

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

Date and Time:- Tuesday 13 October 2026 at 1.00 p.m.

Venue:- Committee Room 1, Rotherham Town Hall, The Crofts,
Moorgate Street, Rotherham. S60 2TH

Membership:- Councillors Alam and Williams, Rotherham MBC
Councillors Rusling and Lea, Sheffield CC

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.

AGENDA

1. Apologies for Absence.

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

2. Appointment of Chair

To appoint a Chair for the Emergency Planning Shared Services Joint Committee for the 2026-2027 municipal year.

3. Exclusion of press and public

To determine whether any items on the agenda require the exclusion of members of the public or press.

Under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items:-

- Agenda Item 8 (Budget and Finance Update)
- Agenda Item 9 (Resilience Round-Up January 2026 to October 2026);
- Agenda Item 10 (Forward Look); and
- Agenda Item 11 (Service Action Plan),

on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

4. Minutes of the previous meeting held on 20 January 2026 (Pages 5 - 8)

To consider and approve the minutes of the previous meeting held on 20 January 2026 as a true and correct record of the proceedings.

5. Membership Update

To receive an update on recent Membership changes.

6. Location of future meetings

To consider the location of future meetings, and whether Members wish to continue with rotation between Rotherham & Sheffield Town Halls.

7. Staffing Update (Page 9)

To receive an update on recent staffing changes within the Service.

8. Budget & Finance Update (Pages 11 - 18)

To receive an update on budget and finance, to include the following:

- the 2025-26 end of year position;
- the 2026/27 in-year position; and
- the cumulative carry forward position.

9. Resilience Round Up (January to October 2026) (Pages 19 - 29)

To consider the Resilience Round Up Report covering the period from January 2026 to October 2026.

10. Forward Look (Pages 31 - 36)

To consider the contents of the Forward Look report which has been prepared to ensure collective leadership, oversight and governance on emergency preparedness across both shared service partners.

11. Service Action Plan (Page 37)

To consider the Emergency Planning Shared Service Action Plan.

12. Urgent Business

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

13. Date, time and venue for the next meeting

To note the date of the next meeting scheduled to take place on Tuesday,
19th January, 2027 at 1.00 p.m.

A handwritten signature in black ink, appearing to read 'John Edwards', with a stylized, cursive script.

John Edwards,
Chief Executive

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**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Tuesday 20 January 2026**

Present:- Councillor Otten (in the Chair); Councillors Alam and Rusling.

Apologies for absence:- Apologies were received from Williams.

8. APOLOGIES FOR ABSENCE.

Present:- Councillor Otten (Sheffield CC) (in the Chair);
Councillor Alam (Rotherham MBC);
Councillor Rusling (Sheffield CC).

An apology was received from Councillor Williams (Rotherham MBC).

Also in attendance:-

Sam Barstow, Service Director of Community Safety and Street Scene
(Rotherham MBC)
Richard Eyre, Assistant Director (Sheffield CC)
Claire Hanson, Emergency Resilience and Safety Manager (Sheffield CC &
Rotherham MBC)
Richard McKinnon (Sheffield CC)
Kristianne Thorogood, Governance Advisor (Rotherham MBC)

9. MINUTES OF THE PREVIOUS MEETING HELD ON 3 JUNE 2025

Consideration was given to the minutes of the previous meeting held on 3 June 2025

Agreed:- That the minutes of the meeting of the Emergency Planning Shared Services Joint Committee held on 3 June 2025 be approved as a true record of proceedings.

10. BUDGET AND FINANCE UPDATE

The Emergency Resilience and Safety Manager provided Members of the Committee with an update on the 2025-26 Budget position statement as at the end of December 2025.

There was a forecasted underspend of £20,240, which was wholly due to a vacancy in the service. The vacant position (Resilience Officer) was currently advertised, with a closing date of 9 February 2026 and interviews were anticipated to take place in the week commencing 23 February 2026. This would be the third time this post had gone out to advert as no successful candidates had been identified previously.

The Emergency Resilience and Safety Manager explained that concurrent

to this recruitment process, they were also looking to scope and develop a career-graded post within the service, with a view to succession planning and building more capacity within the team. Similar roles existed within other local authorities, with incremental progression across a few grades. It was thought that this type of role could attract more candidates.

Councillors Alam and Otten commented that it was sensible to work on an alternative plan for a career-grade role, in case it still proved difficult to recruit to the vacant post.

It was noted that this was the smallest underspend reported for a number of years and it was seen as positive that efforts were made to invest in the service.

There was some discussion over presentation of the budget. It was commented that it could be presented in a more transparent way, with a narrative line providing explanation for items, which would be useful for Members. The Emergency Resilience and Safety Manager agreed to look to adjust the format for future reports.

Agreed:-

- (1) That the report be received and the contents noted; and
- (2) That, if the currently vacant position was not filled, the 2025-26 underspend would continue to be carried forward, as in previous years.

11. PREPAREDNESS - SOUTH YORKSHIRE LOCAL RESILIENCE FORUM PARTNER ASSURANCE PROCESS 2025

The Emergency Resilience and Safety Manager took Members through the South Yorkshire Local Resilience Forum (SYLRF) Partner Assurance Process 2025. This was an annual process which both Sheffield and Rotherham councils were obliged to complete to provide feedback to SYLRF partners. Both Sheffield and Rotherham councils had submitted their own form but as it was a shared service, the feedback had been the same for both. It was explained that the completed form in the agenda pack was for Sheffield City Council.

The Emergency Resilience and Safety Manager highlighted those areas where, on the service's own assessment, improvements could be made. Members were provided with assurance of the processes already in place and plans for improvement, where relevant.

Members were supportive of the SYLRF assessment process, commenting that it was an accurate and honest representation of the service's current position, whilst recognising those areas where improvements could be made.

Agreed:- That the assessment submitted under the South Yorkshire Local Resilience Forum Partner Assurance Process 2025 be noted.

12. RESILIENCE ROUND UP (JULY TO DECEMBER 2025)

Consideration was given to the Resilience Round Up report presented by the Emergency Resilience and Safety Manager which provided a summary of:-

- 1) Notable Incidents since the last meeting (July – December 2025) – this included:
 - a recent peak in incidents involving fire or explosion over the six-month reporting period;
 - political protest activity in Sheffield City Centre; and
 - a major burst water main incident in Sheffield which had affected a significant number of properties and the highways network.
- 2) Council and Local Resilience Forum Partnership resilience planning and preparedness activities with neighbouring local authorities.
- 3) Engagement with Training and Testing

Members commented that all training the service had participated in and continued to participate in were valuable activities that would ensure preparedness and resilience for future events.

Agreed:- That the Resilience Round Up Report be noted.

13. FORWARD LOOK

The Emergency Resilience and Safety Manager explained that the Forward Look item provided an insight into the risk profile for the upcoming six months (as identified by the COBR Civil Contingencies Risk Summary).

The Emergency Resilience and Safety Manager talked Members through the identified local priorities for the SYLRF and the shared service. Members raised questions on current risks and pressure points and were provided with assurance that sufficient plans and processes were in place.

Agreed:-

- (1) That the contents of the report be noted, including the classification and instructions for sharing of information as directed by COBR; and
- (2) That the priorities outlined are approved and Joint Committee Members will provide appropriate scrutiny and challenge as they are delivered.

14. ROTATION OF APPOINTMENT OF CHAIR

Consideration was given to the rotation of the appointment of Chair and that it would be the turn of a Councillor from Rotherham MBC to take on the appointment for the next municipal year. Given the upcoming local elections in Sheffield, it was suggested that the appointment of a new Chair be moved to the first meeting of each municipal year in future, usually June/July.

Agreed:- That henceforth, the rotation and appointment of the Chair of the Committee be voted upon at the first meeting of each municipal year.

15. URGENT BUSINESS

There were no urgent items of business.

16. DATE, TIME AND VENUE FOR THE NEXT MEETING

The next meeting of the Emergency Planning Shared Service Joint Committee was scheduled to take place on Tuesday 21 April 2026 at 1.00 pm in Rotherham Town Hall. The Committee discussed whether it would be appropriate to hold a meeting on this day given that Sheffield City Council would be in the middle of its pre-election period on that date, ahead of the local elections scheduled for Thursday 7 May 2026.

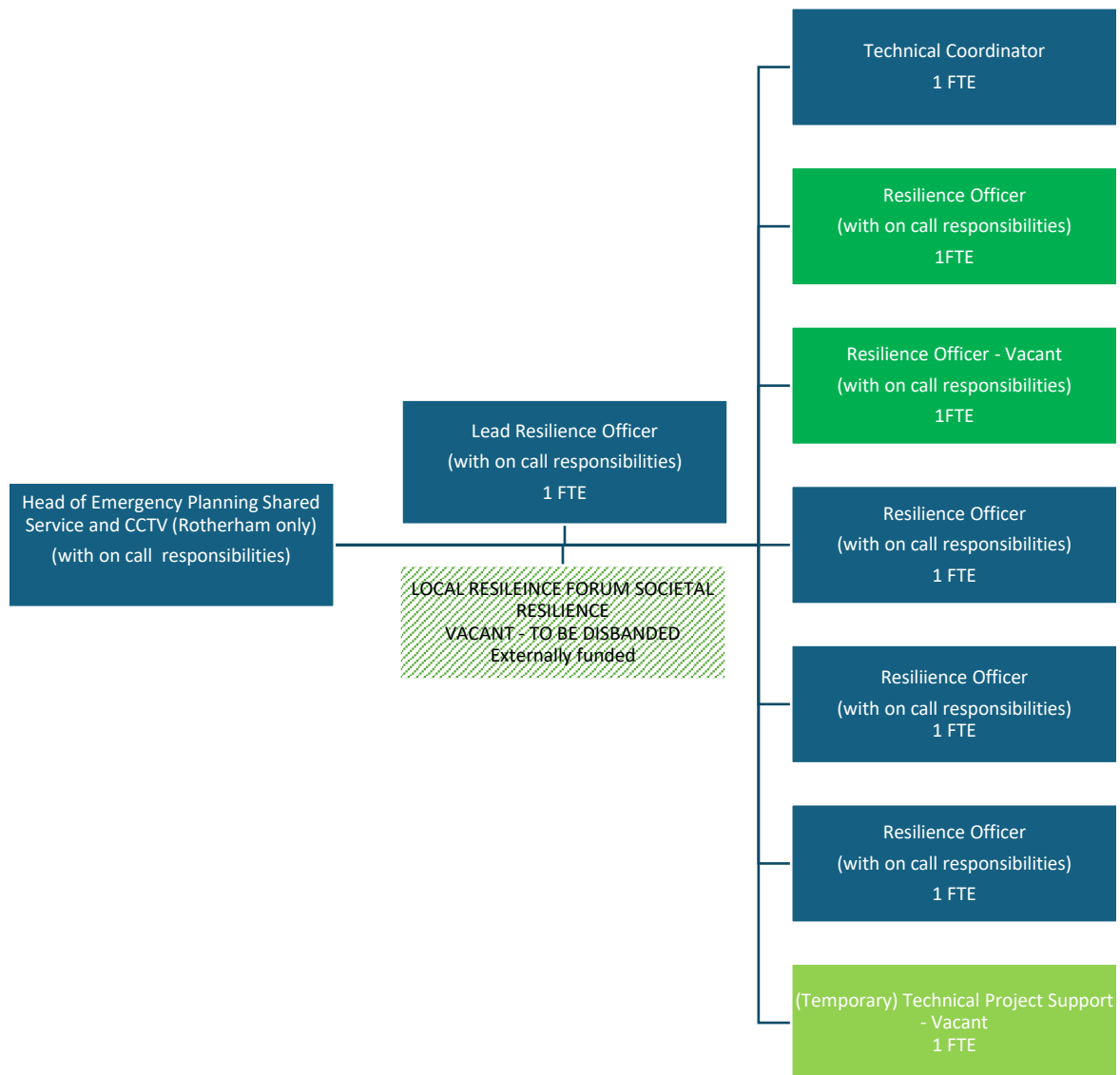
Councillors Otten and Rusling from Sheffield City Council expressed a preference to cancel April's meeting as they would be busy campaigning at this time. The Governance Advisor explained that Rotherham MBC were currently in the process of setting the dates of meetings for the next municipal year 2026-27 and would send out to Members and officers the suggested dates. The first meeting of the Emergency Planning Shared Service Joint Committee in the 2026-27 municipal year was likely to be at the end of June/beginning of July 2026.

Agreed:-

(1) That the next meeting of the Emergency Planning Shared Service Joint Committee, which was due take place on Tuesday, 21 April 2026 at 1.00 pm in Rotherham Town Hall, be cancelled; and

(2) That the Governance Advisor share with Committee Members and officers, the proposed dates for meetings of the Committee for the municipal year 2026-27.

Emergency Planning Shared Service – Establishment (June 2026)



Vacant – Pre Employment Checks underway

Vacant – Recruitment Underway

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