

**1 EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD) - 30/07/19**

**EMERGENCY PLANNING SHARED SERVICES JOINT COMMITTEE  
(ROTHERHAM AND SHEFFIELD)**

**Tuesday, 30th July, 2019**

Present:- Councillor S. Alam (Rotherham MBC) and Councillor R. Johnson (Sheffield City Council).

Together with Officers:- Mr. S. Barstow (Rotherham MBC) and Miss C. Hanson (Emergency Planning Shared Service Rotherham and Sheffield).

Apologies for absence were received from Councillor D Lelliott (Rotherham MBC) and Councillor O. Blake (Sheffield City Council), Mr. T. Smith (Rotherham MB.C.) and Mr. M. Crofts (Sheffield City Council).

**1. APPOINTMENT OF CHAIR**

Agreed:- That Councillor Bob Johnson of Sheffield City Council be appointed Chair of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield) for the 2019/20 Municipal Year.

(Councillor Johnson assumed the Chair)

**2. MINUTES OF THE PREVIOUS MEETING**

Agreed:- That the minutes of the previous meeting of the Emergency Planning Shared Services Joint Committee (Rotherham and Sheffield), held on 26<sup>th</sup> March, 2019 be approved as a correct record.

**3. MATTERS ARISING**

There were no matters arising that were not covered by the agenda items.

**4. EMERGENCY PLANNING SHARED SERVICE STRUCTURE**

Further to Minute No. 5 of the meeting held on 26<sup>th</sup> March, 2019 the Emergency Planning Shared Service Restructure was now complete and the full structure would be in place by the next meeting. There was still the recruitment to one post outstanding and a secondment backfill had been extended till March, 2020.

Agreed:- That the information be noted.

**5. GOVERNANCE**

Further to Minute No. 6 of the meeting held on 26<sup>th</sup> March, 2019, consideration was given to the documentation distributed with the agenda relating to the Committee's terms of reference which had been reviewed and updated.

In considering the content it was suggested that:-

- The budget be considered on a rolling basis.
- That an Annual Report be produced.
- To give consideration to named substitute Members.
- The membership reflect attendance of the relevant officers.
- The Emergency Planning Shared Services Joint Committee meet on a quarterly basis.
- The Terms of Reference to be reviewed every two years.

Agreed:- That the Terms of Reference once updated be approved.

## **6. FINANCIAL MANAGEMENT**

Further to Minute No. 7 of the meeting held on 26<sup>th</sup> March 2019, consideration was given to the report, circulated after the agenda papers had been distributed, which detailed the in-year budget forecast for 2019/20 and included a summary breakdown.

It was evident the budget was in a favourable position with the year-end more likely to yield an underspend once the net staffing costs had been filtered in and out appropriately as a result of the backfilled secondment.

The budget had yielded an underspend in previous years, but this had now been profiled to support the new structure proposals and an appropriate externally supported flexible training package.

Clarification was sought on some of the profiled budget allocations for supplies and services and corporate fee advice provided.

Agreed:- That the content of the report be noted.

## **7. RESILIENCE ROUND UP**

The Emergency Planning and Safety Manager provided an update on the governance arrangements for both Rotherham and Sheffield which was now being embedded through the Governance Groups. Terms of Reference for both Groups had now been agreed.

Further information was provided on resilience training in each authority, the different tier process involved, business continuity testing and control room corporate exercises.

It was also pointed out that whilst Sheffield was about to launch a marketing strategy for emergency planning volunteers, Rotherham was facing a challenge with dwindling numbers and was looking to roll out proactive recruitment and appropriate training.

An update on volunteer progress would be provided at the next meeting and included as a regular agenda item at future meetings.

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Agreed:- That the information be noted.

(2) That volunteer recruitment be included as a standard agenda item on future meetings.

#### **8. ANY OTHER BUSINESS**

There was no other business to consider.

#### **9. DATES AND TIME FOR FUTURE MEETINGS**

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

The next scheduled meeting was Tuesday, 10<sup>th</sup> September, 2019, but it was suggested this be moved to late November/early December to reflect the quarterly meeting frequency with the next meeting then scheduled for 17<sup>th</sup> March, 2020.

Agreed:- That the next meeting of the Emergency Planning Shared Service Joint Committee take place at 1.30 p.m. in late November/early December on a date yet to be agreed, at the Town Hall, Rotherham.