

Emergency Planning Shared Service (Rotherham and Sheffield) Committee

Terms of Reference

The Committee's terms of reference are as follows –

The Service

1. To oversee the implementation, development and operational performance of the Service in accordance with the terms of the Agreement.
2. To achieve consistent and standardised service standards 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 the effectiveness of the arrangements for the delivery of the Service and to make recommendations as appropriate to the executives of the Councils, for example in relation to changes to legislation, developments in best practice or the requirements of the Service.
5. To review the operation and 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.
6. To ensure effective action is taken to remedy any under-performance in the delivery of the Service.

Budget and accounts

7. To consider and approve the annual submitted accounts for the Service.
8. To propose an annual capital and revenue budget for the Service and no later than 31st December in each year submit this to the executives of the Councils for approval as part of the business plan;
9. To monitor the financial performance of the Service.

Risk Assessment Report and Review of Internal Audit

10. To consider and adopt the annual *Risk Assessment Report* into the operation of the Service.

11. To consider and adopt the *Review of Internal Audit Report* into the effectiveness of Rotherham's system of internal audit in relation to the Service.

Business Plan etc

12. To approve on an annual basis 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.

13. 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

14. To consider and approve an annual joint report from the Director of Asset Management and the Director of Modern Governance 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.

15. To produce an annual report to the executives of the Councils by no later than 30th June in each year covering the performance of the Service in the 12 month period ending on the preceding 31st March.

Special reports

16. To produce as and when requested by either or both of the Leaders, or either or both of the chief executives, of the Councils such reports in relation to the Service that he/she or they may require.

Overview and scrutiny

17. To co-operate with and participate in any overview and scrutiny exercises of the Councils in relation to the Service.