

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

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

**Date: Tuesday, 13th September, 2011**

**Time: 12.30 p.m.**

### **A G E N D A**

1. Welcome and introduction.  
Alan Matthews, Emergency and Safety Manager.
2. Individual Introductions.
3. Election of Chair and Deputy Chair.
4. 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.
5. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
6. Apologies.
7. Terms of Reference. (copy attached) (Pages 1 - 2)
8. **EXCLUSION OF THE PRESS AND PUBLIC**  
The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information relating to the financial or business affairs of any particular individual (including the Council)):-
9. Shared Service Business Plan. (copy attached) (Pages 3 - 10)  
Alan Matthews, Emergency and Safety Manager, to report.
10. Shared Service Presentation.  
Alan Matthews, Emergency and Safety Manager, to report.  
- handout to be provided at the meeting.
11. Elected Member Training Event.  
Alan Matthews, Emergency and Safety Manager, to report.

12. Any other business.

13. Date, time and venue for the next meeting:-  
- for discussion.

**Emergency Planning Shared Service (Rotherham and Sheffield)  
Committee**

**Terms of Reference**

The Committee's terms of reference are as follows –

*The Service*

1. To oversee the implementation, development and operational performance of the Service in accordance with the terms of the Agreement.
2. To achieve consistent and standardised service standards 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 the effectiveness of the arrangements for the delivery of the Service and to make recommendations as appropriate to the executives of the Councils, for example in relation to changes to legislation, developments in best practice or the requirements of the Service.
5. To review the operation and 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.
6. To ensure effective action is taken to remedy any under-performance in the delivery of the Service.

*Budget and accounts*

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

*Risk Assessment Report and Review of Internal Audit*

10. To consider and adopt the annual *Risk Assessment Report* into the operation of the Service.

11. To consider and adopt the *Review of Internal Audit Report* into the effectiveness of Rotherham's system of internal audit in relation to the Service.

*Business Plan etc*

12. To approve on an annual basis 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.

13. 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*

14. To consider and approve an annual joint report from the Director of Asset Management and the Director of Modern Governance 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.

15. To produce an annual report to the executives of the Councils by no later than 30<sup>th</sup> June in each year covering the performance of the Service in the 12 month period ending on the preceding 31<sup>st</sup> March.

*Special reports*

16. To produce as and when requested by either or both of the Leaders, or either or both of the chief executives, of the Councils such reports in relation to the Service that he/she or they may require.

*Overview and scrutiny*

17. To co-operate with and participate in any overview and scrutiny exercises of the Councils in relation to the Service.



**Emergency Planning** Shared Service  
**Rotherham & Sheffield**

# Business Plan

Issued by : Alan Matthews  
Emergency Planning Manager

Version 1



**DISTRIBUTION:**

Cllr Richard Russell	Shared Service Joint Committee Member (Rotherham MBC)
Cllr Gerald Smith	Shared Service Joint Committee Member (Rotherham MBC)
Cllr Julie Dore	Shared Service Joint Committee Member (Sheffield CC)
Cllr Tim Ripon	Shared Service Joint Committee Member (Sheffield CC)
Ian Smith	Director of Asset Management (Rotherham MBC)
Alistair Griggs	Director of Modern Governance (Sheffield CC)
Alan Matthews	Emergency & Safety Manager
Claire Hanson	Senior Business Continuity Officer
Peter Whitwam	Senior Emergency Planning Officer
Annette Senior	Emergency Planning Officer
Keith Bradley	Emergency Planning Officer
Vikki Brannan	Business Continuity Officer
David Owens	Business Continuity Officer
Richard Garrad	Performance & Quality Manager

**RECORD OF AMENDMENTS**

<b>Amendment Number</b>	<b>By Whom Incorporated</b>	<b>Pages Amended</b>	<b>Date</b>	<b>Signature</b>

## 1. Introduction

Emergency Planning is the general term for the work that the government, local authorities, the emergency services and the health services all do in preparing plans and procedures for dealing with and recovering from any emergency that may affect large numbers of the community. Under the Civil Contingencies Act 2004, local authorities and other “Category 1” responders such as emergency services and NHS bodies have a statutory duty to:

- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place;
  - Emergency Plans and Business Continuity arrangements and provide Business Continuity awareness and assistance to businesses and voluntary organisations.
  - Arrangements to make information available to the public about civil protection matters and warn, inform and advise in the event of an emergency.
  - Arrangements to maintain plans and ensure that they are capable of functioning in the event of an emergency, as far as reasonably practicable.

Following agreement by both Rotherham and Sheffield Councils in September 2010, a shared Emergency Planning and Business Continuity Service has been adopted for this provision and the agreed establishment is displayed at Annex A.

## 2. Business Planning

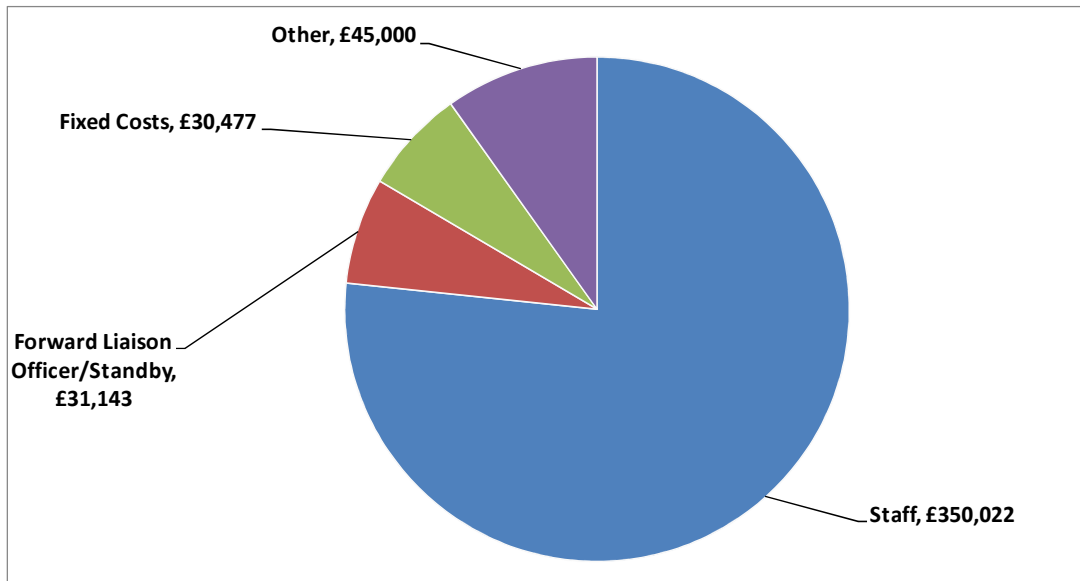
The aim of this shared service is to deliver an effective and efficient service to the residents of both Rotherham and Sheffield by the most cost effective means and to ensure that the Service is as effective and efficient as it can be. A Strategic Overview has been produced and is displayed at Annex B. This outlines the Vision, Mission and Values together with priority workstreams for the next two years (2011 – 2013). To support this a comprehensive detailed Shared Service Team Action Plan providing details how these objectives will be achieved has been produced and is available from the Emergency Planning Shared Service Manager. This Overview will be refreshed on a 2 year basis thereby ensuring that its Strategic aims are current and relevant.

## 3. Finance

The total cost of the shared service is currently £456,642 each year divided between Rotherham MBC and Sheffield CC. The contribution of both authorities is based on the relative populations of both areas. This means that Sheffield CC pay approximately 68% of the cost of the Shared Service £309,583 and Rotherham MBC contributes 32% which is £147,059.



The cost of the service is divided as follows:



- 3.1 Staffing** – Includes superannuation and national Insurance for all members of staff.
- 3.2 Forward Liaison Officers** – Duty officer on call 24/7 365 days of the year. Councils response officers to any incident major or minor.
- 3.3 Fixed Costs** – Covers all Information, Communication and Technology (ICT), South Yorkshire Local Resilience Contributions, Management Costs and Public Liability Insurance.
- 3.4 Others** – this covers training, travel expenses, stationery, printing of plans and publications, office and staff equipment and maintenance of existing resources.

#### **4. Legal and Governance Arrangements**

To ‘cement’ the Shared Emergency Planning provision, an ‘Agreement’ Legal document has been produced and agreed by both Councils in June 2011, for 5 (five) years. This document covers all aspects of the Shared Service ranging from joint committee arrangements, responsibilities, legal agreement through to all aspects of secondment arrangements and resourcing. Copies of this document are available through each councils legal departments, appropriate Operational Directors and the Emergency Planning Shared Service Manager.

#### **5. Resources**

A detailed listing of resources available to the Shared Service has been produced and is available from the Shared Service’s Manager.

## **6. Accommodation**

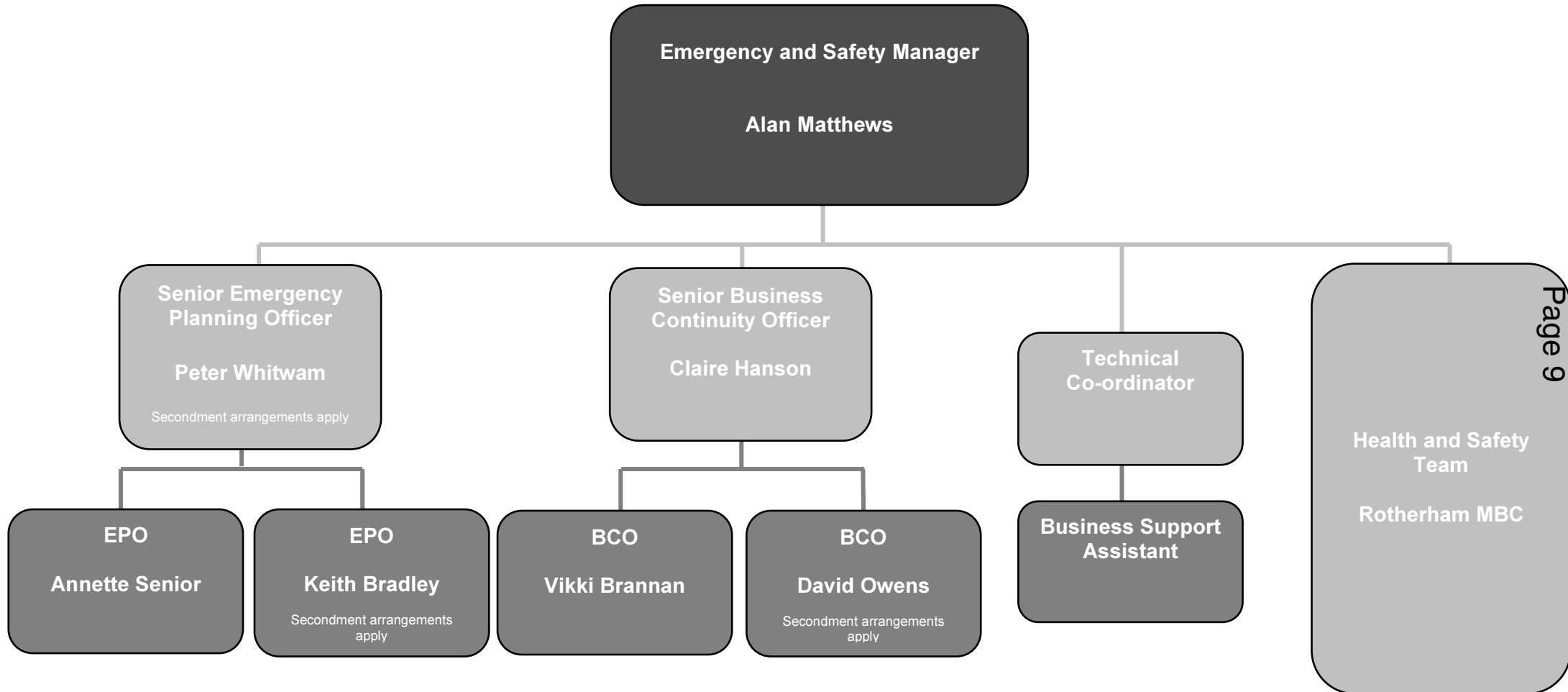
The team is currently accommodated in Bailey House, Rotherham until its move in November 2011 to the new purpose build civic accommodation at Riverside House, Rotherham. Although accommodated in Rotherham the team retains a satellite office in the Sheffield Town Hall, which is staffed as part of the new agile working arrangements at various times throughout the working week.

## **7. Emergency Operations Rooms**

There is a new council Emergency Operations Room situated in Room 310 in the Sheffield Town Hall and the Emergency Operations Room in Bailey House, Rotherham. To compliment these arrangements and to deal with any joint response to emergency situations, a joint Emergency Operations Room has been established in the new Riverside House complex, which will be available for use from March 2012. The complex has been built to a 1:150 year flood resilience with on site emergency power generation.

# Emergency Planning Shared Service Structure

## Rotherham and Sheffield



**EMERGENCY PLANNING SHARED SERVICE ROTHERHAM AND SHEFFIELD**

**STRATEGIC OVERVIEW**

**VISION**

The Shared Emergency Planning Service has the resilience to Respond To and Recover from any Extraordinary or Major Incident

**MISSION / VALUES**

- Co-operation, professionalism and commitment are the shared service's foundation
- South Yorkshire's communities are at the focus of our service
- Continual improvement in achieving efficient and effective resilience
- Optimise performance.... given a finite and challenging funding environment

**STRATEGIC PRIORITIES 2011-2013**

<b>PRIORITY 1</b>	<b>PRIORITY 2</b>	<b>PRIORITY 3</b>	<b>PRIORITY 4</b>	<b>PRIORITY 5</b>	<b>PRIORITY 6</b>	<b>PRIORITY 7</b>
Integration of the shared service across Rotherham MBC and Sheffield CC ensuring an equal service to the residents of Rotherham and Sheffield	Ensure the shared service is prepared to meet relevant challenges and events	Ensure efficient ways of working - maximising resilience	Ensure identification and appropriate mitigation to all risks and hazards across Rotherham and Sheffield	Interoperability is embedded within the Shared Service and with Partner Agencies	Engage with our communities to ensure they have the capability and resilience in an emergency situation	Explore future Development and expansion of the Shared Service with Partners

**TARGETS**

As defined in the Shared Service 'Team Action Plan' (held by the Manager and Staff of the Shared Service)						