

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

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

Date: Monday 2 October 2023

Time: 12.30 p.m.

A G E N D A

- 1. Appointment of Chair**
- 2. Apologies for Absence.**
- 3. Minutes of the previous meeting held on 30th September, 2021 (Pages 3 - 6)**
- 4. Matters arising from the previous minutes (not covered by the agenda items).**
- 5. Exclusion of Press and Public**
Agenda Items 6 and 7 are likely to be considered in the absence of the press and public as being exempt under Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.
- 6. Emergency Planning Service - Restructure Proposal (Pages 7 - 27)**
- 7. Human Aspects Function - Transfer to the Shared Service (Pages 29 - 31)**
- 8. Budget Position (Pages 33 - 36)**
- 9. Any Other Business**
- 10. Date, time and venue for the next meeting - to be confirmed**

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**1 EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD) - 30/09/21****EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Thursday 30 September 2021**

Present: - Councillor Alam (in the Chair); Councillors Johnson, McDonald and Chaplin.

12. MINUTES OF THE PREVIOUS MEETING HELD ON 29 JULY 2021

Agreed: - That the Minutes of the meeting of the Emergency Planning Shared Services Joint Committee held on 29 July 2021 be approved as a true record of proceedings.

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

Minute No.1 – Councillor McDonald advised that she would be able to Chair the meetings of the Shared Services Joint Committee for the remainder of the municipal year.

14. FORWARD PLAN

Members considered the updated Forward Plan for the Shared Services Joint Committee.

Agreed: - That the Forward Plan be noted.

15. SERVICE UPDATE

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

- Training activity across the LRF and partners.
- The debrief regarding the response to the implementation of procedures following the death of HRH The Duke of Edinburgh and the opportunities for learning that had it highlighted in regard of Operation London Bridge.
- Work that had been carried out with the Council's Strategic Leadership Team in Rotherham regarding Winter preparedness.
- A run through of Operation Redbrick that had been carried out with South Yorkshire Police in in order to test emergency mortuary provision. Officers noted that due to the short period of time since the exercise that a full debrief had not yet been completed.

- Activity with the LRF regarding Cyber resilience.
- The joint activity that was being carried out with partners across the wider Yorkshire/North East Region regarding Counter-Terrorism preparedness.
- Winter preparedness, including planning around Covid-19.

Members sought assurance from officers regarding the robustness of the plans that were in place across both authorities regarding winter preparedness.

Officers assured members that the plans that were in place regarding Winter preparedness, as well as for other emergencies, were robust due to the regular testing and reviewing activity that took place, with all plans benefiting from the close partnership working that was carried out with delivery partners both locally and regionally.

Officers also provided an update on the response to the current issues around fuel supply and how critical services across Sheffield and Rotherham would be maintained.

Agreed: – That the update be noted.

16. 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:

- A Team training needs analysis would need to be undertaken in line with revisions to the service plan. Due to this situation a balanced budget was shown for this nominal until the outcome of this analysis became known.
- Security clearance and vetting costs for all strategic commander (Borough Emergency Coordinator and Duty Chief Officer) were previously agreed to be funded via the underspends. This was currently being absorbed within the revenue budget.
- Other nominals had 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) had

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previously been agreed to be funded from underspend monies with some or all of this cost being “drawn down” and offset against the current forecast underspend.

Officers assured members that the budget for 2021/22 would end in a balanced position.

Agreed: - That the report be noted.

17. EMERGENCY RESPONSE VOLUNTEER UPDATE

Officers provided a verbal update regarding Emergency Response volunteers. It was noted that there were separate, but aligned pieces of work being carried across the two councils regarding work with volunteers and how they were attracted to and recruited to roles supporting the delivery of emergency responses.

The update provided information on:

- How the senior roles were filled.
- How officers were recruited to become volunteers to deliver other emergency response roles.
- The work that was being carried out looking at how other Councils recruited and retained volunteers.
- Issues relating the profile and remuneration that was linked to the volunteer roles.
- How the skills gained into volunteering could be linked into the broader personal development for those officers who volunteered.
- The challenges and opportunities that hybrid working had created in managing volunteers and how they worked in responding to emergencies.

Members also noted that it would be useful for them to receive the Minutes of the meetings of the Local Resilience Forum. Officers advised that they would explore options on how this could be done.

Agreed: -

- 1) That the update be noted.
- 2) That a written report regarding volunteer recruitment be added to the Forward Plan and be brought to the December 2021 meeting of the committee.
- 3) That officers give consideration to how the minutes of the Local Resilience Forum could be shared most efficiently with members of the committee.

18. URGENT BUSINESS

There was no urgent business for consideration.

19. 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 2 December 2021 at 1:30pm as Microsoft Teams meeting.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Emergency Planning Shared Service Joint Committee (2 October 2023)

Budget Outturn Position 22/23 and in year forecast 23/24

1.	<p>Purpose of paper:</p> <p>To provide Joint Committee members with a budget outturn position for 2022/23 and the current in year forecast for 23/24.</p> <p>Attachments are as follows:</p> <ul style="list-style-type: none"> • Appendix A is a summary breakdown of the 22/23 outturn position • Appendix B provides the current in year forecast • Appendix C five-year summary of carry forward monies
2.	<p>Key points to note:</p> <p>2022/23 outturn As reported at Appendix A; the service was £19k overspent on its revenue budget. This was a conscious overspend, which by design was offset through the earmarked monies. Appropriate adjustments were made by finance colleagues and overall the budget was finalised as a balanced budget.</p> <p>This overspend occurred wholly owing to the fixed term temporary post within the Shared Service for 22/23.</p> <p>2023/24 – In year forecast At present shows a balanced budget – adjustments will need to be made with regards to the pending restructure at an appropriate time.</p> <p>There is currently one vacancy within the team, which will offset any costs incurred in quarter 1 associated with the fixed teams post (which has now ended)</p> <p>Carry Forward – five year summary Is presented for information.</p> <p>The overspend in years 21/22 as 22/23 were wholly in connection with a fixed term post (agreed through joint committee) that ended in quarter 1 of this financial year. These costs were drawn down from the carry forward earmarked monies so ultimately the revenue budget accounts were closed at zero.</p>
3.	<p>Recommendations:</p> <p>Members note the content of the report and agree the continued carry forward of these monies, which assuming agreement is reached regarding the substantive team restructure will be used to find this for a minimum projected five years.</p>

Appendix A - Summary breakdown – budget outturn 2022/23.

	2022/23 Budget	Actual as at 12/4/23	Full Year Variance
Basic Pay-General Staff	167,473.00	167,379.99	-93.01
Overtime-General Staff	0.00	3,772.65	3,772.65
Other Pay-General Staff	14,385.00	16,330.58	1,945.58
NI-General Staff	18,499.00	20,427.63	1,928.63
Superann-General Staff	28,804.00	32,494.77	3,690.77
Advertising-Staff Vacancies	250.00	0.00	-250.00
DBS Check	0.00	0.00	0.00
Staff Clothing & Uniforms	600.00	435.89	-164.11
Training	1,520.00	1,752.40	232.40
Other Indirect Emp Exps	0.00	450.88	450.88
Rent Or Hire Of Premises	0.00	150.00	150.00
Car Allowances	600.00	171.56	-428.44
Public Transport Expenses	300.00	4.60	-295.40
Other Transport Costs	0.00	240.00	240.00
Books	500.00	0.00	-500.00
Materials/Consumables General	150.00	330.39	180.39
Equipment Other	2,000.00	40.56	-1,959.44
Equipment Purchase	0.00	0.00	0.00
Food For Catering	0.00	437.50	437.50
Clothing & Uniforms	0.00	19.44	19.44
Printing	550.00	124.09	-425.91
Stationery	200.00	141.36	-58.64
Postage	0.00	0.00	0.00
Telephone - General	100.00	19.15	-80.85
Telephones - Rental	4,800.00	1,194.90	-3,605.10
Telephones - Calls	200.00	0.00	-200.00
Computer - Other	500.00	129.95	-370.05
Subsistence & Conference Expenses	200.00	0.00	-200.00
Hospitality	50.00	0.00	-50.00
Budget Savings TBA(Budget Use)			0.00
Equipment Insurance	580.00	0.00	-580.00
Contracted Services	108,000.00	127,500.12	19,500.12
Miscellaneous Expenses	500.00	420.00	-80.00
Non-Govt Grants/Contribns	-226,000.00	-230,000.00	-4,000.00
0 Detail GL Total	124,761.00	143,968.41	19,207.41

Appendix B – In year (23/24) budget forecast

	Full Year Information				
	Last years Budget	Current Full Year Budget	Actual plus Cmits	Budget Operator Forecast	Full Year Variance
Emergency Planning	124,761	124,099	-374,729	124,099	0
Basic Pay-General Staff	167,473	168,966	83,404	168,335	-631
Overtime-General Staff	0	0	0	0	0
Other Pay-General Staff	14,385	14,385	7,579	14,751	366
NI-General Staff	18,499	17,038	9,354	19,630	2,592
Superann-General Staff	28,804	29,232	15,871	33,289	4,057
Advertising-Staff Vacancies	250	250	0	250	0
DBS Check	0	0	0	150	150
Staff Clothing & Uniforms	600	600	0	600	0
Training	1,520	1,520	0	1,800	280
Other Indirect Emp Exps	0	0	375	375	375
Rent Or Hire Of Premises	0	0	-150	0	0
Car Allowances	600	600	47	600	0
Public Transport Expenses	300	300	25	13	-287
Other Transport Costs	0	0	0	200	200
Books	500	500	104	104	-396
Materials/Consumables General	150	150	0	150	0
Equipment Other	2,000	2,000	0	100	-1,900
Equipment Purchase	0	0	0	0	0
Food For Catering	0	0	-438	0	0
Clothing & Uniforms	0	0	0	0	0
Printing	550	550	36	107	-443
Stationery	200	200	37	200	0
Postage	0	0	0	0	0
Telephone - General	100	100	13	100	0
Telephones - Rental	4,800	3,678	0	2,000	-1,678
Telephones - Calls	200	200	0	200	0
Computer - Other	500	500	18	2,500	2,000
Computer-Software	0	0	145	145	145
Subsistence&Conference Expnses	200	200	0	0	-200
Hospitality	50	50	0	0	-50
Equipment Insurance	580	580	0	0	-580
Contracted Services	108,000	108,000	0	108,000	0
Miscellaneous Expenses	500	500	0	500	0
Internal Departmental Recharge	0	0	45	0	0
Non-Govt Grants/Contribns	-226,000	-226,000	-230,000	-230,000	-4,000

Appendix – Cumulative underspend position (last five years)

Appendix C – carry forward position (five years)

Description		Note / Comment	Carry forward budget	
2018/19 in year underspend	-78,605		Cumulative carry forward to 2019/20	-343,473
2019/20 in year underspend	-33,127	Carry forward adjustments not made in time to meet financial accounting close down timeframes owing to emerging impact of Covid 19 – to be rolled forward as a 20/21 carry forward (£51k)	Cumulative carry forward to 2020/21	-325,950
2020/21 in year underspend	-85,944	The 2021 underspend includes an adjustment re 19/20 year end (£58K)	Cumulative carry forward to 2021/22 (subject to agreement)	-411,894
2021/22 in year overspend	2,511	Additional costs (as agreed by joint committee for a fixed term post – Yr1)	Cumulative carry forward to 22/23	-409,383
2022/23 in year overspend	19,207	Additional costs (as agreed by joint committee for a fixed term post – Yr2)	Cumulative carry forward to 23/24	-390,176