

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

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

Date: Tuesday, 30th July, 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. Appointment of Chair
4. Apologies for Absence and Introductions
5. Minutes of the previous meeting held on 26th March 2019 (Pages 1 - 4)
6. Matters arising from the previous minutes (not covered by the agenda items).
7. Emergency Planning Shared Service Structure
8. Governance (Pages 5 - 6)
Terms of Reference – for review
9. Financial Management (Pages 7 - 8)
2019/20 forecast outturn including in year underspend
10. Resilience Round Up
11. Any other business
12. Dates and Time for Future Meetings
Frequency to be agreed

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Tuesday, 26th March, 2019**

Present:- Councillor Alam (Rotherham MBC) (in the Chair) and Councillor Dagnall (Sheffield CC).

Together with:- Mr. Barstow (Rotherham MBC), Mr. M. Crofts (Sheffield CC) and Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield).

Apologies for absence:- Apologies were received from Councillor Lelliott (Rotherham MBC) and Councillor Iqbal (Sheffield CC).

1. INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Formal introductions were made and it was noted that apologies for absence were received from Councillor Lelliott (RMBC), Councillor Iqbal (SCC), Tom Smith and Paul Woodcock.

2. APPOINTMENT OF CHAIR

It was considered appropriate for the appointment of Chair to be deferred to the next meeting, when it was expected that this would transfer to a Sheffield Elected Member.

On this basis Councillor Alam assumed the chair.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH OCTOBER, 2017

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) held on 25th October, 2017 be approved as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising.

5. EMERGENCY PLANNING SHARED SERVICE RESTRUCTURE PROPOSALS

Consideration was given to a report which was circulated at the meeting of the proposals for the Emergency Planning Shared Service – Rotherham Metropolitan Borough Council Sheffield City Council Review.

The report set out the context for the Shared Service, the current structure and arrangements, benchmarking information, details of the proposed structure, additional resources and utilisation of the reserve budget and key changes.

The timeline for approvals was highlighted, the process for consultation and the plans for populating the structure.

Appendix A set out in detail the proposed utilisation of reserve budget and the areas of proposed spend.

This structure allowed for a refocus of resilience officers and provided greater flexibility for transferable skill sets and allowed the organisations to be in the best place for any future incidents.

Discussion ensued on the efficiencies of scale for benchmarking purposes and the need to keep the current level of demand under review for any efficiencies and opportunities should they be identified.

In terms of measuring capability amongst the teams it was noted that there had been a significant investment in training and this would be monitored by the Governance Group to measure whether the structure was effective or not.

Agreed:- (1) That the proposed review for Rotherham MBC and Sheffield City Council be approved for consultation with staff.

(2) That this be reviewed by the Emergency Planning Shared Services Joint Committee in March, 2020.

6. GOVERNANCE

Consideration was given to the documentation distributed with the agenda relating to the Committee's current terms of reference and whether these should be reviewed.

There was commitment for the Committee to meet at least twice a year and this should be included.

It was also suggested that particular attention be given to the Governance Section, that job titles be updated and that the updated version be circulated to Cabinet Members for consideration.

Clarification was also sought on whether or not substitutes could be provided for Cabinet Members who were unable to attend.

It was also suggested that a further meeting be scheduled for July.

It was also noted that the SCC BCM Audit took place in October, 2018, which would be submitted to the Governance Group as part of the support to the BCM Programme.

Agreed:- (1) That the Terms of Reference be reviewed and they be submitted for consideration at the next meeting.

(2) That clarification be sought on the potential for named substitutes when a Cabinet Member was unable to attend.

7. FINANCIAL MANAGEMENT

Consideration was given to the report presented by the Emergency Planning and Safety Manager which provided details of an in year (as at Period 11) budget forecast for 2018/19 and an outturn position for 2017/18. The appendices attached to the report provided summary breakdowns for the Emergency Planning budgets.

This showed a £53k underspend for 2017/18, which was largely due to a vacancy within the team, which was subject to a wider review.

In terms of the 2018/19 forecast outturn a favourable outturn position was forecast. This was in the main accountable to the current vacancy within the service as described. In line with previous agreements, support was sought to carry forward these monies, to support the establishment and development proposals.

In line with the medium and long term financial strategies of Sheffield and Rotherham the 2019/20 budget allocations have been agreed, with no reduction in the revenue budget proposed. These budgets were set at £226k and £111k respectively.

It was noted that the budgets had now been aligned to resources and it was very unlikely there would be an underspend in the future.

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

(2) That the transfer of favourable outturn budget (2017/18) to the underspend and support the proposed transfer of 2018/ underspend to this reserve.

(3) That the budget allocations for 2019/20 be noted.

8. EMERGENCY PLANNING - GENERAL UPDATE

The Emergency Planning and Safety Manager provided an update and shared information on:-

- Governance Group Re-Establishment and Terms of Reference led by Sheffield with mandated roles. This was supported by the Directors Group.
- Refreshment membership and recruitment of volunteers for emergency operations room.
- Business continuity, key activities and use of the BCM Programme.
- Business Continuity Plans and standing up to the stress test.
- Emergency Plan reviews for both Sheffield and Rotherham.

- Emergency Plan exercises and responses.
- Local Resilience Forum events and feedback.
- Local Resilience Forum branding and promotion.
- Planned training exercises.
- Strategic Leaders for Local Multi-Agency Command Structure.
- Information sharing and awareness raising for Members.
- National Assessment Guidance and compliance.
- Future peer reviews.
- Benchmarking and Governance Group expectations.
- Local Resilience Forum – new format for local response.
- Regional protocols and framework.
- Fuel plans.

Agreed:- (1) That the information be received and noted.

(2) That further information be provided in September, 2019 on the recruitment of volunteers for the emergency operations room.

(3) That details of the planned training exercises be circulated to Emergency Planning Shared Services Joint Committee Members.

9. ANY OTHER BUSINESS.

There was no other business to consider.

10. DATES AND TIMES OF FUTURE MEETINGS:-

Consideration was given to the proposed dates for future meetings as stipulated on the agenda:-

Tuesday, 10th September, 2019 at 1.30 p.m. at Rotherham Town Hall

Tuesday, 17th March, 2020 at 1.30 p.m. at Rotherham Town Hall

It was also suggested that another meeting be arranged during July, 2019 on a date to be confirmed.

Agreed:- That the meetings as indicated be confirmed and the date for the meeting in July circulated as soon as possible.

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

DRAFT Terms of Reference for consideration

The Service

1. To oversee the development and operational performance of the Service in accordance with the terms of the Agreement.
2. To achieve consistent and standardised service standards and systems of work 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 and review the operational 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.
5. To ensure effective action is taken to remedy any under-performance in the delivery of the Service.

Budget and accounts

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

Business Plan etc

9. To approve every three years, 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.
10. 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

11. To consider and approve an annual joint report 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.

Special reports (including but not limited to Risk Assessment, Internal Audit, Overview and Scrutiny)

12. To consider any special reports as presented in the context of the existing Business Plan and operational service delivery
13. To co-operate with and participate in any overview and scrutiny exercises of the Councils in relation to the Service.

Membership and Frequency of Meetings

14. Chair: Cabinet Member lead, to alternate between the two Councils on an annual basis
15. Membership: Cabinet Member lead or Deputy, Lead (Assistant) Director or Deputy, Emergency and Safety Manager or Deputy (Emergency Planning Shared Service)
16. Frequency of Meetings: at least twice per year; additional meetings as required by the committee.

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

30 July 2019

Item 9 - Financial Management

1. Purpose of paper:

To provide Joint Committee members with an in year budget forecast for 2019/20. Attached at Appendix A 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 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 2018/19 forecast outturn

As reported at Appendix A; a favourable outturn position is forecast. This is in the main accountable to the current vacancy, which is currently being recruited to.

4. Recommendations:

4.1 Members note the content of the report.

Appendix A - Summary breakdown 2019 / 20.

234100 - Emergency Planning		2019/20 Re-profiled Budget
Direct Employee Costs		
10101	Basic Pay-General Staff	£148,867
10401	Other Pay-General Staff	£14,000
10501	NI-General Staff	£15,115
10601	Superann-General Staff	£33,049
In Direct Employee Costs		
16010	Advertising-Staff Vacancies	£250
16050	Staff Clothing & Uniforms	£600
Public Transport related costs		
25040	Car Allowances	£600
25050	Public Transport Expenses	£300
Supplies and Services Costs		
30040	Books	£500
30060	Materials/Consumables General	£150
30070	Equipment Other	£500
30320	Printing	£850
30330	Stationery	£400
30410	Telephone - General	£100
30420	Telephones - Rental	£4,800
30430	Telephones - Calls	£200
30510	Computer - Other	£500
30610	Subsistence & Conference Expenses	£400
30620	Hospitality	£50
30700	Equipment Insurance	£580
30910	Contracted Services	£115,142
30990	Miscellaneous Expenses	£500
	Re-profiled TOTAL	£337,453
51070 Non-Govt Grants/SCC Contribution		
		£226,000
234100 RMBC Contribution		
		£111,453
	TOTAL FUNDING	£340,453

Carry Forward from Prior Years:		
SCC		-£114,275
RMBC		-£229,198
Total Carried Forward		-£343,472