

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

3 November 2016

Governance

1. Purpose of paper:

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

2. Background information:

2.1 Team Action Plan

The Emergency Planning Shared Service 16/17 Team Action Plan is in place, and being utilised within Service to continue to focus outputs towards ensuring the needs of the Civil Contingences Act are being met, along with the wider resilience demands as identified through external influences such as the National Resilience Capabilities Programme and South Yorkshire Local Resilience Forum and key internal drivers.

Key facets of this action plan are highlighted at Appendix A, as well as a summary of progress, achievements and outstanding actions.

The next scheduled update of the shared service Business Plan (in line with the three year cyclic programme) will take place next year, updated priorities to be included.

2.2 Key Performance Indicators

The shared service continue to monitor 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	Below Target: Although a number of training and discreet exercise sessions have been delivered, and others planned these have been narrow in focus and the dissemination of a corporate exercise subject to a recent report presented to SLT	On Target – Corporate Exercise planned for January 2017 and six training sessions either delivered or planned over the coming months with Emergency Operations Room staff (as well as other multi agency opportunities).
Six Monthly dissemination of corporate emergency response and recovery generic contacts directory within each authority	A scheduled update was disseminated in April 2016, along with an interim version owing to the all-out elections in June 2016. The next revision is scheduled to be disseminated in October 2016 and it on target to be achieved.	A scheduled version disseminated in July 2016; on target to share the next scheduled version in January 2017.

3. Recommendations:

3.1 The contents of the briefing paper be noted

Team Action Plan 2016 / 17 – A précis

Service Action	Narrative	Comment / Update
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 complimentary Tactical resilience group is in place across SCC, the main focus of activity at present being development of Business Continuity Management arrangements. A mid-year, review of governance structures in Rotherham MBC has taken place, outcomes of a recent report to SLT are to be embedded that would see a direct reporting line to SLT opposed to the Director Resilience Group
Emergency Preparedness - Plan Maintenance and Review	Ensure generic and specific Emergency or Resilience Plans and planning arrangements are in place, proportionate to the agreed risk profile (including recovery arrangements) and maintained in line with pre-defined maintenance programme	Resilience or emergency plans updated (in line with the programme of review) or maintained to ensure that when required functions can be effectively deployed. 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 update and dissemination; and subject to a P&Q measure.
Ensure a fit for purpose programme of Corporate Business Continuity is in place	Approach to be updated and refreshed across both authorities	Refreshed approach recently approved by SCC EMT; now being delivered. A stronger recognition of the governance required through the Strategic Resilience Management Team and ownership at Director level. Report to be prepared for RMBC SLT.
Strategic (gold) officer engagement	Review of material available to support council Strategic lead (in a multi-agency context); including call out pack, reference to JESIP and JDM, bespoke training package and supporting exercise programme	Review ongoing; training package under development and exercising opportunities being made available via wider LRF.
Elected Member Engagement	Review of Elected Member training and handbook previously disseminated. All members to receive generic awareness raising training giving information pertinent to their role before, during and after and emergency	Member Development panels approached. No appetite within SCC at present; advised to wait until 2017 Elections. RMBC awaiting confirmation of availability and potential dates to be delivered. LGA guidance issued May 2016 and to be incorporated into training sessions.
Training and Exercising	Provision of awareness and skills training and testing of plans to ensure plans are fit for purpose, accurate and practicable. Corporate exercise developed and delivered	Training Needs Analysis disseminated across both councils, some key discreet areas identified to focus on for the remainder of the year. SCC corporate exercise to be

Service Action	Narrative	Comment / Update
	<p>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.</p>	<p>developed and delivered in January 2017. RMBC corporate exercise, pending decision following a recent report delivered to SLT. An “in hours” communications call out exercise delivered across both organisations, both showing that an initial response to a Major Incident could be mustered. To be repeated on a six monthly cycle. A number of new officers have been identified to be part of the SCC response structures and associated training delivered to support these.</p>