

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

**Venue: Microsoft Teams Meeting Date: Thursday 30 September 2021
Time: 1.30 p.m.**

A G E N D A

- 1. Apologies for Absence.**
- 2. Minutes of the previous meeting held on 29 July 2021 (Pages 2 - 7)**
- 3. Matters arising from the previous minutes (not covered by the agenda items).**
- 4. Forward Plan (Pages 8 - 9)**

To approve a Forward Plan of business for the Joint Committee.

- 5. Service Update**

Verbal Report.

- 6. In year Budget position (Pages 10 - 11)**
- 7. Emergency Response Volunteer Update**

Verbal Report

- 8. Urgent Business**

- 9. Date, time and venue for the next meeting: -**

That the next meeting of the Emergency Planning Shared Services Joint Committee take place on Thursday 2 December 2021 at 1:30pm as a Microsoft Teams meeting.

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Thursday 29 July 2021**

Present: - Councillor Alam (RMBC) (in the Chair); Councillor Chaplin (SCC), Councillor McDonald (SCC).

Sam Barstow (RMBC)
Martin Elliott (RMBC)
Richard Eyre (SCC)
Clare Hanson (RMBC/SCC)

Apologies for absence: - Apologies were received from Councillor Johnson (SCC).

1. TO APPOINT A CHAIR FOR 2021/22

It was noted that in accordance with the Terms of Reference for the Emergency Planning Shared Services Joint Committee that the Chair of the meeting should alternate between a Rotherham MBC member and a Sheffield CC member on an annual basis. During 2020/21 the Joint Committee had been chaired by Councillor Alam of Rotherham MBC.

Councillor McDonald advised that due to other commitments that she would be unable to chair all of the meetings during 2021/22. Members and officers discussed alternative solutions for the chairing of the meeting during 2021/22

Agreed: -

- 1) That Councillor Alam of Rotherham MBC continue to chair meetings of the Emergency Planning Shared Services Joint Committee for the immediate future.
- 2) That officers look at possible options to the Emergency Planning Shared Services Joint Committee Terms of Reference to allow the Chair to be alternated or shared between Sheffield and Rotherham.

2. 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.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 30 MARCH 2021

Agreed: -

That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 30

March 2021 be approved as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES (NOT COVERED BY THE AGENDA ITEMS).

Officers noted that since the last meeting that some training had been offered and that a broader training programme was being developed as part of the service plan.

Officers advised that the benchmarking activity had been completed and that options for the Shared Service were had been identified and were being developed. It was noted that a further update would be brought to a future meeting of the Joint Committee.

5. REVISED JOINT COMMITTEE TERMS OF REFERENCE

In accordance with the Terms of Reference for the Emergency Planning Shared Services Joint Committee that stated that the Terms of Reference should be reviewed biennially, a revised Terms of Reference was submitted for consideration. It was noted that there was only one proposed amendment in the Budget and Accounts section that was:

“To review and make recommendations of the annual revenue budget for the service for submission to the executives of the Councils.”

Members and officers noted their support for the proposed amendment.

Agreed: -

That the revised Terms of Reference for the Emergency Planning Shared Services Joint Committee be approved.

6. FORWARD PLAN

In accordance with the request from members made at the March 2021 meeting of the Joint Committee officers presented a Forward Plan of business for the Joint Committee for the municipal year 2021/22. The Plan had been based on the committee's Terms of Reference and the priorities for Shared Service.

Agreed: -

- 1) That the Forward Plan be approved.
- 2) That an item on lessons learned from the response by the Shared Service to the pandemic be added to the Forward Plan.
- 3) That an item on national issues and national strategies with regard to Emergency Planning be added to the Forward Plan.

- 4) That an item detailing issues related to and impacting on Emergency Planning across the wider South Yorkshire area be added to the Forward Plan.

7. 2020/21 BUDGET OUTTURN POSITION

Members considered a report that had been submitted that detailed the 2020/21 Budget Outturn for the Emergency Planning Shared Service.

It was noted that the £85,000 underspend detailed in the report, and that had been reported at previous meetings of the Joint Committee related to 2019/20 and 2020/21. It was noted that it was proposed that the underspend would be rolled over to 2021/22. The Chair noted the unprecedented challenges that the pandemic had presented for the service and the related change of focus of activity that had resulted in the underspend occurring, and that as such he was supportive of the proposed rolling over of the underspend to the 2021/22 budget.

Members agreed that an ongoing surplus over a number of years was not a desirable situation but noted that a large proportion of previous underspends had been largely due to vacant posts that had now been filled. Officers agreed that this was an area of concern and advised that proposals were being developed in order to address the underspend and to ensure a balanced budget in future years.

Agreed: -

- 1) That the report be noted.
- 2) That the proposal to roll the budget underspend from 2019/20 and 2020/21 into the 2021/22 budget be supported.

8. 2021/22 IN YEAR BUDGET POSITION

In accordance with the Joint Committee's Terms of Reference, a report was submitted to provide members with an in-year budget position for the Emergency Planning Shared Service. A summary breakdown of the in-year budget position was attached as an appendix to the officer's report.

It was noted that:

- All posts within establishment had now filled.
- A team training needs analysis would be undertaken in line with revisions to service plan – therefore showing a balanced budget to this nominal until the outcome of this is known.
- Security clearance and vetting costs for all strategic commander (Borough Emergency Coordinator and Duty Chief Officer) had been previously agreed to be funded via the underspends. This was

currently being absorbed within the revenue budget.

Agreed: - That the report be noted.

9. SERVICE UPDATE

Officers provided a verbal update on the Emergency Planning Shared Service on issues including:

- The work of Local Resilience Forum (LRF) partners regarding the Covid response and recovery.
- Activity surrounding the review of the multi-agency flood plan.
- LRF activity surrounding cyber-awareness and the planned exercise in October that would aid planning and preparedness for a potential cyber incident.
- Training activity across the LRF and partners

Members asked for further information on activity regarding risk management planning surrounding multiple and concurrent major incidents.

Agreed: -

- 1) That the update be noted.
- 2) That an item on activity regarding risk management planning surrounding multiple and concurrent major incidents be added to the Forward Plan of the Joint Committee.

10. COMMUNITY ENGAGEMENT - UPDATE

Officers provided a verbal update on Community Engagement activity with regard to the Emergency Planning Shared Service.

In introducing the update officers noted the importance of community resilience as the impact of incidents on communities could be significant. It was noted that the lack of resources for activity in developing and maintaining community resilience was a continuing challenge but was an area that had been highlighted for future activity and development.

With regard to community engagement regarding flooding, officers advised that more activity was needed across both Sheffield and Rotherham in order to maximise community resilience. Officers advised that work was being carried out in partnership with the Environment Agency and a training provider to deliver training in communities that would develop resilience in communities regarding major flooding

incidents. Officers detailed the work that was being carried out regarding this activity.

Members welcomed the planned activity in communities and noted the importance that communications in the community on the issue were varied and not solely digitally based. Members requested that an update be brought to a future meeting of the Joint Committee regarding the roll-out and implementation of this activity.

Officers advised that that many of the principles of the flood action plan and other related plans regarding flooding were transferable and could be used to in the response to other types of major incidents.

The Chair welcomed the proposals and requested that equalities considerations were taken into account when planning the training activity in order to prevent digital exclusion in communities.

Agreed: -

- 1) That the update be noted.
- 2) That an item be added to the Forward Plan for alternate meetings to provide members with an update on community engagement activity.

11. 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 9 September 2021 at 1:30pm as Microsoft Teams meeting.

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 Date							
	29/07/21	09/09/21	02/12/21	17/03/22	TBC June 2022	TBC Sept 2022	TBC Dec 2022	TBC Mar 2022
Emergency Response Volunteers - update		x		x		x		x
Community Engagement Project - update	x		x		x		x	
Elected Member Engagement			x		x		x	
Horizon Scanning - national initiatives or external influences - lessons and assurance.	See below for items							
(a) Kerslake Report (Manchester Bombing)								
(b) Grenfell Enquiry - outcomes								
(c) Protect Duty - impact and implications								
(d) National Resilience Standards - Compliance / assurance								
*Required as per ToR								

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

30 September 2021

2021/22 – In year budget position

1	<p>Purpose of paper:</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>												
2	<p>Key Points to note:</p> <p>2.1 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>2.2 Salient points to note in terms of the in-year budget forecast spending are:</p> <ul style="list-style-type: none"> • 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 • 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 • Other nominals have been reduced owing for extended work from home and online conference attendance (therefore lower or zero associated costs) • One temporary FTE post (one year temporary contract) was previously agreed to be funded from underspend monies, some or all of this cost will be “drawn down” and offset current forecast underspend 		£	%	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											
3	<p>Recommendations:</p> <p>3.1 The content of the report be noted.</p>												

Appendix A - Summary breakdown (in year)

	Current Full Year Budget	Year To Date Actuals	Cuml Cmits	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
.	109,601	-40,449	9,467	-30,983	131,389	21,788
Default Detail	109,601	-40,449	9,467	-30,983	131,389	21,788
Basic Pay-General Staff	150,117	53,912	0	53,912	141,756	-8,361
Overtime-General Staff	0	0	0	0	0	0
Other Pay-General Staff	14,385	5,966	0	5,966	14,373	-12
NI-General Staff	15,156	5,954	0	5,954	14,643	-513
Superann-General Staff	25,820	11,026	0	11,026	26,062	242
Advertising-Staff Vacancies	250	0	0	0	0	-250
DBS Check	0	31	0	31	31	31
Staff Clothing & Uniforms	600	0	0	0	600	0
Training	10,000	0	0	0	10,000	0
Other Indirect Emp Exps	0	0	6,405	6,405	6,405	6,405
Car Allowances	600	0	0	0	300	-300
Public Transport Expenses	300	0	0	0	100	-200
Books	500	0	0	0	500	0
Materials/Consumables General	150	0	0	0	150	0
Equipment Other	4,421	0	0	0	0	-4,421
Equipment Purchase	0	24	0	24	24	24
Printing	850	2	0	2	400	-450
Stationery	400	0	0	0	50	-350
Postage	0	0	0	0	0	0
Telephone - General	100	0	0	0	100	0
Telephones - Rental	4,800	174	0	174	4,800	0
Telephones - Calls	200	0	0	0	200	0
Computer - Other	500	42	0	42	500	0
Subsistence&Conference Expnses	400	0	0	0	0	-400
Hospitality	50	0	0	0	0	-50
Budget Savings TBA(Budget Use)	0	0	0	0	0	0
Equipment Insurance	580	0	0	0	580	0
Contracted Services	104,922	108,000	3,062	111,062	135,315	30,393
Miscellaneous Expenses	500	420	0	420	500	0
Non-Govt Grants/Contribns	-226,000	-226,000	0	-226,000	-226,000	0
Sales Taxable Income	0	0	0	0	0	0