

## **Summary Sheet**

### **Committee Name and Date of Committee Meeting**

Cabinet and Commissioners' Decision Making Meeting – 19 February 2018

### **Report Title**

Response to Recommendations from Improving Places Select Commission –  
Emergency Planning

### **Is this a Key Decision and has it been included on the Forward Plan?**

Yes

### **Strategic Director Approving Submission of the Report**

Damien Wilson, Strategic Director of Regeneration and Environment

### **Report Author(s)**

Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning  
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### **Ward(s) Affected**

All

### **Summary**

The Improving Places Select Commission established a Task and Finish Group to undertake a review of Emergency Planning in 2016. The group completed its review in the autumn of 2017 and submitted a final report to Council on 18 October 2017.

Under the Overview and Scrutiny Procedure Rules, the Cabinet is required to respond to any recommendations made by scrutiny and this report is submitted to meet that requirement.

### **Recommendations**

1. That the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in appendix A) is accepted.
2. That the response be referred to the next meeting of the Improving Places Select Commission on 14 March 2018

### **List of Appendices Included**

Appendix A - Cabinet's Response to Scrutiny Review of Emergency Planning

Appendix B

**Background Papers**

**Consideration by any other Council Committee, Scrutiny or Advisory Panel**  
Improving Places Select Commission – 14 March 2018

**Council Approval Required**

No

**Exempt from the Press and Public**

No

## Appendix B

### **Response to Recommendations from Improving Places Select Commission – Emergency Planning**

#### **1. Recommendations**

- 1.1 That the recommendations of the Improving Places Select Commission scrutiny review of Emergency Planning (as set out in appendix A) is accepted.
- 1.2 That the response be referred to the next meeting of the Improving Places Select Commission on 14 March 2018

#### **2. Background**

- 2.1 A Task and Finish Group was established by Members of the Improving Places Select Commission to carry out the review, which was undertaken by interviewing relevant Members and officers from the Council, along with a fact finding visit to Stockton-on-Tees to learn how their Emergency Planning Service was provided. This area was chosen as it is within a county with four unitary authorities (similar to South Yorkshire) however, they deliver emergency planning collectively.
- 2.2 The legal context governing the provision of the Emergency Plan was covered in the review report, together with basic details covering the Joint Service Agreement which exists between Rotherham and Sheffield Councils to provide the Emergency Plan. Running in parallel to the review was a refresh of the Emergency Plan, which has been renamed the Major Incident Plan.
- 2.3 The review report was submitted to Council on 18 October 2017, which represented the formal publication of the report. In accordance with the Councils constitution, the Cabinet is required to consider and respond to any recommendations made by a scrutiny committee and this report is submitted to meet that requirement.

#### **3. Key Issues**

- 3.1 There are fifteen recommendations arising from the scrutiny review of Emergency Planning, these are detailed in Appendix A. The schedule provides detail in respect of whether the recommendations should be agreed, not agreed or deferred and the action being taken

#### **4. Options considered and recommended proposal**

- 4.1 As per the attached schedule.

#### **5. Consultation**

- 5.1 There has been no further consultation on this report beyond the mandatory cabinet report processes, alongside consultation with the Cabinet member.

#### **6. Timetable and Accountability for Implementing this Decision**

## Appendix B

6.1 The timetable for implementing the recommended actions is set out in the attached schedule (appendix A).

### **7. Financial and Procurement Implications**

7.1 There are no additional budgetary implications arising from this report. There is provision within the existing service revenue budget for the cost of the rolling training programme.

### **8. Legal Implications**

8.1 The work referred to in this report should continue to strengthen the Council's compliance with its statutory duties under the Civil Contingencies Act 2004. Under that legislation, local authorities are designated as a Category 1 responder with a series of duties including a duty to assess the risk of an emergency occurring, to maintain plans for the purposes of responding to an emergency and to maintain arrangements to warn, inform, and advice members of the public in the event of an emergency.

### **9. Human Resources Implications**

9.1 Officers are working in conjunction with Human Resources to recruit and retain appropriate levels of volunteers.

### **10. Implications for Children and Young People and Vulnerable Adults**

10.1 There are no direct implications for children and young people or vulnerable adults arising from this report.

### **11. Equalities and Human Rights Implications**

11.1 There are no direct equalities or human rights implications arising from this report.

### **12. Implications for Partners and Other Directorates**

12.1 The Major Incident Plan involves and impacts all directorates within the Council. Roles and responsibilities for key personnel are clearly defined within the Major Incident Plan.

### **13. Risks and Mitigation**

13.1 There are no additional risks presented by the recommendations at this stage. Mitigation in relation to any risk to be brought about by lack of action in response to recommendations will be addressed through robust monitoring of delivery of the arising actions alongside the bi-annual reviews by IPSC.

### **14. Accountable Officer(s)**

Damien Wilson, Strategic Director of Regeneration and Environment  
Sam Barstow, Head of Service, Community Safety, Resilience & Emergency Planning

## Appendix B

Approvals obtained on behalf of:-

	<b>Named Officer</b>	<b>Date</b>
Strategic Director of Finance & Customer Services	Jon Baggaley	05/01/2018
Assistant Director of Legal Services	Neil Concannon	10/01/18
Head of Procurement (if appropriate)	Emma Fairclough	8/1/18
Head of Human Resources (if appropriate)	Jon Crutchley	5/1/18

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<http://moderngov.rotherham.gov.uk/ieDocHome.aspx?Categories=>

## Appendix B

### **Appendix A Cabinet's Response to Scrutiny Review of Emergency Planning**

Recommendation	Cabinet Decision <i>(Accepted/ Rejected/ Deferred)</i>	Proposed Action <i>(detailing proposed action if accepted, rationale for rejection, and why and when issue will be reconsidered if deferred)</i>	Officer Responsible	Action by <i>(Date)</i>
1. That the Major Incident Plan is reviewed bi-annually by a group of Members from the IPSC and this work forms part of the work programme for that year, however the document is to be reviewed by officers on a continual basis.	Accepted	This work requires scheduling within the forward plan for IPSC.	James McLaughlin/Christine Bradley	Review to take place by late 2019
2. Mandatory training is to be provided to all Members about the Major Incident Plan to increase their awareness and involvement in any major incident.	Accepted	Training took place on the 28 <sup>th</sup> November and further training is to be scheduled	Sam Barstow/ Claire Hanson	Further sessions to be scheduled throughout 2018
3. Training relating to the Major Incident Plan should be mandatory to ensure all staff who volunteered are confident in the role they play in the management of the incident.	Accepted	Most volunteers have received some training within the last 12 months; it is planned that moving forward the frequency of training will reduce from on average once per month to quarterly or six monthly; still to ensure regular training is delivered, but less frequent, this is in keeping with best practice and guidance that suggest that each person involved in the authority's response arrangements should undertake training and exercise opportunities at least once per year and it is recommended we adopt this as a mandatory approach.	Sam Barstow/ Claire Hanson	On-going

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4. An “out of hours” training exercise to take place once all volunteers have been trained. Full training exercises then take place on a regular basis.	Accepted	A report has been prepared and approved by SLT for a corporate exercise to take place, supported by all directorates. This is scheduled to take place in March 2018, A briefing both before and after the event will be provided to SLT members.	Sam Barstow/ Claire Hanson	March 2018
5. A targeted approach to recruitment from employees who can be “job matched” to appropriate roles in the operation of the Major Incident Plan.	Accepted	Recruitment continues to be a challenge, however, officers have begun to target particular roles to seek to increase volunteer levels.	Sam Barstow/ Claire Hanson	On-going
6. There are sufficient volunteers to staff the EP for at least two shift changes.	Accepted	Shifts within the Borough Emergency Operations Room will last for six hours and this demand can currently be met, although resilience is extremely limited. Good practice suggests the need to be able to staff for 72hrs, which is 11 shift changes. Resources would be extremely stretched under this level of demand.	Sam Barstow/ Claire Hanson	On-going
7. A protocol to be developed to ensure that the partner organisations in the Major Incident Plan are notified as a matter of course when significant incidents occur in the borough and through the Local Resilience Forum, ways are to be identified and carried out on building relationships between partner organisations involved in the Emergency Plan – in particular to the turnover in staff.	Accepted	A range of work is underway with LRF partners to address this recommendation through the LRF structures. This includes joint learning and, additional GOLD symposiums alongside considering; <ul style="list-style-type: none"> <li>- South Yorkshire Local Resilience Forum (SYLRF) Major Incident Response and Recovery</li> <li>- SYLRF Mutual Aid Activation</li> <li>- SYLRF Recovery Structures and allocation of recovery leads</li> <li>- SYLRF Recovery capability, capacity and sustainability</li> <li>- Business Continuity impacts</li> </ul>	Sam Barstow/ Claire Hanson	May 2018
8. A facilitated meeting/away day involving the emergency services and RMBC major incident staff on the ground to promote team working.	Accepted	Early discussion as to the potential for other workshop style events, at tactical or operational level are to be explored further by Emergency Planning leads and the LRF training and exercising group. A further meeting is scheduled for the 6 <sup>th</sup> November.	Sam Barstow/ Claire Hanson	September 2018

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9. An on-going programme of training sessions for Parish Council members should be arranged to ensure any new members receive training on the subject.	Accepted	A full training plan is being developed following ratification of the refreshed Major Incident Plan and this recommendation will be incorporated.	Sam Barstow/ Claire Hanson	On-going
10. A representative from Procurement to be involved in the Borough Emergency Operations Room to facilitate timely ordering of goods/services and to provide information if the Belwin Fund becomes operational.	Deferred	Inclusion of procurement permanently within the BEOR will be considered as a part of the planned test of the Major Incident Plan.	Sam Barstow/ Claire Hanson	March 2018
11. Through the Shared Service Agreement funding is secured for a Community Resilience Worker.	Deferred	Agreement on this proposal would need to be sought with colleagues within Sheffield City Council. These discussions have been opened following a meeting on the 2 <sup>nd</sup> January 2018	Sam Barstow/ Claire Hanson	April 2018
12. The Corporate Risk Manager is involved in the role of a "critical friend" any amendments of the Major Incident Plan	Accepted	In future the team will ensure that Corporate Risk Manager is included in consultation following amendments.	Sam Barstow/ Claire Hanson	Complete
13. A flow chart to be designed detailing the Major Incident Process and highlighting how and when Members are to be involved in the process.	Accepted	Section 2.5 on page 12 of the Incident plan contains a flow chart detailing contact arrangements, which includes elected members.	Claire Hanson	Complete
14. The Chief Executive / Leader of the Council to inform counterparts in Sheffield of their concerns over the lack of meetings in relation to the Joint Service Agreement.	Deferred	The new Head of Service in this area has been tasked with supporting delivery of these aspects and has liaised with Sheffield counter-parts. A meeting of the Joint Committee was held on 25th October 2017 with further meetings scheduled in line with the constitution. It is recommended that the interventions made be monitored for affect and if required, this recommendation may ultimately be accepted if any issues remain.	Sam Barstow	June 2018



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15.The situation relating to the unsupported IT systems is rectified.	Accepted	A revised Business Continuity approach has been developed and agreed by SLT in October 2017. This will develop an alternative system without the need of an IT system to support it.	Sam Barstow/ Claire Hanson	March 2018
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