

# **EMERGENCY PLANNING SHARED SERVICE BUSINESS PLAN 2017/19**

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## RECORD OF AMENDMENTS

<b>Amendment Number</b>	<b>By Whom Incorporated</b>	<b>Pages Amended</b>	<b>Date</b>	<b>Signature</b>
01	AM	Minor amendments	June 2014	
02	AM	Full Amendment	July 2014	
03	CH	Minor Amendments	June 2016	
04	CH	Full Amendment	October 2017	

## 1. Introduction

Emergency Planning, Resilience and Civil Contingencies are generic terms used for the work that the government; local authorities; emergency services; health services and other agencies undertake in preparing plans and procedures in planning for, responding to and recovering from any emergency that may affect large numbers of the community. Under the Civil Contingencies Act 2004, local authorities and other 'Category 1' responders, such as the emergency services and NHS bodies, have a statutory duty to:

- assess the risk of emergencies occurring and use this to inform contingency planning
- put in place emergency plans (including developing plans for response, training, exercising, debrief and review mechanisms) These Emergency Plans should be generic across the organisation, but also, site or risk specific where appropriate or multi-agency if applicable. There are a number of such plans in place, aside from the Council Major Incident Plan (Flood response plan, reservoir inundation plan etc)
- put in place business continuity management arrangements (again, including developing plans for response, training, exercising, debrief and review mechanisms) These plans, again should be generic across the organisation, but also site or risk specific where appropriate or multi-agency.
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
- share information with other local responders to enhance co-ordination – working through our local partners, local emergency planning forum and other networks
- co-operate with other local responders to enhance co-ordination and efficiency – this is discharged through the Local Resilience Forum structures, and sub groups. For which an annual contribution is payable from the shared service
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only)
- Assess the risk of emergencies occurring and use this assessment to inform contingency planning.

Following an agreement by both Rotherham (RMBC) and Sheffield (SCC) Councils, the Emergency Planning Shared Service (EPSS) was established in June 2011, on an minimum five year agreement, for the provision of Civil Contingencies and resilience (emergency planning, emergency response and business continuity) The contract between the two councils was for an minimum five year term, with a presumption this would continue thereafter with either council being required to give notice to quit the agreement.

The current EPSS establishment is displayed at Annex A.

The RMBC Health & Safety Team and separate Adult Care and Housing specific Resilience Officer are NOT part of the EPSS but their work is complementary to that of the shared service.

## **2. Business Planning**

The aim of the shared service is to deliver an effective and efficient service to the residents of both Rotherham and Sheffield by the most cost effective means; and to ensure that the Service is as effective and efficient as it can be. A revised 'Strategic Overview' has been produced and is displayed at Annex B. This outlines the shared service's Vision, Mission and Values, together with priority work streams for 2017 - 2019. In support, a comprehensive Team Action Plan providing details on how these objectives will be achieved has been produced and is available from the Emergency and Safety Manager. It should be noted that this will evolve on a yearly basis and adapt to pressures and changing priorities.

## **3. Finance**

The total cost of the EPSS in 2017/18 will be £ 315,000 divided between both authorities based on the relative populations of both. This means that SCC will contribute approximately 67% of the cost of the EPSS (£209,000) and RMBC 33% (£106,000).

Since the shared service formed in 2011, savings have been achieved year on year by both Councils, as follows:

2012/13 – 10% reduction in contributions from both councils

2013/14 – 15% reduction in contribution from both councils

2014/15 – 5% reduction in contribution from both councils

2015/16 – 0.5% reduction in contribution from both council

2016/17 – reduction by SCC (voluntary Severance)

2017/18 – £10k budget reduction by RMBC to offset 16/17 reduction rate

90% of the budget allocation is spent on salary and on costs. The remaining 10% budget is made up of spending on Local Resilience Forum contributions, training and other employee expenses, PPE, telephony and other ICT charges.

## **4. Legal and Governance Arrangements**

To cement the shared service provision, a legal 'Agreement' was agreed by both councils in June 2011 for an initial 5 (five) year contract. This document covers all aspects of the EPSS ranging from joint committee arrangements; shared responsibilities; through to all aspects of staff secondment arrangements and resourcing. Copies of this document are available through each council's legal departments and the Emergency & Safety Manager.

## **5. Resources**

A listing of resources available to the EPSS has been produced and is available from the Emergency and Safety Manager.

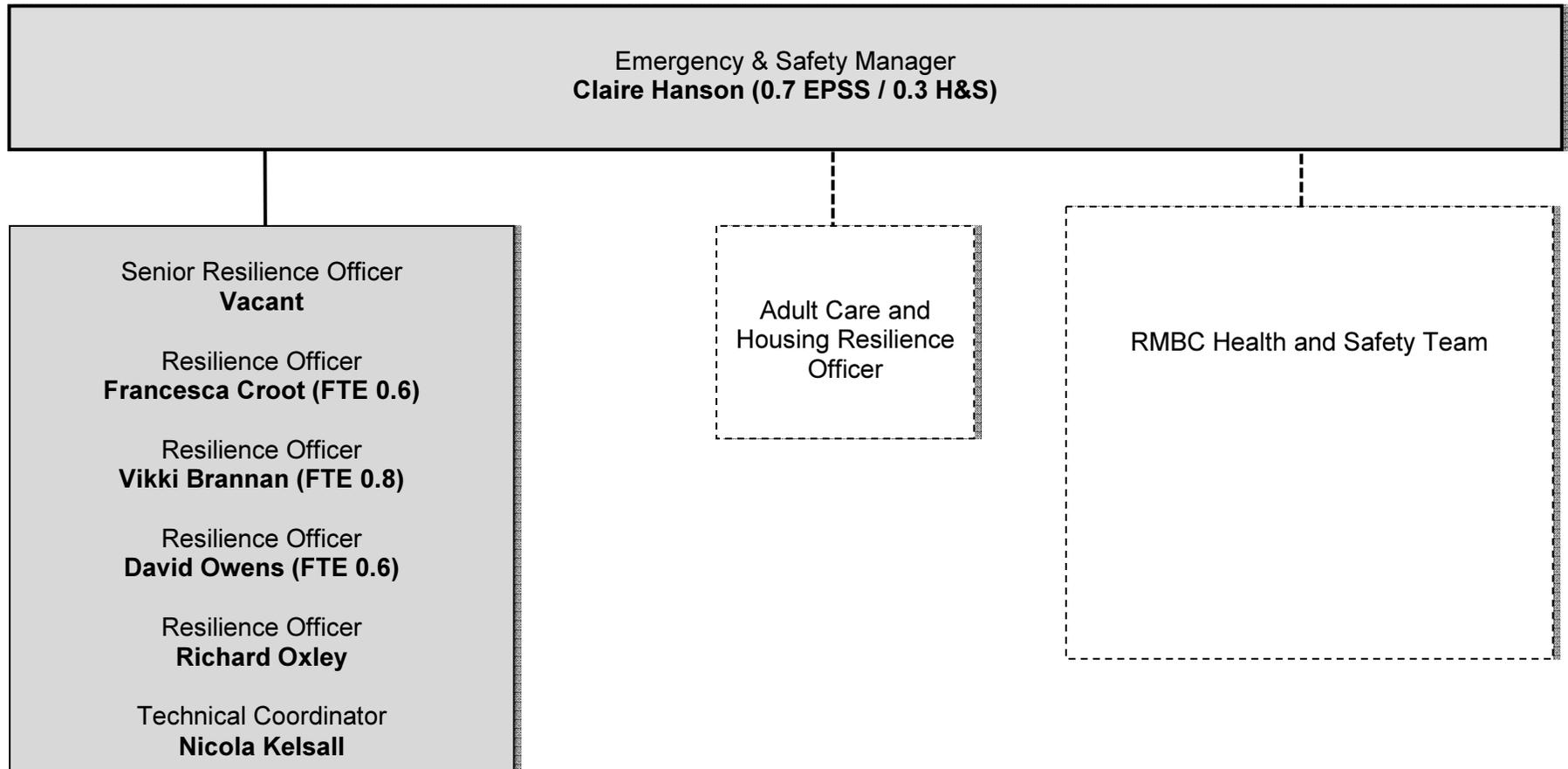
## **6. Accommodation**

The team is accommodated in RMBC civic accommodation centre at Riverside House, Rotherham. Although primarily accommodated in Rotherham, the team retains a satellite office in Sheffield's Town Hall (the Emergency Operations Room). This office is staffed as part of the new agile working arrangements for the team, which means it is utilised at various times throughout the working week.

## **7. Emergency Operations Rooms**

There is an Emergency Operations Room (situated in Room 310) in Sheffield Town Hall and one on the 4<sup>th</sup> Floor of the Riverside House complex. The complex has been built to 1:150 year flood resilience capability with full on site emergency power back up. In addition, this facility has the capacity to deal with any joint response to emergency situations, as it can be divided into two separate control rooms. Both councils have alternative arrangements in the event either control room is unavailable.

# Emergency Planning Shared Service Structure



**EMERGENCY PLANNING SHARED SERVICE ROTHERHAM AND SHEFFIELD**

**STRATEGIC OVERVIEW**

**VISION**

That Rotherham & Sheffield Councils have the capacity and resilience to Plan For, Respond To and Recover from a significant disruption or Major Incident

**MISSION / VALUES**

- South Yorkshire’s communities are at the focus of our service
- Both councils fulfil their statutory civil contingency responsibilities
- Co-operation, professionalism and commitment are the Shared Service’s foundation
- Continual improvement in achieving efficient and effective resilience
- Optimise performance.... given a finite and challenging funding environment

**STRATEGIC PRIORITIES 2017 – 2019**

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6
Review the overarching strategic resilience of both councils including response capability and capacity	Maintain, in both councils’ a fit for purpose capability to respond 24/7 to an incident	Continue to develop and embed internal business continuity management to ensure all services have up-to-date plans.	Further develop and embed a single response and recovery framework for each council	Review training and exercising programme at all strategic, tactical and operational levels to ensure proportionality and fit for purpose.	Work with multi-agency partners to develop the LRF’s capability and capacity

**TARGETS**

As defined in the Shared Service ‘Team Action Plan’  
(held by the Emergency Safety Manager)