

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

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

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

**Time: 12.30 p.m.**

**A G E N D A**

1. 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.
2. To determine any item which the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for Absence.
4. Minutes of the previous meeting held on 13th September, 2011 (copy herewith) (Pages 1 - 5)
5. Matters arising from the previous minutes (not covered by the agenda items).
6. Succession Planning of Emergency Planning Manager (report herewith) (Page 6)
7. Emergency Planning Budget (report herewith) (Page 7)
8. Training, Exercising and Emergency Plans Update (report herewith) (Pages 8 - 11)
9. Business Continuity Management Software (Claire Hanson, Senior Business Continuity Officer, to report)
10. Revised Terms of Reference.
11. Any other business.  
- Visit to Emergency Operations Rooms – 10 January 2012.
12. Date, time and venue for the next meeting:-  
TUESDAY, 20<sup>TH</sup> MARCH, 2012 at 12.30 p.m. at Rotherham Town Hall,  
Moorgate Street, Rotherham. S60 2TH

**1 DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 13/09/11**

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

**Tuesday, 13th September, 2011**

Present:-

Councillor Richard Russell	Cabinet Member for Waste and Emergency Planning RMBC
Councillor Gerald Smith	Cabinet Member for Town Centres, Economic Growth & Prosperity, RMBC
Councillor Julie Dore	Leader, Sheffield City Council
Councillor Tim Rippon	Sheffield City Council

together with:-

Alistair Griggs	Director of Modern Governance, Sheffield City Council
Claire Hanson	Senior Business Continuity Officer, RMBC
Ian Smith	Director of Asset Management, RMBC

**D1. WELCOME AND INTRODUCTION**

Councillor Richard Russell, Cabinet Member for Waste and Emergency Planning, welcomed everyone to the first meeting of the Joint Committee.

Reference was made to:-

- the joint work that had been carried out over the previous 18 months to facilitate the establishment of the Joint Committee
- the priority Rotherham Council afforded to Emergency Planning
- Beacon status
- Elected Members' background
- Transfer of officers

**D2. INDIVIDUAL INTRODUCTIONS**

Those present introduced themselves and their role.

**D3. ELECTION OF CHAIR AND DEPUTY CHAIR**

Nominations were requested for Chair and Deputy Chair of the Joint Committee.

Resolved:- (1) That Councillor Richard Russell (RMBC) be appointed Chair.

(2) That Councillor Julie Dore (Sheffield City Council) be appointed Deputy Chair.

(Councillor Russell in the Chair)

**D4. APOLOGIES**

Apologies for absence were received from:-

Alan Matthews, Emergency and Safety Manager, RMBC.

**D5. TERMS OF REFERENCE**

Those present discussed the Terms of Reference for the Joint Committee.

Resolved:- That the Terms of Reference as now submitted be agreed with the following amendments:-

*(i) Monitoring of the Service:- to read:-*

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 **and following each annual report**, for example in relation to changes to legislation, developments in best practice or the requirements of the Service.

*(ii) Special Reports:- to read:-*

To produce as and when requested by either or both of the Leaders, or either or both of the Chief Executives, **or the relevant Cabinets** of the Councils such reports in relation to the Service that he/she or they may require.

**D6. EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (financial/business affairs).

(The Chairman authorised consideration of the following two items in order to keep the Joint Committee up to date with developments.)

**D7. FINANCIAL ARRANGEMENTS**

Ian Smith, Director of Asset Management RMBC, informed the Joint Committee that it would be necessary at the next meeting to agree the annual revenue and capital budgets.

Resolved:- That a joint report be submitted to the next meeting.

**D8. STAFFING**

**3DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 13/09/11**

The Chair informed the Joint Committee that Rotherham's Emergency and Safety Manager was to retire at the end of the year.

Reference was made to exemplary work of the current post holder and to sub-regional, regional and national recognition of this Service.

Those present discussed the need to appoint to this post and the process within each Council to be followed.

Resolved:- (1) That the post be filled.

(2) That the Director of Asset Management RMBC and the Director of Modern Governance Sheffield City Council review the role and the job description of the Emergency Planning Manager with a view to early replacement.

**D9. SHARED SERVICE BUSINESS PLAN**

The Director of Asset Management RMBC spoke to the submitted report relating to the statutory obligation to produce a Business Plan for the shared Emergency Planning and Business Continuity Service.

The following aspects of the Plan were highlighted and discussed:-

- the need for a Plan and associated Action Plan
- how the plan would be used
- workstreams 2011-2013
- cost of the shared service and how allocated between the two authorities
- staffing structure and the role of the Forward Liaison Officers and the value of their local knowledge
- legal and governance arrangements
- resources available to the Shared Service
- accommodation and joint Emergency Operations Room set up in the new Riverside House complex in Rotherham
- strategic priorities 2011-2013

Resolved:- That a briefing be arranged for Sheffield City Council elected members and officers along with a visit to the Emergency Operations Room in Riverside House.

**D10. SHARED SERVICE PRESENTATION**

The Director of Asset Management RMBC gave a presentation to the joint committee entitled the "Shared Services – The Journey".

The presentation covered the following aspects:-

- background to the development of the Shared Service and timeline
- legal, governance, finance and HR issues

- accommodation requirements
- communications with the Civil Service
- convergence of ICT systems
- operational and performance management
- Operation Obelisk
- commencement of agile working
- Team action plan
- Business Continuity Management
- South Yorkshire Community Resilience Group
- development of Emergency Planning E-learning packages and continued training
- development of communications and web based methods
- benefits already becoming apparent
- Joint Operations Room in Riverside House and facilities in Sheffield
- CCTV Traffic Control
- a Corporate Exercise and joint Elected Member training
- scope for greater cross boundary working with neighbouring local authorities
- civil engineering capabilities
- development of shared service with NHS and other partners
- business continuity and buy in by the business sector
- reservoir planning
- increased South Yorkshire and regional influence

Resolved:- (1) That Sheffield Council provide a copy of the de-briefing from Operation Obelisk (Sheffield Liberal Democrat Conference) for Rotherham Elected Members and officers.

(2) That arrangements be made for Sheffield Elected Members and officers as follows:-

- to view the current CCTV Traffic Control room and systems
- to visit the new Emergency Planning Operations Room in Riverside House
- to meet the staffing team

#### **D11. ELECTED MEMBER TRAINING EVENT**

The Chair referred to the availability in Rotherham's Year Book of information on procedures and steps for Elected Members to take and who to contact in the case of an emergency.

Reference was also made to the training offered at Easingwold Emergency Planning College.

It was reported that Rotherham Elected Members had been trained in small groups by officers from Easingwold and by the Emergency and Safety Manager. A brief outline was given of the composition of the training provided.

Resolved:- (1) That the training provision be re-examined with a view to arranging joint training sessions for Elected Members of both local authorities.

(2) That the Sheffield Elected Members of this joint committee be provided with information on Roles and Responsibilities.

**D12. ANY OTHER BUSINESS**

Reference was made to an approach from the Chinese Government about Emergency Planning Shared Services and Buildings, transportation resilience and operations during floods.

It was reported that a visit had been arranged for 27<sup>th</sup> September, 2011.

Reference was made to the sub-regional implications and business links.

**D13. DATE, TIME AND VENUE FOR THE NEXT MEETING**

Resolved:- That the Joint Committee meets on a quarterly basis during Year 1 on a Tuesday at 12.30 p.m. wherever possible, at the Town Hall, Moorgate Street, Rotherham, and that mutually agreeable dates be sought from members of the Joint Committee.

**SUCCESSION PLANNING OF EMERGENCY PLANNING MANAGER**

1. The succession planning of the Emergency Planning Manager has been agreed by both councils and is taking place in accordance with the following programme:

(a) **Recruitment.** The advertisement for this post has been placed on both the Rotherham and Sheffield websites; the local Government Agency website, the Emergency Planning Society website and the Yorkshire Post (both newspaper and website). The closing date for applications was 11 December. An update confirming the number of applications received will be confirmed at the Shared Service Joint Committee Meeting.

(b) **Shortlisting.** The shortlisting panel consisting of Ian Smith, Asset Management, Rotherham MBC; Alistair Griggs, Director of Modern Governance, Sheffield City Council; Alan Matthews, Shared Service Emergency Planning Manager together with a representative from Rotherham MBC Human Resources will meet on Thursday 15 December 2011. From all the applications received a short list of acceptable applicants, who meet the essential criteria, will be produced and notified for interview.

(c) **Interviews.** Interviews for all successful applications will take place on Thursday 5 January 2012 and an additional date may also be allocated if the number of successful applicants cannot be interviewed during this allocated time. If a successful applicant is found then he/she will be appointed within 24 hours of the last interview taking place.

(d) **Appointment.** It is envisaged that the new appointment will be in post prior to the departure of the existing Emergency Planning Manager on 14 February 2012.

2. **Recommendation**

**That the Joint Committee note and agree the succession planning for the Emergency Planning Manager's post.**

**EMERGENCY PLANNING BUDGET**

1. Having reviewed the Emergency Planning Shared Service budget at the request of Sheffield City Council to make a 10% saving (£31k), the following proposal has been submitted to Sheffield City Council for acceptance:
  - Reduce two Sheffield secondees' hours from full time to part time (three days a week). This proposal has been reached following personal proposals having been put forward by the individuals concerned following a team meeting outlining the saving that had to be made. This reduction in the working week of the officers concerned will make a saving of £30.5k with the remaining £500 saving being found from the new grading of the Emergency Planning Manager's post.
2. The consequences of these reduced hours, if this proposal is accepted, will be reflected on the Team Action Plan with various target dates having to be extended beyond their current dates. These will be identified once the proposal has been formally accepted.
3. **Recommendation**  
  
**That the Joint Committee note and agree the proposal put forward in order to meet the 10% saving that Sheffield City Council to meet.**



## TRAINING, EXERCISING AND EMERGENCY PLANS UPDATE

### 1. Background

As members of the Joint Committee will be aware the Emergency Planning Shared Service went live on 1 June 2011 and since then the team's main focus has been on the production of new plans, carrying out training for staff and delivering exercises across both authorities. This report outlines progress made to date and also future priorities in these areas.

### 2. Current Situation

#### (a) Plan Update

Since the Shared Service went live, the team have produced a number of important plans and documents, which are outlined as follows:

- **Business Plan.** As previously discussed this outlines the structure and remit of the Emergency Planning Shared Service, along with the services' Strategic Priorities.
- **Team Action Plan.** As highlighted at the previous meeting, this plan provides a detailed framework of the key tasks the Emergency Planning Shared Service will carry out throughout the year. The document is reviewed and updated quarterly to ensure the team is meeting its targets and deadlines.
- **Risk and Hazard Assessment for Rotherham and Sheffield.** This document assesses the national identified risks in a local context. This enables the Emergency Planning Shared Service to prioritise its work-streams to plan and mitigate against the highest risks.
- **Sheffield City Council Major Incident Plan.** This new plan has been finalised and formally accepted by the Executive Management Team of Sheffield CC. The plan replaces the previous Scheme for Major Peacetime Emergencies and outlines in detail the new response arrangements the council has adopted as well as specific contingency arrangements the authority has in place.

- **South Yorkshire Off-Site Reservoir Emergency Plan.** The document was produced by the Emergency Planning Shared Service on behalf of all South Yorkshire emergency response organisations and has recently been formally accepted by the South Yorkshire Local Resilience forum chaired by the Chief Constable, South Yorkshire Police.

In addition to the completed documents outlined above, the team are working together on a number of other important documents that will be completed and launched in early 2012 and these are as follows:

- **Fuel Plans.** These are currently in their final draft. The plans (one for RMBC and one for SCC) outline how each authority will respond to a national fuel shortage. The arrangements outlined in the plan fit in with national planning arrangements and the authorities' Business Continuity arrangements.
- **Pandemic Influenza Plans.** Again these plans are in their final draft. The plans (one for RMBC and one for SCC) outline how each authority will respond to a flu pandemic. As with the Fuel Plans the arrangements outlined in the Flu Plans fit the national planning arrangements and both authorities Business Continuity arrangements.
- **Sheffield Minor Incident Plan.** This plan is being developed in line with the RMBC version. The plan outlines the response arrangements to incidents that are not so severe to warrant the full implementation of the council's Major Incident Plan.
- **Warning and Informing Material.** This material is designed to raise awareness to the public and local businesses on resilience and is being reviewed with the view to producing Shared Service literature that can be distributed at the various council outlets and events attended by the team.

**(b) Training Update**

The team have carried out a series of training sessions in Sheffield to train staff on their new roles and responsibilities towards emergency response and recovery. The sessions have been well attended and there are more sessions to be facilitated in the New Year, thereby, ensuring that all officers who have been identified with a specific role have been adequately trained.

In Rotherham training will recommence once all staff have been relocated to Riverside House. Training will then be held in the new Borough Emergency Operations Room and Directorate Control Rooms to enable staff to familiarise themselves with their new surroundings.

**Elected Members Training** was discussed at the last meeting of the Joint Committee and is being booked for 14 February 2012. A venue is being selected that will be convenient for both authorities. An invitation letter will be produced that will be signed by members of the Joint Committee and sent to Elected Members of both authorities. The **Elected Member Guidance Document on Business Continuity and Emergency Planning** is being updated and will be distributed at the event and also to those Elected Members who cannot attend.

A formal 2012 training calendar is currently being prepared which outlines the training taking place across both organisations throughout 2012/13.

**(c) Exercise Update**

*Exercise 'Buffer'* took place in Sheffield on 2 November 2011. The exercise involved the setting up and running of the new Emergency Operations Room in Sheffield Town Hall. From the exercise a Post Exercise Report is being produced which outlines a number of learning outcomes that have been identified, which the team will progress to meet a satisfactory conclusion.

The team were actively involved in the planning and preparation for a South Yorkshire multi agency training and exercising day on 17 November 2011, which took place at the South Yorkshire Gold Command facility at Handsworth. *Exercise Purple Flame* was a multi-agency strategic exercise to which a number of Directors from both authorities attended.

*Exercise 'Two Feet of Snow'* is taking place during December 2011 aimed at both Senior Management Teams and Operational Management groups within both Rotherham and Sheffield councils and involves the response to a winter weather scenario. Once complete appropriate post exercise reports will be completed outlining any learning points and making recommendations for enhancements to planning arrangements.

The first half of 2012 is set to be a busy period for Emergency Planning exercises in South Yorkshire. South Yorkshire Local Resilience Forum are scheduling a number of exercises including one for Meadowhall and another for the Olympic Torch Relay/Training Camps. In addition to this the Shared Emergency Planning Service will be running internal exercises as part of its annual training programme which will include two half day exercises and a two day corporate exercise in both authorities. The team aim to test not only the emergency response arrangements of the council but also the Business Continuity arrangements associated with recovering from an emergency.

3. **Recommendation**

**That the Joint Committee acknowledge the production of the above plans, training and exercising events and support all future training and exercising events in the future.**