town Centre Masterplan. Additionally a request was made for a breakdown of how income from council rents was spent.

Resolved: To note the information provided.

42. OUTCOMES FROM WORKSHOP ON COUNCIL PLAN PERFORMANCE INDICATORS

Improving Places held a workshop following its formal meeting on 19th September 2019 to discuss measures in the Council Plan under Priority 3 *A strong community in a clean, safe environment* and Priority 4 *Extending opportunity, prosperity and planning for the future*. Comparing performance in Quarter 1 with that for Quarter 4 of the previous year identified a small number of measures that met agreed criteria for exception reporting. These measures were scrutinised at the Overview and Scrutiny Management Board on 2nd October 2019 with the findings reported back to the Select Commission.

The measures in question were:

- Missed bins per 100,000 collections
- Proportion of a) licensed vehicles and b) drivers found to be compliant with licensing requirements
- Number of new homes delivered during the year via direct Council intervention
- Number of customer contacts by service area for a) official complaints

A number of queries had emerged in relation to other measures in the Council Plan at the workshop and responses to these additional questions had been included in the briefing paper to provide a full response.

Discussion at the meeting ensued on the best time to undertake satisfaction surveys in local parks to ensure it was local people's views that were captured. Differing views were expressed as to whether this should coincide with large events taking place in parks or be on normal non-event days. It was acknowledged that events like Rotherham Show also provided opportunities for public engagement or consultation on specific issues. RotherFed drew attention to consultation they undertake.

Officers confirmed that they were looking to introduce consistent mechanisms for customer surveys across the full Culture, Sport and Tourism service. The service would review the processes across all sites, not just parks, and return with a proposal regarding future methodology that would have the requisite degree of independence and provide value for money. Regular opportunities for feedback were important so that issues could be dealt with speedily and appropriately.

Resolved:

- 1) To note the outcomes of scrutiny at the Overview and Scrutiny Management Board on the exception report.
- 2) To note the responses to the questions raised at the workshop session.

- 3) To continue to scrutinise performance on relevant Council Plan measures under Priorities 3 and 4, with a focus on exception reporting.

43. OUTCOMES FROM WORKSHOP ON AREA HOUSING PANELS REVIEW

On 24 October a sub-group of Members of the Improving Places Select Commission undertook a focused workshop session to consider emerging proposals for Area Housing Panels from 2020-21.

A briefing paper provided an overview of the following issues:

- Focus of the review and response to the consultation
- Future tenant engagement geography and offer
- Ward pilots
- Future budget arrangements
- Budget roll forward proposal
- Budget and project governance

After exploring a number of issues in depth, the Chair thanked the Cabinet Member and officers and concluded that Members were assured by the emerging proposals to disestablish the existing Area Housing Panels at the end of the 2019-20 financial year and replace these with 25 Ward Housing Hubs. The Housing Hubs would have an annual base budget of £4,000 per ward, with the remainder of the annual budget provision being allocated to wards, based upon the percentage of Council homes within each ward.

The recommendations from the workshop were:

- That the review process undertaken and consultation feedback received to date be noted.
- That the emerging proposals for Ward Housing Hubs and the work to be undertaken to test this approach be noted.
- That the emerging recommendations with regard to Ward Housing Hubs, future budget setting and management and project governance be noted by OSMB as part of its pre-decision scrutiny of the new proposals.

Resolved: To note the recommendations that resulted from the workshop as set out in section 4 of the paper.

44. URGENT BUSINESS

There were no items of urgency.

45. DATE AND TIME OF THE NEXT MEETING

Resolved:

The next meeting of the Improving Places Select Commission will take

place on 6th February 2020, commencing at 1.30pm in Rotherham Town Hall.

Committee Name and Date of Committee Meeting

Improving Places Select Commission – 06 February 2020

Report Title

Major Incident Plan, Flooding Update and Future Flood Alleviation Projects

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Sam Barstow, Head of Community Safety and Regulatory Services

Colin Knight, Head of Highways

Richard Jackson, Highway Asset and Drainage Manager

Ian Danks, Engineer, Drainage Team

Ward(s) Affected

Borough-Wide

Report Summary

This report and attached presentation (Appendix A) provides an update in relation to the recommendations made in respect of the Major Incident Plan (MIP), by the Improving Places Select Commission during its review in 2016. It also provides an overview of the Council's response to the recent flooding event, which impacted a number of residents and businesses across the Borough. Finally, this report gives an update in relation to future flood alleviation schemes.

Recommendations

1. That Improving Places Select Commission note the content of the report.

List of Appendices Included

Appendix A Presentation

Appendix B Previous Report

Background Papers

Major Incident Plan Review by Improving Places Select Commission –

<https://moderngov.rotherham.gov.uk/ieListDocuments.aspx?CId=891&MId=13992&Ver=4>

Item 81

Consideration by any other Council Committee, Scrutiny or Advisory Panel

No

Council Approval Required

No

Exempt from the Press and Public

No

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1. Background

- 1.1 South Yorkshire and the surrounding catchment area of the River Don suffered significant rainfall during the 7th and the 8th of November and subsequently on the 14th November 2019. This heavy rainfall, mainly during the 7th and the 8th November caused significant flooding in both business and residential areas, with a number of roads closed and/or damaged. As a result of the scale of the impact the Council enacted its Major Incident Plan (MIP) and established a command and control structure, working closely with partner agencies. This included the establishment of a control centre, rest centre for evacuated residents and a significant logistical operation to manage infrastructure and deploy assets such as sandbags and high-volume pumps.
- 1.2 Prior to the above incident, the Improving Places Select Commission (IPSC), through its Task and Finish Group, led a detailed review of the MIP and made a series of recommendations. An initial update and response to the recommendations was made to the Council Cabinet on the 19th February 2018. This report can be found attached at appendix B. In light of the above incident, it is timely to provide a further update in relation to the implementation of the relevant recommendations.
- 1.3 The Drainage team fulfils the Council's statutory role as Lead Local Flood Authority under the remit of the Flood and Water Management Act 2010. This role includes taking the lead in identifying and delivering flood alleviation projects, which requires partnership working with other Risk Management Authorities, stakeholders, landowners, funders and external suppliers.
- 1.4 Several flood alleviation projects have been completed and funded since the June 2007 floods. Several more projects have been identified utilising the current levels of Council funding that is available to the Drainage team, and these are at various stages of development, including some at inception stage, some in their pre-construction stage and one at construction stage.
- 1.5 Significant funding is needed to deliver the high priority projects which the Council believes are required, with initial estimates being that £51m of external funding is needed. The presentation in appendix A provides information on the projects that have been delivered since the June 2007 floods and on those that would be taken forward should this significant external funding be made available. The Council is asking Central Government for support and funding.

2. Key Issues

- 2.1 The attached presentation (appendix A) provides an overview of the following key issues:
 - Major Incident Plan Recommendations
 - Flooding Response November 2019
 - Flood Alleviation Projects delivered since June 2007 floods
 - Future Flood Alleviation Projects

2.2 Major Incident Plan Recommendations

2.3 Slides 3 to 7 provide an update in relation to each individual recommendation. Whilst progress has been made in a number of areas, more work is on-going. Over a number of years the team have had to respond to or plan for a range of significant events including the Manchester Arena Bombing and subsequent escalation of various Emergency Planning arrangements, the potential for protests relating to exploratory wells for shale gas extraction and the potential for a no-deal exit from the European Union.

2.4 Flooding Response November 2019

2.5 On the 7th November and in response to the significant rainfall, the Council enacted its major incident plan and invoked full command and control arrangements, which included establishing a corporate control room, supported by various directorate control rooms, liaising with key partners and colleagues to manage the incident response and immediate activities.

2.6 Throughout the course of Thursday and Friday (7th and 8th November 2019), the Council managed around 800 calls relating to flooding, with a further 1500 calls handled in the days following, up to the 15th November 2019.

2.7 During the incident response phase, the following key activities were undertaken:

- Pumps were deployed to Catcliffe.
- A number of evacuations took place with 68 households accommodated in the Council's 'Emergency Rest Centre'.
- The Council received around 160 reports from individuals worried about or experiencing flooding.
- Forward liaison officers were deployed.
- Overall control and directorate control rooms established and staffed.
- It should be noted that whilst Parkgate shopping centre was affected, through work undertaken by the Council, it was accessible from Sunday morning.
- 30 schools closed (all but Kilnhurst reopening shortly after).
- 36 roads were closed.
- 4250 sandbags were distributed.
- Garden waste service collections did not take place on Friday 8th November, but all missed collections took place on Monday 11th November.

- 2.8 Following the incident response phase, the Council has mounted a significant exercise in order to assess the impact. This has required the mobilisation of staff from across the Council and in particular has focussed on three elements: residential impact, business impact, and environmental impact. As a result of this work, over 400 residential properties have been assessed. Over 130 properties had significant internal flooding, which means the flooding came above the floor-board level. Around 49 households were displaced following the flooding, many of which have now returned. However some may well be unable to return for some time whilst repairs are made. Laughton Common in Dinnington suffered the most internal flooding to properties, with areas such as Kilnhurst also facing a significant impact. In excess of 400 businesses have been assessed and the Council has delivered a range of financial packages announced by the government including an emergency grant and rates relief for both Residents and Businesses.
- 2.9 The actual number of residential and businesses properties that have been directly impacted on by November 2019 floods may be higher than the figures quoted above. This is because the Council's post flood investigations are not yet complete and will likely take several months.
- 2.10 Initial investigation findings are that the largest number of properties impacted are along the River Don corridor (which are mostly businesses) including Templeborough, Town Centre, Parkgate and Kilnhurst areas. Across the borough, the largest number of properties impacted were in Laughton Common (both residential and businesses), Kilnhurst (mostly residential properties), Whiston (mostly residential properties) and Rawmarsh/North Parkgate (residential property and businesses). Additionally, several isolated properties or small groups of properties were impacted.

2.11 Future Flood Alleviation Projects

2.12 The tables below provide an overview of the flood alleviation projects that have been completed and funded since the June 2007 floods, as set out in Tables 2.1 and 2.2 below. Table 2.1 relates to the Rotherham Renaissance Flood Alleviation Scheme (RRFAS), which is being delivered along the River Don corridor. Table 2.2 relates to other FAS projects which are being delivered across the borough, which are not part of RRFAS.

TABLE 2.1: Capital works delivered since June 2007 floods on Rotherham Renaissance FAS (RRFAS) Project - £17.1m works delivered to date.

Project name	Funding already spent	What this funding has already delivered	When this work was completed
RRFAS Phase 1	£15.7m	<ul style="list-style-type: none"> • New flood defences in the Templeborough area, bridge raising, bridge removal and creation of 5ha of urban wetland that forms an additional floodplain area • Creates catalyst for future phases of RRFAS that reduce risk to Town Centre and Parkgate areas 	2008
Removal of Old Don Bridge at Parkgate	£0.5m	<ul style="list-style-type: none"> • Removed a significant obstruction to high flows in the River Don in the Parkgate area, and reduces risk to adjacent areas 	2009
Chantry Bridge & Bus Interchange flood defences Phase 1	£0.8m	<ul style="list-style-type: none"> • New flood defences in a busy part of the Town Centre, immediately adjacent to Rotherham Bus Interchange 	2011
Rotherham United FC & RMBC Riverside House development	Developer led project	<ul style="list-style-type: none"> • Land raising undertaken for this development delivered a £3.5m section of RRFAS that would otherwise have had to utilise RMBC, flood risk management or Sheffield City Region funds 	2012/13
Chantry Bridge & Bus Interchange flood defences Phase 2	£0.1m	<ul style="list-style-type: none"> • Improvements to highway drainage behind flood defences, immediately adjacent to Rotherham Bus Interchange, as part of public realm improvement works 	2018

TABLE 2.2: Capital works delivered since June 2007 floods across the borough (i.e. non RRFAS related) - £1.2m works delivered to date

Project name	Funding already spent	What this funding has already delivered	When this work was completed
Catcliffe pumps	£0.1m	<ul style="list-style-type: none"> • Purchase of temporary pumps that can be deployed to reduce flood risk from ordinary watercourses to residential properties, provided the River Rother is not overtopped 	2008
Laughton Common FAS Phase 1	£0.3m	<ul style="list-style-type: none"> • Creation of new drainage ditches to intercept overland flows and small scale improvements to existing watercourses and culverts 	2009
Aston FAS	£0.5m	<ul style="list-style-type: none"> • Creation of small flood storage areas and installation of property level protection to residential properties 	2014
Wath trash/debris screen improvements	£0.3m	<ul style="list-style-type: none"> • Improvements to trash/debris screens to reduce the impacts of them becoming partially blocked during a flood event 	2014
Miscellaneous minor works	Not known	<ul style="list-style-type: none"> • Routine maintenance tasks associated with ordinary watercourses and land drainage, small scale remedial and repair works, trash/debris screen improvements 	2007 to date

2.13 Several more projects have been identified within current levels funding and are at various stages of development, with one nearing construction and one being constructed, as set out in Table 2.3.

TABLE 2.3: Forecast delivery outcomes with current level of funding and resources

Project name	Funding already allocated	Funding soon to be allocated	What this funding will deliver	Target completion date
Rotherham Renaissance FAS (incl. Kilnhurst village)	£5.7m	£0.3m	<ul style="list-style-type: none"> • Business case and conceptual design of preferred solution for RRFAS • Construction of RRFAS Phases 2A/2B in Town Centre that are already funded • RRFAS Phase 2C pre-construction investigation, design and approvals 	2021 (studies) 2021 (2A/2B construction only)
Parkgate and Rawmarsh FAS	£0.06m	£0m	<ul style="list-style-type: none"> • Business case and conceptual design of preferred solution only 	2020 (studies only)
Eel Mires Dike FAS (incl. Laughton Common)	£0.03m	£0m	<ul style="list-style-type: none"> • Feasibility study only 	2020 (studies only)

2.14 Table 2.4 describes the priority flood alleviation projects that have currently been identified across the Borough. Significant funding and resources are needed to deliver these seven high priority projects (Note: The RRFAS project has multiple phases). Initial estimates are that £51m of external funding is needed.

2.15 The allocation of capital funding set out in Table 2.4 would allow the Council to significantly accelerate delivery. Typically, and with suitable internal resources already in place, a flood alleviation scheme will require around 3 years of pre-construction work to deliver funding bids, external supplier procurement, survey/investigation, feasibility, design and planning permissions.

TABLE 2.4: Forecast delivery outcomes if £51m funding and additional resources were to be made available.

Project name	Funding already allocated/ being sought	Additional funding needed to deliver project	What this funding will deliver	Target completion date
Rotherham Renaissance FAS (incl. Kilnhurst village)	£6m	£24m	<ul style="list-style-type: none"> • Construction of RRFAS Phases 2A/2B in Town Centre that are already funded • Construction of RRFAS Phases 2C in Town Centre adjacent to Rotherham Central • Significantly reduced risk to properties, businesses, infrastructure and transport networks that were impacted on by November 2019 floods 	2021 (studies) 2025 (all phases of construction)
Parkgate and Rawmarsh FAS	£0.06m	£10m	<ul style="list-style-type: none"> • Construction of works that complement the RRFAS project, located in Parkgate and Rawmarsh areas • Significantly reduced risk to properties, businesses, infrastructure and rail network impacted upon by November 2019 floods 	2021 (studies) 2025 (all construction)
A633/A6123 Highways Resilience works	£0m	£4m	<ul style="list-style-type: none"> • Construction works to significantly reduce risk to key section of highways network impacted upon by November 2019 floods 	2020 (studies) 2022(all construction)
Whiston Brook FAS (Note: Environment Agency led main river scheme)	£0.08m	£4m	<ul style="list-style-type: none"> • Construction works to significantly reduce risk to community 	2021 (studies) 2024(all construction)
A6178 Sheffield Road Highways Resilience works	£0m	£1m	<ul style="list-style-type: none"> • Construction works to significantly reduce risk to key section of highways network impacted upon by November 2019 floods 	2020 (studies) 2021(all construction)
Eel Mires Dike FAS (incl. Laughton Common)	£0.03m	£3m	<ul style="list-style-type: none"> • Construction works to significantly reduce risk to community 	2020 (studies) 2022(all construction)
Catcliffe Pumping Station	£0m	£5m	<ul style="list-style-type: none"> • Construction works to significantly reduce risk to community, enabling temporary pumps to be deployed elsewhere in borough 	2020 (studies) 2022(all construction)

3. Recommended proposals

- 3.1 A further review of the MIP to be scheduled with Improving Places Select Commission for 2021.
- 3.2 Improving Places Select Commission notes the work already undertaken on flood alleviation projects since the June 2007 floods and the flood alleviation work that could be progressed should significant capital funding be made available.

4. Timetable and Accountability for Implementing this Decision

- 4.1 The scheduling of any further review of the MIP will be led by the Council's Democratic Services in consultation with the Chair of Improving Places Select Commission.

5. Financial and Procurement Advice and Implications

- 5.1 The proposal outlines the requirement for an additional £51m of funding to deliver priority flood alleviation schemes across the borough to mitigate the impact of a future significant flood event. The schemes represent a significant programme of work to be delivered and as such the projects will need to include funding to resource the delivery of the programme.

6. Legal Advice and Implications

- 6.1 There are no direct legal implications arising from this report.

7. Human Resources Advice and Implications

- 7.1 There are no direct HR implications arising from this report.

8. Accountable Officer(s)

Sam Barstow, Head of Community Safety and Regulatory Services
Colin Knight, Head of Highways
Richard Jackson, Highway Asset and Drainage Manager
Ian Danks, Engineer, Drainage Team

Major Incident Plan, Flooding Update and Future Flood Alleviation Projects

**Sam Barstow, Colin Knight, Richard Jackson and
Ian Danks**

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Content

- Update on the actions following the IPSC review in to the Emergency Plan
- Update on the recent flooding incident and the Council's emergency response
- Update on activity in relation to flood alleviation alongside proposed future works

MIP Review and Recommendations

Scrutiny Review of Emergency Planning	Cabinet Decision	Proposed Action – Feb 2018	Update – January 2020
Rrecommendations			
1. An on-going programme of training sessions for Parish Council members should be arranged to ensure any new members receive training on the subject.	Accepted	A full training plan is being developed following ratification of the refreshed Major Incident Plan and this recommendation will be incorporated.	Working with Janice Curran to put in place a programme of training for 2020. Training took place in September 2019, however attendance was limited and a few training sessions were cancelled at late notice owing to non attendance.
1. A representative from Procurement to be involved in the Borough Emergency Operations Room to facilitate timely ordering of goods/services and to provide information if the Belwin Fund becomes operational.	Deferred	Inclusion of procurement permanently within the BEOR will be considered as a part of the planned test of the Major Incident Plan.	The role of the procurement team was explored as part of exercise Thunderbird (and subsequently after this exercise), the teams affected were of the opinion that it was more appropriate and pertinent that a representative of the Directorate in its holistic sense was located in the EOR, and procurement would feature in specific Directorate response arrangements (as had previously been in place when procurement was contained within a different directorate). This has not been put in place, though support was available during the flooding incident however there is an opportunity now to further consider the position following a debrief of the incident.
1. Through the Shared Service Agreement funding is secured for a Community Resilience Worker.	Deferred	Agreement on this proposal would need to be sought with colleagues within Sheffield City Council. These discussions have been opened following a meeting on the 2 nd January 2018	Activity has been undertake to increase resources by the Joint Committee however this has had to be prioritised in areas such as improving business continuity or uplifting resources.

MIP Review and Recommendation

Cabinet's Response to Scrutiny Review of Emergency Planning Recommendation	Cabinet	Proposed Action – Feb 2018	Update
1. That the Major Incident Plan is reviewed bi-annually by a group of Members from the IPSC and this work forms part of the work programme for that year, however the document is to be reviewed by officers on a continual basis.	Accepted	This work requires scheduling within the forward plan for IPSC.	Whilst initially scheduled for late 2019 this issue was deferred as a result of the Major Incident in November 2019. Initial work has taken place on the scope of a review, which is likely to seek to bring together a range of documents however this is now likely to provide more benefit if conducted after the debrief and review of the Council's response to the flooding event referred to above.
1. Mandatory training is to be provided to all Members about the Major Incident Plan to increase their awareness and involvement in any major incident.	Accepted	Training took place on the 28 th November and further training is to be scheduled	Last Member training was carried out on the 6 th December 2018 with a previous session held on 22 nd Jan 2018. The training is recognised as an integral part of the Member Development Programme.
1. Training relating to the Major Incident Plan should be mandatory to ensure all staff who volunteered are confident in the role they play in the management of the incident.	Accepted	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 frequent, 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 a mandatory approach.	All emergency planning volunteers have received initially training in relation to their role. Subsequent testing of plans has led to further development for some volunteers and many played a role during the response to the November 2019 floods. For existing volunteers there is a regular training programme in place and through 2019 the team have run General EOR training 5 times, role specific training an additional 5 times, RD information sessions, Scenario awareness sessions etc

MIP Review and Recommendation

Cabinet's Response to Scrutiny Review of Emergency Planning Recommendation	Cabinet Decision	Proposed Action – Feb 2018	Update
1. An “out of hours” training exercise to take place once all volunteers have been trained. Full training exercises then take place on a regular basis.	Accepted	A report has been prepared and approved by SLT for a corporate exercise to take place, supported by all directorates. This is scheduled to take place in March 2018, A briefing both before and after the event will be provided to SLT members.	<p>Exercise Thunderbird (council corporate exercise) was held in April 2018, with a number of learning points identified and being monitored for implementation through the corporate resilience governance group. Council officers participated in a number of multi-agency exercises for eg, regional Brexit preparations, SY LRF Gold Rush, COMAH exercises etc throughout 2019, but the programme was heavily hampered by Brexit preparations.</p> <p>Additionally, the Emergency Planning team conducted exercise cold call in June 2019 – an exercise to test the call out arrangements of the Major Incident Plan (this was scheduled to be repeated in December, but not conducted given the flooding incident in November had tested this arrangement in a live scenario).</p>
1. A targeted approach to recruitment from employees who can be “job matched” to appropriate roles in the operation of the Major Incident Plan.	Accepted	Recruitment continues to be a challenge, however, officers have begun to target particular roles to seek to increase volunteer levels.	A small number of localised activities have taken place to increase volunteers to come forward, including case study information being prepared, existing volunteers sharing their experiences etc. But unfortunately this had little to no impact (as many volunteers came forward, an equivalent number were lost). It is a standard item on the resilience governance group agenda (next meeting January 2020) and is a prevalent issue coming through the debrief following the recent flooding event.
1. There are sufficient volunteers to staff the EP for at least two shift changes.	Accepted	Shifts within the Borough Emergency Operations Room will last for six hours and this demand can currently be met, although resilience is extremely limited. Good practice suggests the need to be able to staff for 72hrs, which is 11 shift changes. Resources would be extremely stretched under this level of demand.	As above re Exercise Cold call, ie Exercise Cold call was ran in June 2019, this exercise is designed to test the availability of volunteers to respond should a Major Incident occur, the outcome of this exercise was of 67 volunteers tested, 33 (49%) were available to deploy immediately, 17 (25%) were not available and 17 (25%) were uncontactable. This debrief is scheduled to be presented to the next resilience governance group for consideration.

MIP Review and Recommendation

Cabinet's Response to Scrutiny Review of Emergency Planning Recommendation	Cabinet Decision	Proposed Action – Feb 2018	Update
<p>1. A protocol to be developed to ensure that the partner organisations in the Major Incident Plan are notified as a matter of course when significant incidents occur in the borough and through the Local Resilience Forum, ways are to be identified and carried out on building relationships between partner organisations involved in the Emergency Plan – in particular to the turnover in staff.</p>	Accepted	<p>A range of work is underway with LRF partners to address this recommendation through the LRF structures. This includes joint learning and, additional GOLD symposiums alongside considering;</p> <ul style="list-style-type: none"> - South Yorkshire Local Resilience Forum (SYLRF) Major Incident Response and Recovery - SYLRF Mutual Aid Activation - SYLRF Recovery Structures and allocation of recovery leads - SYLRF Recovery capability, capacity and sustainability - Business Continuity impacts 	<p>The LRF regularly run partner events (ie Gold Symposium) to facilitate multi-agency appreciation of different organisations roles and responsibilities, as well as things like JESIP (joint principles of interoperability) training across partners.</p> <p>Flow charts and decision tree processes are included in Incident Management documents indicating prompts to notify parish councils and/ or multi-agency partners – suggest this is discharged</p>
<p>1. A facilitated meeting/away day involving the emergency services and RMBC major incident staff on the ground to promote team working.</p>	Accepted	<p>Early discussion as to the potential for other workshop style events, at tactical or operational level are to be explored further by Emergency Planning leads and the LRF training and exercising group. A further meeting is scheduled for the 6th November.</p>	<p>LRF view is this is delivered through the existing training and exercising programme – all of which are aimed at officers at different layers of the organisation – suggest this is discharged</p>

MIP Review and Recommendation

Cabinet's Response to Scrutiny Review of Emergency Planning Recommendation	Cabinet Decision	Proposed Action – Feb 2018	Update
1. The Corporate Risk Manager is involved in the role of a "critical friend" any amendments of the Major Incident Plan	Accepted	In future the team will ensure that Corporate Risk Manager is included in consultation following amendments.	In place, the Corporate Risk manager is a key member of the corporate resilience governance group, and by virtue involved in all aspects of planning and preparations – suggest be discharged
1. A flow chart to be designed detailing the Major Incident Process and highlighting how and when Members are to be involved in the process.	Accepted	Section 2.5 on page 12 of the Incident plan contains a flow chart detailing contact arrangements, which includes elected members.	In place
1. The Chief Executive / Leader of the Council to inform counterparts in Sheffield of their concerns over the lack of meetings in relation to the Joint Service Agreement.	Deferred	The new Head of Service in this area has been tasked with supporting delivery of these aspects and has liaised with Sheffield counter-parts. A meeting of the Joint Committee was held on 25th October 2017 with further meetings scheduled in line with the constitution. It is recommended that the interventions made be monitored for affect and if required, this recommendation may ultimately be accepted if any issues remain.	Discussions have taken place at the joint committee and renewed commitment made. Meetings took place during 2019 on 26 March, 30 July and 3 December.
1. The situation relating to the unsupported IT systems is rectified.	Accepted	A revised Business Continuity approach has been developed and agreed by SLT in October 2017. This will develop an alternative system without the need of an IT system to support it.	This refers to BCMS shared, which we have ceased using, and now use a paper based system for developing BC plans. Whilst disappointing, this is appropriate at present, and will, as part of the maturity of BCM look to digitalise some aspects going forward, under the direction of the corporate resilience governance group.

7th 8th and 14th November

- Pumps were deployed to Catcliffe.
- 80 individuals were evacuated from Parkgate, with 68 individuals presenting to the Reception Centre opened at Rotherham Town Hall.
- The Council completed 6 assisted evacuations, for individuals either experiencing difficult conditions or identified as having additional needs
- The Council received around 160 reports of flooding from members of the public
- 30 schools closed (all but Kilnhurst reopening shortly after)
- 4250 sandbags were distributed.
- Garden waste service collections did not take place on Friday 8th November, but all missed collections took place on Monday 11th November

7th November/8th November



Recovery



Recovery Now

- Over 500 residential properties visited, assessed or contact made by officers
- 135 residential properties are known to have been flooded internally above the floorboards
- A further 137 residential properties have suffered flooding either underneath floorboard or to external areas/buildings
- Laughton Common was worst affected with 55 internally flooded properties, above floorboard level
- 49 households were displaced (unable to return home)
- 3 households have been provided permanent alternative accommodation by the Council
- 46 households remain displaced
- Kilnhurst school is likely to remain closed until the Easter, though all students are receiving education in alternative schools and applications are progressing to place temporary classrooms on the site
- 369 Businesses have been affected
- Of those 277 were directly affected
- 81 Businesses closed as a result of flood impact with many now open
- 46 roads require remedial work, some of which is significant

Flood Alleviation Scheme (FAS) projects (already delivered since June 2007 floods)

Several projects (with actual completion dates) – Report, Tables 2.1 and 2.2:

- Rotherham Renaissance FAS Phase 1
 - Templeborough to Rotherham FAS (2008)
 - Removal of Don Bridge near Parkgate (2009)
 - RUFC stadium/RMBC offices development (2012/13)
 - Chantry Bridge/bus station flood defences & pumping station (2011 & 2018)
 - Additional Planning Guidance (2011) in place to support future RRFAS phases and development of sites that are fully compatible with RRFAS
- Catcliffe temporary pumping arrangements (2008)
- Laughton Common FAS Phase 1 (2009)
- Aston FAS (2014)
- Wath trash/debris screens (2014)

FAS Projects Currently Being Developed (with current level of Council resources)

Several projects (with proposed construction dates) – Report Table 2.3:

- Remaining phases of Rotherham Renaissance FAS
 - 2A – flood defences upstream of RUFC stadium & minor watercourse improvement works at Parkgate (2020/21, with pre-construction and construction phases funded)
 - 2B – Forge Island defences (2019/20, with pre-construction and construction phases funded)
 - 2C – Canal Barrier at Forge Island (2021/22 – in a Winter stoppage, with pre-construction funded and construction partially funded)
 - Downstream phases from Forge Island to Parkgate, and Kilnhurst (Needs pre-construction and construction funding)
- Parkgate FAS (Needs pre-construction and construction funding)
- Whiston Brook FAS at Whiston (Needs pre-construction and construction funding)
- Eel Mires Dike FAS at Laughton Common (Needs pre-construction and construction funding)

Proposed High Priority FAS Projects (if Council had substantial capital funding)

Council currently lobbying for £51m of external funding to deliver construction of 7 projects – Report, Table 2.4:

- Rotherham Renaissance FAS (£24m)
 - Phase 2C (Canal Barrier at Forge Island)
 - Future downstream phases (including those in Town Centre, Parkgate and Kilnhurst)
- Parkgate FAS (£10m)
- Whiston Brook FAS at Whiston (£4m)
- Eel Mires Dike FAS at Laughton Common (£3m)
- Catcliffe permanent pumping station (£5m)
- A6178 Network Resilience at Templeborough (£1m)
- A633/A6123 Network Resilience at Parkgate (£4m)

Subsequent slides have more detail on each project...

Multiple benefits of FAS Projects

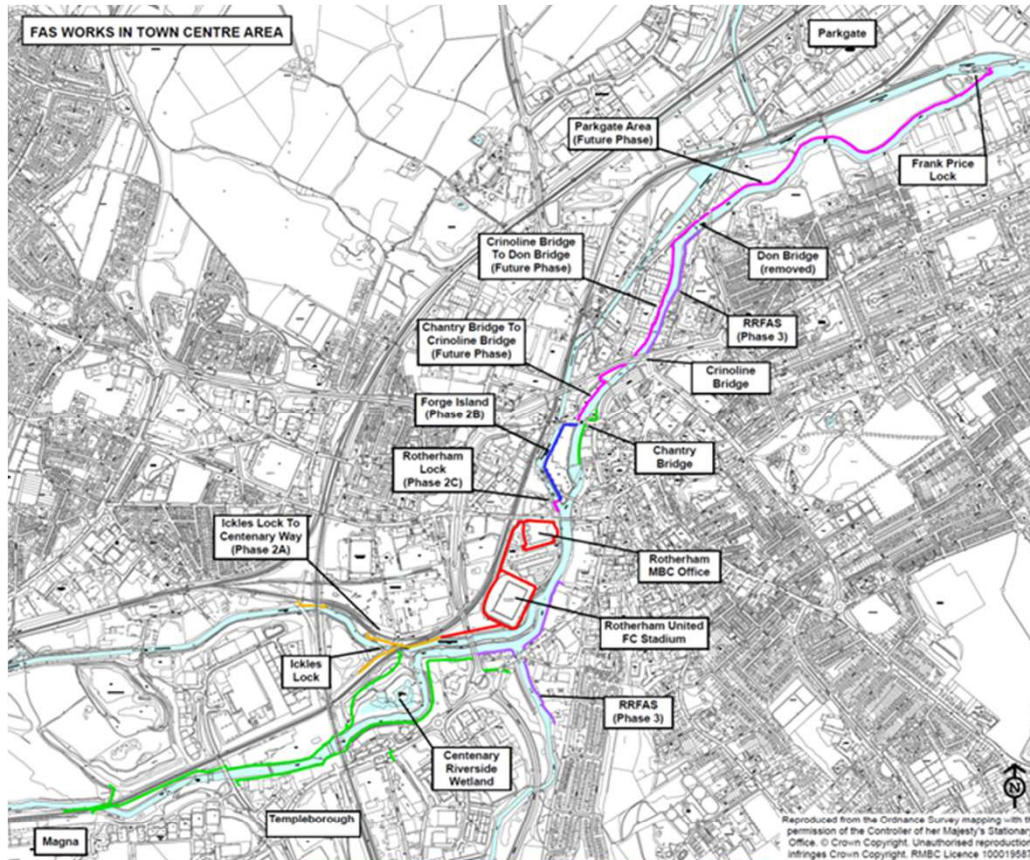
Beneficiaries vary by scheme, but typically include:

- Residential properties
- Businesses (including retail, commercial and industrial)
- Schools
- Highways network (including key routes used by emergency services in floods)
- Rail and Tram/Train network (including Rotherham Central)
- Canal network
- Development sites

Delivering FAS projects can also:

- Strengthens partnerships with stakeholders, funders and landowners
- Improves community engagement and resilience
- Deliver environmental improvements (including public realm works)

Rotherham Renaissance FAS (£24m ask)



Problem:

- Prolonged catchment wide rainfall (such as November 2000, June 2007 & November 2019)
- Results in flooding across South Yorkshire
- Currently no overall flood defence system in place, but the Council have built some sections

Solution:

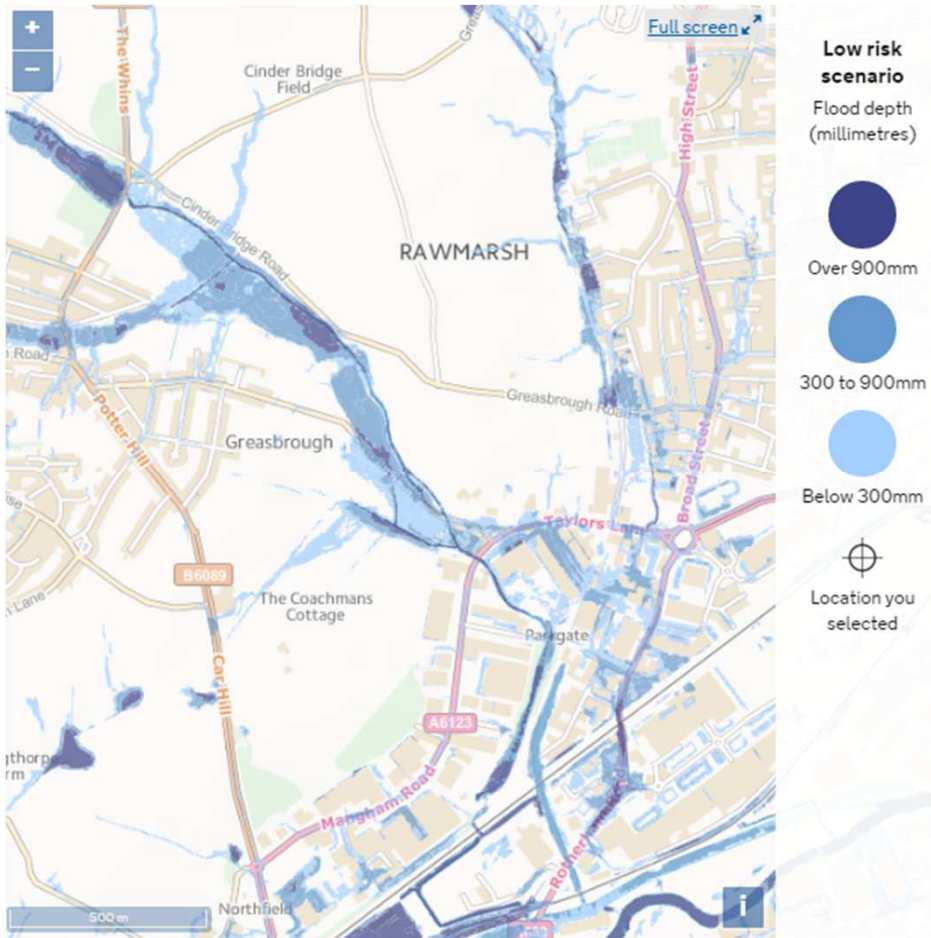
- £50m Rotherham Renaissance FAS (RRFAS)
- Additional works on watercourses along RRFAS
- Additional works to reduce surface water and drainage impacts behind RRFAS flood defences

Current Status:

- Green & red – £20m already constructed
- Orange – Phase 2A (flood defences upstream of Rotherham United FC stadium)
- Blue – Phase 2B (flood defences at Forge Island)
- Pink – Phase 2C (Canal Barrier, Forge Island)
- Phases 2A, 2B and 2C due to be constructed in parallel over 2020, 2021 and 2022
- Magenta & Purple – Future phases that need funding
- Additional Planning Guidance in place for remainder to help developers and the Council



Parkgate FAS (£10m ask)



Problem:

- There are 2 watercourses that flow into the River Don and cause flooding in Rawmarsh & Parkgate
- Watercourse capacity is limited and flows are routed through an extensive culverted system
- Flooding from multiple sources (e.g. River Don, watercourses and Yorkshire Water systems)

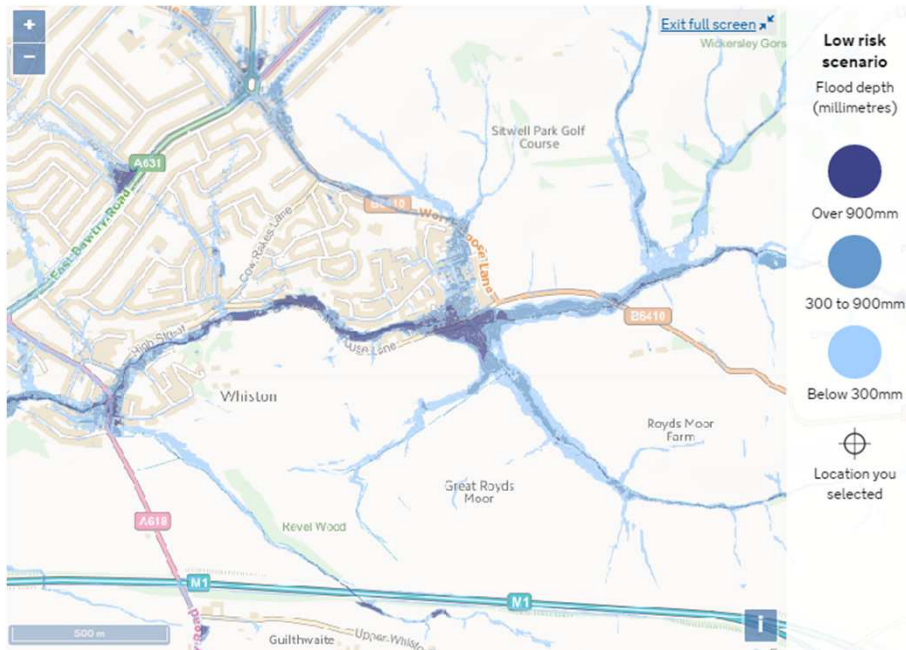
Solution:

- Needs large upstream storage areas in rural areas (on Wentworth Estates land)
- Needs localised capacity improvements in urban areas (within watercourse channel)
- Also relies on the majority of the £50m Rotherham Renaissance FAS (RRFAS) being built

Current Status:

- Localised capacity works being constructed as part of RRFAS Phase 2A work in 2020 and 2021
- Feasibility work for storage areas ongoing and nearing preferred option selection
- Next priority is business case development and public consultation

Whiston Brook FAS (£4m ask)



Problem:

- Whiston Brook flows through the village and has limited capacity
- Flood risk management responsibility rests with the Environment Agency
- Approximately 60 residential properties can be flooded from the brook

Solution:

- Needs large upstream storage area in rural areas (upstream of the village)

Current Status:

- Project was ongoing before November 2019 floods
- Feasibility work completed and preferred option selected
- Preferred option is not affordable under current central government funding rules
- Current priority is to seek additional funding



Eel Mires Dike FAS (£3m ask)



Problem:

- Eel Mires Dike flows through a residential area
- Several culverts have limited capacity
- Flood risk management responsibility rests with the Council
- Approximately 50 residential properties can be flooded from the dike (and its small tributary)

Solution:

- Needs upstream storage areas in rural areas (upstream of the properties)
- Needs localised capacity improvements in urban areas (within watercourse channel)
- Needs some culverts to be replaced

Current Status:

- Project was ongoing before November 2019 floods
- Feasibility work ongoing and nearing preferred option selection

Catcliffe Permanent Pumps (£5m ask)



Problem:

- A watercourse flows through a residential area in a culvert
- Water in the culvert backs up when the River Rother levels are high
- The Council operate temporary pumps for several days, relying on several operatives
- Yorkshire Water and the Environment Agency undertake pumping operations at the same time

Solution:

- When the temporary pumps reach the end of their useful life they will need replacing
- A permanent pumping station will require less operatives for pumping operations

Current Status:

- Need for scheme identified
- Next priority is to undertake a feasibility study

A6178 Network Resilience in Templeborough area (£1m ask)



Problem:

- The highway and its drainage systems are in poor condition
- Both the carriageway surfacing and the drainage system will not function as they should during heavy rainfall

Solution:

- Carriageway resurfacing needed
- Repair to drainage systems needed
- Replacement of a culvert that passes beneath the highway is needed

Current Status:

- Need for scheme identified and preferred option selected
- Next priority is to undertake design work

A633/A6123 Network Resilience in Parkgate area (£4m ask)



Problem:

- The highway and its drainage systems lack capacity in heavy rainfall
- Flooding leads to delays on the network in on a very busy strategic route
- Diversion routes are long

Solution:

- Needs large upstream storage areas in rural areas (on Wentworth Estates land)
- Also relies on the majority of the £50m Rotherham Renaissance FAS (RRFAS) being built
- Also relies on the £10m Parkgate FAS being built

Current Status:

- Need for scheme identified and preferred option selected
- Next priority is to undertake design work and planning applications

Summary Sheet

Committee Name and Date of Committee Meeting

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

Report Title

Response to Recommendations from Improving Places Select Commission –
Emergency Planning

Is this a Key Decision and has it been included on the Forward Plan?

Yes

Strategic Director Approving Submission of the Report

Damien Wilson, Strategic Director of Regeneration and Environment

Report Author(s)

Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning
01709 822902 or sam.barstow@rotherham.gov.uk

Ward(s) Affected

All

Summary

The Improving Places Select Commission established a Task and Finish Group to undertake a review of Emergency Planning in 2016. The group completed its review in the autumn of 2017 and submitted a final report to Council on 18 October 2017.

Under the Overview and Scrutiny Procedure Rules, the Cabinet is required to respond to any recommendations made by scrutiny and this report is submitted to meet that requirement.

Recommendations

1. That the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in appendix A) is accepted.
2. That the response be referred to the next meeting of the Improving Places Select Commission on 14 March 2018

List of Appendices Included

Appendix A - Cabinet's Response to Scrutiny Review of Emergency Planning

Background Papers

Consideration by any other Council Committee, Scrutiny or Advisory Panel
Improving Places Select Commission – 14 March 2018

Council Approval Required

No

Exempt from the Press and Public

No

Response to Recommendations from Improving Places Select Commission – Emergency Planning

1. Recommendations

- 1.1 That the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in appendix A) is accepted.
- 1.2 That the response be referred to the next meeting of the Improving Places Select Commission on 14 March 2018

2. Background

- 2.1 A Task and Finish Group was established by Members of the Improving Places Select Commission to carry out the review, which was undertaken by interviewing relevant Members and officers from the Council, along with a fact finding visit to Stockton-on-Tees to learn how their Emergency Planning Service was provided. This area was chosen as it is within a county with four unitary authorities (similar to South Yorkshire) however, they deliver emergency planning collectively.
- 2.2 The legal context governing the provision of the Emergency Plan was covered in the review report, together with basic details covering the Joint Service Agreement which exists between Rotherham and Sheffield Councils to provide the Emergency Plan. Running in parallel to the review was a refresh of the Emergency Plan, which has been renamed the Major Incident Plan.
- 2.3 The review report was submitted to Council on 18 October 2017, which represented the formal publication of the report. In accordance with the Councils constitution, the Cabinet is required to consider and respond to any recommendations made by a scrutiny committee and this report is submitted to meet that requirement.

3. Key Issues

- 3.1 There are fifteen recommendations arising from the scrutiny review of Emergency Planning, these are detailed in Appendix A. The schedule provides detail in respect of whether the recommendations should be agreed, not agreed or deferred and the action being taken

4. Options considered and recommended proposal

- 4.1 As per the attached schedule.

5. Consultation

- 5.1 There has been no further consultation on this report beyond the mandatory cabinet report processes, alongside consultation with the Cabinet member.

6. Timetable and Accountability for Implementing this Decision

6.1 The timetable for implementing the recommended actions is set out in the attached schedule (appendix A).

7. Financial and Procurement Implications

7.1 There are no additional budgetary implications arising from this report. There is provision within the existing service revenue budget for the cost of the rolling training programme.

8. Legal Implications

8.1 The work referred to in this report should continue to strengthen the Council's compliance with its statutory duties under the Civil Contingencies Act 2004. Under that legislation, local authorities are designated as a Category 1 responder with a series of duties including a duty to assess the risk of an emergency occurring, to maintain plans for the purposes of responding to an emergency and to maintain arrangements to warn, inform, and advice members of the public in the event of an emergency.

9. Human Resources Implications

9.1 Officers are working in conjunction with Human Resources to recruit and retain appropriate levels of volunteers.

10. Implications for Children and Young People and Vulnerable Adults

10.1 There are no direct implications for children and young people or vulnerable adults arising from this report.

11. Equalities and Human Rights Implications

11.1 There are no direct equalities or human rights implications arising from this report.

12. Implications for Partners and Other Directorates

12.1 The Major Incident Plan involves and impacts all directorates within the Council. Roles and responsibilities for key personnel are clearly defined within the Major Incident Plan.

13. Risks and Mitigation

13.1 There are no additional risks presented by the recommendations at this stage. Mitigation in relation to any risk to be brought about by lack of action in response to recommendations will be addressed through robust monitoring of delivery of the arising actions alongside the bi-annual reviews by IPSC.

14. Accountable Officer(s)

Damien Wilson, Strategic Director of Regeneration and Environment
Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning

Approvals obtained on behalf of:-

	Named Officer	Date
Strategic Director of Finance & Customer Services	Jon Baggaley	05/01/2018
Assistant Director of Legal Services	Neil Concannon	10/01/18
Head of Procurement (if appropriate)	Emma Fairclough	8/1/18
Head of Human Resources (if appropriate)	Jon Crutchley	5/1/18

*Report Author: Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning
01709 822902 or sam.barstow@rotherham.gov.uk*

This report is published on the Council's website or can be found at:-
<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

Appendix B

Appendix A Cabinet's Response to Scrutiny Review of Emergency Planning

Recommendation	Cabinet Decision <i>(Accepted/ Rejected/ Deferred)</i>	Proposed Action <i>(detailing proposed action if accepted, rationale for rejection, and why and when issue will be reconsidered if deferred)</i>	Officer Responsible	Action by <i>(Date)</i>
1. That the Major Incident Plan is reviewed bi-annually by a group of Members from the IPSC and this work forms part of the work programme for that year, however the document is to be reviewed by officers on a continual basis.	Accepted	This work requires scheduling within the forward plan for IPSC.	James McLaughlin/Christine Bradley	Review to take place by late 2019
2. Mandatory training is to be provided to all Members about the Major Incident Plan to increase their awareness and involvement in any major incident.	Accepted	Training took place on the 28 th November and further training is to be scheduled	Sam Barstow/ Claire Hanson	Further sessions to be scheduled throughout 2018
3. Training relating to the Major Incident Plan should be mandatory to ensure all staff who volunteered are confident in the role they play in the management of the incident.	Accepted	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 frequent, 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 a mandatory approach.	Sam Barstow/ Claire Hanson	On-going

Appendix B

4. An “out of hours” training exercise to take place once all volunteers have been trained. Full training exercises then take place on a regular basis.	Accepted	A report has been prepared and approved by SLT for a corporate exercise to take place, supported by all directorates. This is scheduled to take place in March 2018, A briefing both before and after the event will be provided to SLT members.	Sam Barstow/ Claire Hanson	March 2018
5. A targeted approach to recruitment from employees who can be “job matched” to appropriate roles in the operation of the Major Incident Plan.	Accepted	Recruitment continues to be a challenge, however, officers have begun to target particular roles to seek to increase volunteer levels.	Sam Barstow/ Claire Hanson	On-going
6. There are sufficient volunteers to staff the EP for at least two shift changes.	Accepted	Shifts within the Borough Emergency Operations Room will last for six hours and this demand can currently be met, although resilience is extremely limited. Good practice suggests the need to be able to staff for 72hrs, which is 11 shift changes. Resources would be extremely stretched under this level of demand.	Sam Barstow/ Claire Hanson	On-going
7. A protocol to be developed to ensure that the partner organisations in the Major Incident Plan are notified as a matter of course when significant incidents occur in the borough and through the Local Resilience Forum, ways are to be identified and carried out on building relationships between partner organisations involved in the Emergency Plan – in particular to the turnover in staff.	Accepted	A range of work is underway with LRF partners to address this recommendation through the LRF structures. This includes joint learning and, additional GOLD symposiums alongside considering; <ul style="list-style-type: none"> - South Yorkshire Local Resilience Forum (SYLRF) Major Incident Response and Recovery - SYLRF Mutual Aid Activation - SYLRF Recovery Structures and allocation of recovery leads - SYLRF Recovery capability, capacity and sustainability - Business Continuity impacts 	Sam Barstow/ Claire Hanson	May 2018
8. A facilitated meeting/away day involving the emergency services and RMBC major incident staff on the ground to promote team working.	Accepted	Early discussion as to the potential for other workshop style events, at tactical or operational level are to be explored further by Emergency Planning leads and the LRF training and exercising group. A further meeting is scheduled for the 6 th November.	Sam Barstow/ Claire Hanson	September 2018

Appendix B

9. An on-going programme of training sessions for Parish Council members should be arranged to ensure any new members receive training on the subject.	Accepted	A full training plan is being developed following ratification of the refreshed Major Incident Plan and this recommendation will be incorporated.	Sam Barstow/ Claire Hanson	On-going
10. A representative from Procurement to be involved in the Borough Emergency Operations Room to facilitate timely ordering of goods/services and to provide information if the Belwin Fund becomes operational.	Deferred	Inclusion of procurement permanently within the BEOR will be considered as a part of the planned test of the Major Incident Plan.	Sam Barstow/ Claire Hanson	March 2018
11. Through the Shared Service Agreement funding is secured for a Community Resilience Worker.	Deferred	Agreement on this proposal would need to be sought with colleagues within Sheffield City Council. These discussions have been opened following a meeting on the 2 nd January 2018	Sam Barstow/ Claire Hanson	April 2018
12. The Corporate Risk Manager is involved in the role of a "critical friend" any amendments of the Major Incident Plan	Accepted	In future the team will ensure that Corporate Risk Manager is included in consultation following amendments.	Sam Barstow/ Claire Hanson	Complete
13. A flow chart to be designed detailing the Major Incident Process and highlighting how and when Members are to be involved in the process.	Accepted	Section 2.5 on page 12 of the Incident plan contains a flow chart detailing contact arrangements, which includes elected members.	Claire Hanson	Complete
14. The Chief Executive / Leader of the Council to inform counterparts in Sheffield of their concerns over the lack of meetings in relation to the Joint Service Agreement.	Deferred	The new Head of Service in this area has been tasked with supporting delivery of these aspects and has liaised with Sheffield counter-parts. A meeting of the Joint Committee was held on 25th October 2017 with further meetings scheduled in line with the constitution. It is recommended that the interventions made be monitored for affect and if required, this recommendation may ultimately be accepted if any issues remain.	Sam Barstow	June 2018

Appendix B

15.The situation relating to the unsupported IT systems is rectified.	Accepted	A revised Business Continuity approach has been developed and agreed by SLT in October 2017. This will develop an alternative system without the need of an IT system to support it.	Sam Barstow/ Claire Hanson	March 2018
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