

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

Monday 21 March 2016

Rotherham Town Hall

Purpose of paper:

To provide Joint Committee members with an update and overview as to the current governance position, and priorities for the forthcoming year.

Background information:

Team Action Planning

The Emergency Planning Shared Service 15/16 Team Action Plan was produced, at the outset based on a staffing resource of 6.6 FTE, however throughout the course of the year, staffing reductions have totalled 2.2 FTE, through either retirement of the permanent Emergency & Safety Manager (filled on an interim basis by the Senior Resilience Officer), and resilience officer teamed with maternity leave of a second Resilience Officer (0.6 FTE to return to work June 2016).

Key facets of this action plan are highlighted at Appendix A, as well as a summary of progress, achievements and outstanding actions, given the unplanned (and temporary) nature of these staff absence, some actions have been deferred to next year, or been more protracted in their execution and therefore aspects are to carry forward also (as detailed at Appendix A).

Whilst the action plan for 16/17 is in the final stages of development, key aspects to feature include:

- Focus on Strategic (including multi-agency “gold” level) engagement, training and the dissemination of a support pack to all gold level officers across the councils, and to include where appropriate media training.
- Focus on Elected Member engagement, and training, especially newly inducted members or those less familiar with their role in emergencies and business disruptions
- Launch of newly formatted Major Incident Plan, and Borough Emergency Plan, teamed with training needs analysis of key roles and generic awareness sessions
- Corporate Business Continuity Planning – refresh approach, engagement and interaction with Directorates and Portfolios and development of a generic Corporate Business Continuity plan
- Corporate resilience annual exercise (in both authorities), combined with focused periodic communication call out exercise and proportionate and targeted training
- Emergency Operations Room; staffing resilience

Key Performance Indicators

Throughout 15/16, the Emergency Planning Shared Service has monitored indicators of performance within the unit, these have encompassed:

KPI	Rotherham MBC deliverables	Sheffield CC deliverables
Delivering an annual corporate exercise and six training sessions (per authority) within the year	Above target - Corporate Exercise – Exercise Lodge June 2015 and Exercise Advent Dec 15; plus 24 training sessions (excluding March)	Above target - Corporate Exercise – Exercise Dusk, October 2015; plus 16 training sessions (excluding March)
Six Monthly dissemination of corporate emergency response and recovery generic contacts directory within each authority	Three versions disseminated throughout 15/16; above target ; largely due to the rapid changes in personnel and Elected Member during the year	One version disseminated on time one nine days delayed owing to information from key sections within the council later submission of amendments; but back on target for future version issue; below target

Going forward into 16/17; it is intended to retain the above indicators, and look to introduce additional measures around the timely dissemination updates or amendments to resilience plan and the carrying out of supportive audit of Business Continuity Plans within Portfolio / Directorate; the latter of which introduced once a revised programme of Business Continuity is established within both authorities.

Recommendations:

- 1) **The contents of the briefing paper be noted**
- 2) **Agreement in principle to the proposed key actions for 16/17**
- 3) **Agreement in principle to the measures of performance outlined**

Team Action Plan 2015/15 – A précis

Service Action	Narrative	Comment / actions to carry forward
Ensuring appropriate governance and cooperation mechanisms are in place (both internally and across multi-agency partners)	Both Strategic Resilience Management Team (SCC) and Directors Resilience Management Team (RMBC) established and meeting in line with terms of reference, providing a strategic assurance role and providing direction for future direction of travel	A tactical level resilience group to be established, within SCC initially, and RMBC subsequently, action to be carried forward.
Integration within the Local Resilience Forum Risk Assessment process	Active member of the LRF Risk and Planning sub group, and “risk lead” for a number of risks, SY Community Risk Register published in June 2015	Recognising that Risk Assessment underpins all other resilience activity, to continue to actively engage with this work stream
Ensure generic and specific Emergency or Resilience Plans and planning arrangements are in place, proportionate to the agreed risk profile (including recovery arrangements)	A number of resilience or emergency plans produced or updated (in line with the revised programme of review) not least, off site reservoir inundation plan, corporate flu framework, city and town evacuation plans etc. Contact details have been removed from all stand-alone resilience plans and are subject to more frequent dissemination.	The Emergency Planning Incident Management System (EPIMS), requires updating to be reflective of updated national good practice and changes in planning and council structure; this is being investigated at present, but may attract costs to facilitate the upgrade
Ensure a fit for purpose programme of Corporate Business Continuity is in place	Varying engagement across both authorities, proposals have been submitted to respective strategic resilience management teams to refresh the approach and are subject to further discussion.	Clear strategy for achieving departmental compliance required (proposals submitted), teamed with production of corporate BC plan – a key feature of the team action plan for 16/17
Resilient communications	An audit of emergency response communication methods has been undertaken, as well as effectiveness and ease of delivery. A programme of review and testing introduced and familiarisation; this is in line with the LRF sub group and national capabilities work stream	To continue and be an ongoing piece of work that underpins all aspects of resilience preparedness.
Training and Exercising	Corporate exercise developed and delivered in both authorities, debrief produced with recommendations presented to strategic groups respectively. As well as a number of training sessions delivered. A register of events delivered maintained as separate record.	To continue as a key element of team priorities going forward, training needs analysis to be disseminated in the new financial year and actioned appropriately, as well as corporate exercising programme to be maintained, including regular communication call out exercise.
Warning and Informing	Strategy under development in conjunction with communication colleagues (both RMBC and SCC), this encompasses the wider requirement to warn residents within a reservoir inundation zone, and to promote Business Continuity to local business and voluntary sector	To be developed further this forthcoming year, and seek approval from respective resilience groups to actively initiate more proactive communications (particularly in relation to community and corporate resilience)