

**1D EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD) - 21/03/16**

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Monday, 21st March, 2016**

Present:- Councillors S. Alam and R. Taylor (Rotherham MBC) and Councillor S-M. Richards (Sheffield City Council).

Together with Officers:- Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield), Mrs. K. Hanson (Rotherham MBC) and Mr. N. Dawson (Sheffield City Council).

Apologies for absence: were received from Councillor D. Lelliott (Rotherham MBC), Councillor T. Fox (Sheffield City Council and from Mrs. G. Duckworth and Mr. S. Green (Sheffield City Council).

1. APPOINTMENT OF CHAIRMAN OF THE JOINT COMMITTEE FOR THE 2015/2016 MUNICIPAL YEAR

Agreed:- That Councillor Saghir Alam of Rotherham Metropolitan Borough Council be appointed Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the remainder of the 2015/16 Municipal Year.

(Councillor Alam assumed the Chair)

2. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH JANUARY, 2015

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 20th January, 2015, be approved as a correct record for signature by the Chair.

3. MATTERS ARISING FROM THE PREVIOUS MINUTES

With reference to Minute No. 18 (General Issues – Update) Members requested information about the Reservoir Grant and details of the various reservoirs in South Yorkshire which have been assessed for flood defence works as a consequence of the inundation (flooding) in South Yorkshire in 2007.

4. BUDGET MONITORING

Consideration was given to a report, presented by the Interim Emergency and Safety Manager, containing:-

: the financial outturn budget for the Emergency Planning Shared Service (Rotherham and Sheffield) for the 2014/2015 financial year (and carry forward);

: the current forecast position for the Emergency Planning Shared Service (Rotherham and Sheffield) for the 2015/2016 financial year

: the budget for the Emergency Planning Shared Service (Rotherham and Sheffield) for the forthcoming 2016/2017 financial year, as agreed by both local authorities.

Members discussed the following salient issues highlighted within the submitted report:-

- the items of budget variation in both the 2014/15 and in the 2015/16 financial years;

- the carry forward of £90,829, into the 2016/17 financial year, which may be used to offset any future budget reductions and also for specific items such as training and the future development of the Emergency Planning Incident Management System;

- ensuring best value from expenditure on the Emergency Planning Shared Service;

- clarification of the budget contributions from both local authorities for the forthcoming 2016/2017 financial year (per the original Shared Service agreement) – specifically the details relating to Sheffield City Council's contribution.

Agreed:- (1) That the report be received and its contents noted.

(2) That the carry forward of the sum of £90,829, into the 2016/17 financial year, as now reported, be approved.

(3) That the appropriate officers shall clarify the budget contribution from Sheffield City Council for the forthcoming 2016/2017 financial year and inform Members of this Joint Committee in due course.

5. GOVERNANCE

Consideration was given to a report, presented by the Interim Emergency and Safety Manager containing an overview and update of the governance of the Emergency Planning Shared Service arrangement between Rotherham MBC and Sheffield City Council. The report contained specific details of the staffing arrangements (the team action plan) and of the key performance indicators of the Shared Service.

Members discussed the principal features of the 2016/17 action plan, including the focus on strategic engagement (and the multi-agency “gold” level).

Reference was made to the resilience and locations of the premises used

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for the Emergency Operations Room(s).

Agreed:- (1) That the report be received and its contents noted.

(2) That this Joint Committee approves in principle the proposed key actions for 2016/17, as detailed in the report now submitted.

(3) That this Joint Committee approves in principle to the measures of performance and the key performance indicators, as detailed in the report now submitted.

6. EMERGENCY PLANNING SHARED SERVICE - GENERAL ISSUES - UPDATE

Consideration was given to a report, presented by the Interim Emergency and Safety Manager containing a general update on the key issues and work streams affecting the Emergency Planning Shared Service. Specific reference was made to:-

- South Yorkshire Community Risk Register;
- Off-site Reservoir Planning (including the Reservoir Grant);
- Business Continuity Management;
- Emergency Operations Room - Staffing numbers;
- Protests and Marches (public protests and demonstrations occurring in South Yorkshire);
- Human infectious Disease Planning; Pandemic Influenza
- Community Resilience – Kelham Island (Sheffield) pilot scheme to help communities harness local resources and expertise in response to an emergency;
- Resilience and Emergency Plans (eg: the Severe Winter Weather Plan);
- Training and Emergency Planning Training Exercises (eg: Exercise Lodge and Exercise Dusk)
- Matters being dealt with by the Local Resilience Forum – the Shared Service continues to be an active member of the Local Resilience Forum).

Members referred to the need for up-to-date information about emergency planning to be published on the Internet web sites of both local authorities.

It was noted that Emergency Planning would feature in the induction programme for newly-elected Councillors to both local authorities, at sessions to be held during May, 2016.

Agreed:- That the report be received and its contents noted.

7. DATE, TIME AND VENUE FOR THE NEXT AND FUTURE MEETINGS

Consideration was given to the frequency and proposed dates of the future meetings.

It was agreed that:-

(1) if considered necessary, the next meeting of the Emergency Planning Shared Service Joint Committee shall take place during June or July 2016, at the Town Hall, Rotherham; and

(2) a meeting of the Emergency Planning Shared Service Joint Committee shall take place during November or December 2016, at the Town Hall, Rotherham, for consideration of the Shared Service budget update and proposals for the 2017/18 budget.