

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE
(ROTHERHAM AND SHEFFIELD)
Tuesday, 26th March, 2019**

Present:- Councillor Alam (Rotherham MBC) (in the Chair) and Councillor Dagnall (Sheffield CC).

Together with:- Mr. Barstow (Rotherham MBC), Mr. M. Crofts (Sheffield CC) and Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield).

Apologies for absence:- Apologies were received from Councillor Lelliott (Rotherham MBC) and Councillor Iqbal (Sheffield CC).

1. INTRODUCTIONS AND APOLOGIES FOR ABSENCE

Formal introductions were made and it was noted that apologies for absence were received from Councillor Lelliott (RMBC), Councillor Iqbal (SCC), Tom Smith and Paul Woodcock.

2. APPOINTMENT OF CHAIR

It was considered appropriate for the appointment of Chair to be deferred to the next meeting, when it was expected that this would transfer to a Sheffield Elected Member.

On this basis Councillor Alam assumed the chair.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH OCTOBER, 2017

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) held on 25th October, 2017 be approved as a correct record.

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

There were no matters arising.

5. EMERGENCY PLANNING SHARED SERVICE RESTRUCTURE PROPOSALS

Consideration was given to a report which was circulated at the meeting of the proposals for the Emergency Planning Shared Service – Rotherham Metropolitan Borough Council Sheffield City Council Review.

The report set out the context for the Shared Service, the current structure and arrangements, benchmarking information, details of the proposed structure, additional resources and utilisation of the reserve budget and key changes.

The timeline for approvals was highlighted, the process for consultation and the plans for populating the structure.

Appendix A set out in detail the proposed utilisation of reserve budget and the areas of proposed spend.

This structure allowed for a refocus of resilience officers and provided greater flexibility for transferable skill sets and allowed the organisations to be in the best place for any future incidents.

Discussion ensued on the efficiencies of scale for benchmarking purposes and the need to keep the current level of demand under review for any efficiencies and opportunities should they be identified.

In terms of measuring capability amongst the teams it was noted that there had been a significant investment in training and this would be monitored by the Governance Group to measure whether the structure was effective or not.

Agreed:- (1) That the proposed review for Rotherham MBC and Sheffield City Council be approved for consultation with staff.

(2) That this be reviewed by the Emergency Planning Shared Services Joint Committee in March, 2020.

6. GOVERNANCE

Consideration was given to the documentation distributed with the agenda relating to the Committee's current terms of reference and whether these should be reviewed.

There was commitment for the Committee to meet at least twice a year and this should be included.

It was also suggested that particular attention be given to the Governance Section, that job titles be updated and that the updated version be circulated to Cabinet Members for consideration.

Clarification was also sought on whether or not substitutes could be provided for Cabinet Members who were unable to attend.

It was also suggested that a further meeting be scheduled for July.

It was also noted that the SCC BCM Audit took place in October, 2018, which would be submitted to the Governance Group as part of the support to the BCM Programme.

Agreed:- (1) That the Terms of Reference be reviewed and they be submitted for consideration at the next meeting.

(2) That clarification be sought on the potential for named substitutes when a Cabinet Member was unable to attend.

7. FINANCIAL MANAGEMENT

Consideration was given to the report presented by the Emergency Planning and Safety Manager which provided details of an in year (as at Period 11) budget forecast for 2018/19 and an outturn position for 2017/18. The appendices attached to the report provided summary breakdowns for the Emergency Planning budgets.

This showed a £53k underspend for 2017/18, which was largely due to a vacancy within the team, which was subject to a wider review.

In terms of the 2018/19 forecast outturn a favourable outturn position was forecast. This was in the main accountable to the current vacancy within the service as described. In line with previous agreements, support was sought to carry forward these monies, to support the establishment and development proposals.

In line with the medium and long term financial strategies of Sheffield and Rotherham the 2019/20 budget allocations have been agreed, with no reduction in the revenue budget proposed. These budgets were set at £226k and £111k respectively.

It was noted that the budgets had now been aligned to resources and it was very unlikely there would be an underspend in the future.

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

(2) That the transfer of favourable outturn budget (2017/18) to the underspend and support the proposed transfer of 2018/ underspend to this reserve.

(3) That the budget allocations for 2019/20 be noted.

8. EMERGENCY PLANNING - GENERAL UPDATE

The Emergency Planning and Safety Manager provided an update and shared information on:-

- Governance Group Re-Establishment and Terms of Reference led by Sheffield with mandated roles. This was supported by the Directors Group.
- Refreshment membership and recruitment of volunteers for emergency operations room.
- Business continuity, key activities and use of the BCM Programme.
- Business Continuity Plans and standing up to the stress test.
- Emergency Plan reviews for both Sheffield and Rotherham.

- Emergency Plan exercises and responses.
- Local Resilience Forum events and feedback.
- Local Resilience Forum branding and promotion.
- Planned training exercises.
- Strategic Leaders for Local Multi-Agency Command Structure.
- Information sharing and awareness raising for Members.
- National Assessment Guidance and compliance.
- Future peer reviews.
- Benchmarking and Governance Group expectations.
- Local Resilience Forum – new format for local response.
- Regional protocols and framework.
- Fuel plans.

Agreed:- (1) That the information be received and noted.

(2) That further information be provided in September, 2019 on the recruitment of volunteers for the emergency operations room.

(3) That details of the planned training exercises be circulated to Emergency Planning Shared Services Joint Committee Members.

9. ANY OTHER BUSINESS.

There was no other business to consider.

10. DATES AND TIMES OF FUTURE MEETINGS:-

Consideration was given to the proposed dates for future meetings as stipulated on the agenda:-

Tuesday, 10th September, 2019 at 1.30 p.m. at Rotherham Town Hall

Tuesday, 17th March, 2020 at 1.30 p.m. at Rotherham Town Hall

It was also suggested that another meeting be arranged during July, 2019 on a date to be confirmed.

Agreed:- That the meetings as indicated be confirmed and the date for the meeting in July circulated as soon as possible.