

# **Emergency Planning Shared Service Rotherham and Sheffield Joint Committee**

## **DRAFT Terms of Reference**

### *The Service*

1. To oversee the development and operational performance of the Service in accordance with the terms of the Agreement.
2. To achieve consistent and standardised service standards and systems of work across the Councils.
3. To ensure that the Service is delivered in accordance with agreed national, regional and local priorities.

### *Monitoring of the Service*

4. To monitor and review the operational effectiveness of the Service at least every two years and to consider ways in which the Service can be improved or expanded and make recommendations to the executives of the Councils, as appropriate.
5. To ensure effective action is taken to remedy any under-performance in the delivery of the Service.

### *Budget and accounts*

6. To consider and approve the annual submitted accounts for the Service, including the utilisation of and carry forward budget
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7. To review and make recommendations of the annual revenue budget for the service for submission to the executives of the Councils.
8. To monitor the financial performance of the Service at each meeting.

### *Business Plan etc*

9. To approve every three years, a three year business plan for the Service, including –
  - service delivery, service development and financial objectives;
  - performance improvement and efficiency targets;
  - business continuity planning; and
  - risk management.

10. To make recommendations to the Councils on any changes to the composition of the Service in consequence of the business plan, including changes to staff numbers and terms and conditions of employment.

*Annual Joint Report*

11. To consider and approve an annual joint report on the performance of the Service over the preceding 12 months. The report shall include –
  - a statement showing the performance of the Service and progress in achieving the objects in the business plan; and
  - a summary revenue account and statement of capital spending including the distribution or use of any revenue surpluses and the financing of any capital expenditure.

*Special reports (including but not limited to Risk Assessment, Internal Audit, Overview and Scrutiny)*

12. To consider any special reports as presented in the context of the existing Business Plan and operational service delivery
13. To co-operate with and participate in any overview and scrutiny exercises of the Councils in relation to the Service.

*Membership, Frequency of Meetings and Review*

14. Chair: Cabinet Member lead, to alternate between the two Councils on an annual basis
15. Membership: Cabinet Member lead or Deputy, Lead (Assistant) Director or Deputy, Emergency, Resilience and Safety Manager or Deputy (Emergency Planning Shared Service)
16. Frequency of Meetings: quarterly; additional meetings as required by the committee.
17. Review: Terms of Reference to be reviewed every two years