

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

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

Date: Tuesday, 20th March, 2012

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 December, 2011 (herewith) (Pages 1 - 4)
5. Matters arising from the previous minutes (not covered by the agenda items).
6. Any other business.
7. Emergency Planning Budget and Service Delivery Implications (for discussion)
8. Elected Member Engagement (see briefing note attached) (Pages 5 - 7)
9. Emergency Operations Room - Riverside House (see briefing note)
10. Business Continuity Management (see briefing note)
11. Training and Exercising (see briefing note)
12. MJ Local Government Achievement Awards 2012 - Submission (see briefing note)
13. One Year Anniversary (for discussion)
14. Date, time and venue for the next meeting - Thursday, 14th June, 2012 at 12.30 p.m.

1 DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 13/12/11

EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD)

Tuesday, 13th December, 2011

Present:-

Councillors Richard Russell	Cabinet Member for Waste and Emergency Planning, Rotherham (in the Chair)
Councillor Julie Dore	Leader, Sheffield City Council

Together with:-

Alistair Griggs	Director of Modern Governance, Sheffield City Council
Claire Hanson	Senior Business Continuity Officer, Rotherham
Alan Matthews	Emergency and Safety Manager, Rotherham
Ian Smith	Director of Asset Management, Rotherham

Apologies for absence:- Apologies were received from Councillor Gerald Smith (Rotherham) and Councillor Tim Rippon (Sheffield).

D14. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH SEPTEMBER, 2011

Resolved: - That the minutes of the inaugural meeting of the Emergency Planning Shared Services Joint Committee - Rotherham and Sheffield be agreed as a true record.

D15. MATTERS ARISING

With regards to Minute No. D5 [Terms of Reference] it was noted that all relevant action referred to had been taken.

Reference was made to Minute No. D9 [Shared Service Business Plan] where it was noted that a visit had been arranged to Riverside House for the 10th January, 2012.

The presentation on the "Shared Services – The Journey" had taken place and a copy would be provided to all attendees.

The training relating to Minute No. D11(1) and (2) had been arranged for Tuesday, 14th February, 2012 and a letter confirming this would be appropriately signed by the Cabinet Member for Waste and Emergency Planning and the Leader of Sheffield City Council. Discussion ensued on the feasibility of locations and adequate parking and it was suggested that separate sessions be arranged for both Rotherham and Sheffield Councillors, but that the one on the 14th February, 2012 be held in Sheffield.

It was also suggested that training sessions be extended to include Sheffield wherever possible and an invitation be extended to the next session of Project Argus.

D16. SUCCESSION PLANNING OF EMERGENCY PLANNING MANAGER

Consideration was given to the report presented by Ian Smith, Director of Asset Manager, that detailed the agreed process by which both Councils would appoint to the role of Emergency Planning Manager following the retirement of the current postholder.

The agreed procedure included the arrangements for the recruitment (including advertisement), shortlisting, interviews and appointment to the post.

It was noted that it was intended that the new postholder would be in post in advance of the retirement of the current postholder in February, 2012.

It was also suggested that details of the successor be circulated to the Cabinet Member for Waste and Emergency Planning and the Leader of Sheffield City Council.

Resolved: - That the process as outlined be approved.

D17. EMERGENCY PLANNING BUDGET

Consideration was given to the report presented by Ian Smith, Director of Asset Management, regarding the budget of the Emergency Planning shared service and the request from Sheffield City Council to achieve a 10% budget saving against their contribution to the Emergency Planning Shared Service.

The saving proposal had been suggested by the team members concerned and involved two full-time staff reducing their hours from full-time to part-time (three days a week) to achieve a £30.5k saving, It was suggested that the remaining £500 budget saving required be achieved through the saving made by the re-grading of the Emergency Planning Manager's post.

The potential risks and benefits of the budget saving proposals as suggested were noted.

Discussion ensued on the proposal, which now appeared to be as a result of the challenge on meeting the funding gaps and the concerns about the impact on the budget in Rotherham.

The proposal from Sheffield was supported and consideration was to be given to discussions regarding a similar reduction in Rotherham.

Resolved: - That the proposal as suggested be agreed and it be noted that a similar reduction may apply to the Rotherham contribution for 2012/13.

D18. TRAINING, EXERCISING AND EMERGENCY PLANS UPDATE

Consideration was given to the report presented by Alan Matthews, Emergency and Safety Manager, which provided an update on the work that had been underway in relation to the Shared Service's training, exercising and emergency provision plans. The plans were available at the meeting for inspection.

3DEMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE (ROTHERHAM AND SHEFFIELD) - 13/12/11

Following the inception of the Shared Service on 1st June 2011, the new Service's focus had been on writing plans, implementing training for Officers and delivering exercises across both Authorities. Further information was provided on the details (as set out in the report).

The Emergency Planning Shared Service had also delivered two half-day exercises and a two-day corporate event for both Authorities is planned for 2012. These events are aimed to test the Councils' emergency response arrangements and the business continuity arrangements associated with recovering from an emergency.

Discussion ensued on the plans for a training session on the 14th February, 2012, which after debate, would be held in Sheffield. Councillors from both Local Authorities would be invited, but a separate session would also be held in Rotherham. A letter informing all Members about these sessions would be circulated in due course and signed by the Cabinet Member for Waste and Emergency Planning and the Leader of Sheffield City Council.

Resolved: - That the Joint Committee supported the continuation of the work being undertaken on behalf of the Shared Services in relation to Plans, Training and Exercise work.

D19. BUSINESS CONTINUITY MANAGEMENT SOFTWARE

Alan Matthews, Emergency and Safety Manager, introduced the concept of the Business Continuity Management Software, which was unique to Rotherham and which had been developed in-house specifically for a Local Authority.

Clare Hanson, Senior Business Continuity Officer, gave a demonstration on the bespoke design, its capabilities and what data it would capture and explained how the concept had been developed.

It was anticipated that the software would be piloted in January, 2012 for a period of approximately six weeks and then evaluated. A full update on progress would be presented to the next meeting in March, 2012.

Resolved:- (1) That Clare Hanson be thanked for her informative demonstration.

(2) That an update on progress be submitted to the next meeting in March, 2012.

D20. REVISED TERMS OF REFERENCE

The Committee noted that the terms of reference as suggested had been revised.

D21. ANY OTHER BUSINESS

The Committee had no further business to report.

D22. DATE, TIME AND VENUE FOR THE NEXT MEETING:-

Resolved: - That the next meeting of the Emergency Planning Shared Services Joint Committee - Rotherham and Sheffield be held on Tuesday 20th March, 2011 at 12.30 pm in the Rotherham Town Hall, Moorgate Street, Rotherham.

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

20 March 2012

Item 8 Elected Member Engagement

The first Elected Member Awareness Session took place in Sheffield on 14th February. There was only limited attendance despite a number of reminders. The second event is scheduled to take place in June in Rotherham Town Hall. The format and content of the second session will be same as the first session run in Sheffield and therefore those Members that attended in February are not expected to attend in June.

At the event we distributed the new Elected Members Guidance Document. It is now intended that the remaining Elected Members who have not attended the session will receive a letter to inform them of the June date with the accompanying guidance document.

Item 9 Emergency Operations Room

Rotherham's Borough Emergency Operations Room has formally been relocated into Riverside House from Bailey House. The room is fully equipped and with the use of an adjoining room has the capacity for 30 officers. Directorate Control Rooms are also relocating from across the Borough to meeting rooms in Riverside House. The team are going through a series of testing before running a short exercise in June.

Item 10 Business Continuity Management

The Business Continuity Management software has continued to evolve since the demonstration to the joint committee in December.

The pilot sessions commenced within Rotherham MBC during January 2012, concluding on 9 March and involved teams within Audit and Asset Management, former RBT colleagues and Children and Young Peoples Services. Owing to ICT acceptance issues within Sheffield CC, the pilots have been slightly delayed resulting in the system being demonstrated to three groups within Place, Communities and DCX at the beginning of March, use of the system by these groups will not be permitted until security clearance has been granted which is expected mid March.

Both during preliminary demonstrations and subsequent use of the software package a number of useful recommendations have been made for improvement. The Emergency Planning Shared Service continues to work with developers to encompass these suggestions where practicable into the package to ensure the model delivered to the councils is fit for purpose.

The use of the software package is complemented by the proposed new Business Continuity Management structure that is to be introduced within both councils (approved by Rotherham MBC's Senior Emergency and Safety Management Team in January 2012 and to be presented to Sheffield CC DCX and EMT Management Teams late March). This proposal fundamentally sees a director level management group being formed responsible for providing the overarching strategic leadership for the development and way forward for corporate BCM within the council. Directors will be expected to provide the lead within their respective area and ensure that the corporate vision for BCM is fed to Team Managers and that service BCM Plans are developed in line with corporate guidelines thereby embedding BCM and corporate consistency. This Management group will be complemented by a Business Continuity Champions group, aimed at being more operationally involved in departmental business continuity arrangements. Both groups supported by the Emergency Planning Shared Service.

Item 11 Training and Exercising

A new training calendar has been put in place. Since the move to Riverside House, in Rotherham, Training and exercising will primarily now take place in the new Borough Emergency Operations Room in Riverside House.

Further training on the new response roles has taken place over the last three months in Sheffield. Following this the team plan to run a 'mini-exercise' (2 hours) in May to fully test the new arrangements. The exercise will involve the setting up of not only the Emergency Operations Room but also the Portfolio Control Rooms. The exercise will then be run in Rotherham in June.

The Shared Service is involved in the planning for a number of multi-agency exercises with colleagues from the Local Resilience Forum. The following exercises are taking place over the next few months:

- Sheffield City Centre Evacuation Exercise (26th March):
An exercise to test the City Centre Evacuation Plan. It is hoped that once this has taken place the same scenario can then be used in Rotherham, Barnsley and Doncaster. The exercise is table-top so will not include any 'live play'.
- Olympic Spread (18th April):
A multi-agency exercise to test the response to incident involving the international training camps that will be housed within the county during London 2012. A further exercise looking at the Torch route is to be confirmed. Both exercises are table-top so will not include any 'live play'.
- Meadowhall Exercise (26th April):
The exercise is being run in conjunction with Meadowhall Security and will test the Meadowhall Emergency Plan, including the evacuation of the site. The exercise is table-top so will not include any 'live play'.

- Argon Shield (4th May):
A live multi-agency exercise to test decontamination arrangements. The emergency services will be setting up their decontamination equipment at the Police Training Centre, Robert Dyson House. This exercise will mainly involve the emergency services however a number of Sheffield and Rotherham Council staff will be attending as either Forward Liaison Officers or to play 'victims'.

Item 12 MJ Local Government Achievement Award 2012 - Submission

A submission was made to the Local Government Achievement Award, under the Shared Service category on 17 February 2012 (copies available at the meeting). This reflected a culmination of comments from senior managers and officers across both Rotherham and Sheffield councils, and included the very supporting quotes from both Cllr Russell and Cllr Dore. The key areas discussed in the submission included:

- The conception of the Emergency Planning Shared Service
- Planning and Developing the Shared Service
- Overcoming obstacles
- Communication with stakeholders
- The Shared Service Structure
- Delivering goals and achieving targets
- Benefits and Outcomes
- Key Lessons Learned

If the submission is successful and the Emergency Planning Shared Service is shortlisted as a finalist, notification will be received during April 2012, possibly with the requirement to attend a further interview between April and May 2012. If successful the awards will be presented on the evening of Thursday 21 June at the Hilton Hotel, Park Lane, London.