

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

**Venue: Microsoft Teams Meeting      Date: Thursday 29 July 2021  
Time: 1.30 p.m.**

**A G E N D A**

- 1. Apologies for Absence.**
- 2. To appoint a Chair for 2021/22**
- 3. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.**
- 4. Minutes of the previous meeting held on 30 March 2021 (Pages 2 - 6)**
- 5. Matters arising from the previous minutes (not covered by the agenda items).**
- 6. Revised Joint Committee Terms of Reference (Pages 7 - 8)**  
To approve a revised Terms of Reference for the Joint Committee
- 7. Forward Plan (Pages 9 - 10)**  
To approve a Forward Plan of business for the Joint Committee.
- 8. 2020/21 Budget outturn position**  
*Report to follow.*
- 9. 2021/22 in year budget position (Pages 11 - 12)**
- 10. Service Update**  
*Verbal Report.*
- 11. Community Engagement - Update**  
*Verbal Report.*
- 12. Date, time and venue for the next meeting:-**  
That the next meeting of the Emergency Planning Shared Services Joint Committee take place on Thursday 9 September 2021 at 1:30pm as a Microsoft Teams meeting.

**1 EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 30/03/21****EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD)  
Tuesday 30 March 2021**

Present:- Councillor Alam (RMBC) (in the Chair); Councillor Fox (SCC).

Apologies for absence:- Apologies were received from Councillors Jones and Lelliott.

- 34. TO DETERMINE ANY ITEM WHICH THE CHAIRMAN IS OF THE OPINION SHOULD BE CONSIDERED LATER IN THE AGENDA AS A MATTER OF URGENCY.**

There were no urgent items.

- 35. MINUTES OF THE PREVIOUS MEETING HELD ON 15 DECEMBER 2020**

**Agreed: -**

That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 15 December 2020 be approved as a correct record.

- 36. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED BY THE AGENDA ITEMS).**

**Minute No.32** - Sam Barstow advised that the information on the impact of the COVID-19 restrictions on the EU resettlement scheme would be circulated to members.

- 37. FINANCE REPORT**

Officers presented a report to provide Joint Committee members with an in-year forecast outturn position for 2020/21. It was noted that the figures detailed in the report were subject to change based on expected budget adjustments at year end. A Summary Breakdown Forecast of the outturn 2020/21 outturn position was attached as an appendix to the officer's report.

It was noted that owing to the complexities that had arisen from year end shut down at the outset of the Covid-19 pandemic, that the value of the carry forward was in effect for two years; largely owing to in year vacancies and monies received from a third party to support secondment fees. It was noted that these vacancies had now been filled (pending recruitment checks) and that going forward this would negate any further potential underspend accumulations.

The report stated that the Emergency Planning Shared Service had

managed its budget since its creation, accumulating an earmarked balance of underspent monies that the Joint Committee had agreed to carry forward previously, and as such approval was sought to continue to do this with the underspend for 2020/21 to be carried forward as in previous years.

The report stated that in light of the ongoing major incident and potential future impacts to the resilience agenda and footprint, that the plans for the use of the underspend as previously presented to the committee would be revisited and re-costed. It was also proposed that the monies would continue to be utilised to fund areas of expenditure including ongoing and enhanced training provision for tactical and strategic leads, a fixed one year appointment and other specific requirements as sanctioned by the Local Resilience Forum.

**Agreed: -**

That the transfer of the favourable outturn budget to the underspend be approved.

**38. EMERGENCY PLANNING - SERVICE UPDATE**

Officers provided a verbal update on the Emergency Planning Shared Service.

**Overview**

Officer's provided updates on the following:

- The 100<sup>th</sup> meeting of the Strategic Group that had been managing the response to the Covid-19 pandemic had recently taken place. It was noted that the group's activity was now being aligned with the Government's "roadmap" out of lockdown. It was also noted that planning activity had been continuing that would enable the delivery of activity to support another major incident during the response to the pandemic.
- Command and control structures were being reviewed, and that with the improving situation regarding the pandemic that it was planned for more capacity to be transferred back to "business as usual" activities.

**Local Resilience Forum**

Officer's provided updates on the following:

- That the Objectives for the coming year had now been set.
- The Severe Terrorism threat had now been reduced from "very likely" to "likely", it was noted however that this would not make a

**3EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 30/03/21**

significant difference to the plans to deal with this type of incident.

- Work that was related to the EU Transition.

**Incident Management Plans**

Officer's provided updates on the following:

- Planned activity that would look to review and refresh the Incident Management Plans and how they could be informed from the learning that had been gained from the response to the flooding and pandemic emergencies.
- Work that would look at how different Incident Management Plans could be aligned and streamlined. It was noted that a report on this work would be brought to a future meeting of the committee.
- Debriefing activities relating to recent major incidents.

**Training**

Officer's provided updates on the following:

- The focus of training activity would move towards being more proactive, rather than being reactive as had been the case in the past.
- The wide range of online and remote training and learning activities that had been delivered.

Councillor Alam noted how well staff involved in Emergency Planning activity over the previous very challenging year had managed to respond to the needs created by the pandemic whilst also carrying out other non-pandemic related activity. Councillor Alam noted that it would be beneficial for future service delivery if learning gained during the pandemic could be captured. Councillor Fox concurred that it was essential that learning from the pandemic was captured and used to inform service development, in particular how the service had worked with and developed relationships with communities across Sheffield and Rotherham.

Members asked if there were any new or emerging issues that were of concern for the Shared Service. Officers advised that cyber resilience was an area of rapidly changing and increased risk along with the changing risks related to the pandemic such as the potential risk of public disorder regarding ongoing restrictions.

**Agreed: -**

That the update be noted.

**39. VOLUNTEER RECRUITMENT.**

Officers provided a verbal update on incident management volunteer recruitment.

Officers advised that a benchmarking exercise on volunteer recruitment had been conducted with other local authorities nationally but noted that the response rate had been low due to the fatigue in Emergency Planning teams after a year of the pandemic. It was noted that further benchmarking work would take place with partner organisations in order to learn how they operated. It was noted that over the coming months that the information gathered would be analysed and used to develop options and proposals for the Shared Service in areas such as rewards and recognition, training, personal development and the designation of roles.

Councillor Alam requested that a report on the benchmarking exercise and the proposals that were being developed be brought to a future meeting of the committee. Councillor Alam welcomed the proposal to look how the volunteer role could be recognised and rewarded and noted that it was important that the essential role that volunteers played was seen to be recognised and valued.

**Agreed: -**

- 1) That the update be noted.
- 2) That a report on the benchmarking exercise surrounding volunteers, and the proposals for how the findings could be implemented across the Emergency Planning Shared Service be brought to a future meeting of the committee.

**40. ANY OTHER BUSINESS**

Claire Hanson advised that the business plan and other key documents relating to the Emergency Planning Shared Service would be presented at future meetings of the committee.

Councillor Fox requested that officers prepare a Forward Plan of items to guide the work of the committee.

Sam Barstow advised that in accordance with the Terms of Reference for the Emergency Planning Shared Service Joint Committee that the position of Chair would rotate to a Sheffield City Council for the municipal year 2021/22.

**5EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 30/03/21**

Councillor Alam asked how the service was ensuring and maintaining staff welfare throughout the pandemic. Clair Hanson detailed the wide variety of activities that were being employed to ensure that staff felt connected and were supported with their well-being.

**Agreed: -**

That officers prepare a Forward Plan of items to guide the work of the committee for the municipal year 2021/22.

**41. DATE, TIME AND VENUE FOR THE NEXT MEETING: -**

**Agreed: -** That the next meeting of the Emergency Planning Shared Services Joint Committee take place on Thursday 29 July 2021 at 1:30pm.

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

**DRAFT Terms of Reference**

*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, including the utilisation of and carry forward budget
- 7.
7. To review and make recommendations of the annual revenue budget for the service for submission to the executives of the Councils.
8. To monitor the financial performance of the Service at each meeting.

*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, Frequency of Meetings and Review*

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, Resilience and Safety Manager or Deputy (Emergency Planning Shared Service)
16. Frequency of Meetings: quarterly; additional meetings as required by the committee.
17. Review: Terms of Reference to be reviewed every two years



## Emergency Planning Shared Services Joint Committee Work Programme 2021/22

Item	Meeting Dates							
	29/07/21	09/09/21	02/12/21	17/03/22	TBC June 2022	TBC Sept 2022	TBC Dec 2022	TBC Mar 2022
Budget outturn position	x				x			
In year budget position	x	x	x	x	x	x		
Review of Terms of Reference (every 2 yrs as per ToR)	x							
Service plan and proposed KPI's (every 3 yrs as per ToR)			x					
Performance Metrics Dashboard (redrafted in line with service plan - quarterly thereafter)				x	x	x	x	x
Underspend - planned and projected spend			x					
Review of operational effectiveness of the service (every 2 years as per ToR)				x				
Annual Performance Report				x				x
General update (inc LRF Priorities)	x	x	x	x	x	x	x	x
Incident Management Framework - review and update of plan / framework (inc competencies, training and exercise programme)			x		x		x	
Risk and Assurance	TBC in line with LRF timetable							

**Emergency Planning Shared Services Joint Committee Work Programme 2021/22**

Item	Meeting Dates							
	29/07/21	09/09/21	02/12/21	17/03/22	TBC June 2022	TBC Sept 2022	TBC Dec 2022	TBC Mar 2022
Community Engagement Project - update	x		x		x		x	
Elected Member Engagement			x		x		x	
*Demotes Required as per Terms of Reference of the Joint Committee								

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

29 July 2021

**2021/22 – In year budget position**

<b>1</b>	<p><b>Purpose of paper:</b></p> <p>In line with the Joint Committee Terms of Reference, to provide members with an in-year budget position for the Emergency Planning Shared Service. Attached at Appendix A is a summary breakdown.</p>												
<b>2</b>	<p><b>Key Points to note:</b></p> <p><b>2.1</b> The overall funding continues to be based on population size (pro rata) and comprises of contributions as follows for 2021/22:</p> <table border="1" data-bbox="177 927 1126 1088"> <thead> <tr> <th></th> <th align="right">£</th> <th align="right">%</th> </tr> </thead> <tbody> <tr> <td>Sheffield SCC</td> <td align="right">226,000</td> <td align="right">67</td> </tr> <tr> <td>Rotherham MBC</td> <td align="right">109,601</td> <td align="right">33</td> </tr> <tr> <td></td> <td align="right">335,601</td> <td align="right">100</td> </tr> </tbody> </table> <p>This represents no change to the funding composition for the previous financial year 2020/21.</p> <p><b>2.2</b> Salient points to note in terms of the in-year budget forecast spending are:</p> <ul style="list-style-type: none"> <li>• All posts within establishment are now filled (with effect from 4 1 July 2021)</li> <li>• Team training needs analysis to be undertaken in line with revisions to service plan – therefore showing a balanced budget to this nominal until the outcome of this is known</li> <li>• Security clearance and vetting costs for all strategic commander (Borough Emergency Coordinator and Duty Chief Officer) was previously agreed to be funded via the underspends. This is currently being absorbed within the revenue budget</li> </ul>		£	%	Sheffield SCC	226,000	67	Rotherham MBC	109,601	33		335,601	100
	£	%											
Sheffield SCC	226,000	67											
Rotherham MBC	109,601	33											
	335,601	100											
<b>3</b>	<p><b>Recommendations:</b></p> <p><b>3.1</b> The content of the report be noted.</p>												

## Appendix A - Summary breakdown (in year)

	Current Full Year Budget	Budget Operator Forecast	Full Year Variance	Comments
<b>Default Detail</b>	<b>109,601</b>	<b>109,601</b>	<b>0</b>	
Basic Pay-General Staff	150,117	141,755	-8,362	
Overtime-General Staff	0	0	0	
Other Pay-General Staff	14,385	14,439	54	
NI-General Staff	15,156	14,552	-604	
Superann-General Staff	25,820	25,867	47	
Advertising-Staff Vacancies	250	0	-250	
DBS Check	0	31	31	
Staff Clothing & Uniforms	600	600	0	
Training	10,000	10,000	0	
Other Indirect Emp Exps	0	6,405	6,405	Security vetting (DCO and BEC)
Repairs, Alteratns & Maint'Nce	0	0	0	
Car Allowances	600	600	0	
Public Transport Expenses	300	300	0	
Books	500	500	0	
Materials/Consumables General	150	150	0	
Equipment Other	4,421	7,100	2,679	
Equipment Purchase	0	0	0	
Clothing & Uniforms	0	0	0	
Printing	850	850	0	
Stationery	400	400	0	
Postage	0	0	0	
Telephone - General	100	100	0	
Telephones - Rental	4,800	4,800	0	
Telephones - Calls	200	200	0	
Computer - Other	500	500	0	
Subsistence & Conference	400	400	0	
Hospitality	50	50	0	
Budget Savings TBA(Budget Use)	0	0	0	
Equipment Insurance	580	580	0	
Contracted Services	104,922	104,922	0	Payments to SCC (Employee costs) and LRF
Miscellaneous Expenses	500	500	0	
Non-Govt Grants/Contribns	-226,000	-226,000	0	SCC contribution to EP shared service.
Sales Taxable Income	0	0	0	