

Business Plan

DISTRIBUTION:

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Cllr Julie Dore	Shared Service Joint Committee Member (Sheffield CC)
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RECORD OF AMENDMENTS

Amendment Number	By Whom Incorporated	Pages Amended	Date	Signature

1. Introduction

Emergency Planning is the general term for the work that the government, local authorities, the emergency services and the health services all do in preparing plans and procedures for dealing with and recovering from any emergency that may affect large numbers of the community. Under the Civil Contingencies Act 2004, local authorities and other “Category 1” responders such as emergency services and NHS bodies have a statutory duty to:

- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place;
 - Emergency Plans and Business Continuity arrangements and provide Business Continuity awareness and assistance to businesses and voluntary organisations.
 - Arrangements to make information available to the public about civil protection matters and warn, inform and advise in the event of an emergency.
 - Arrangements to maintain plans and ensure that they are capable of functioning in the event of an emergency, as far as reasonably practicable.

Following agreement by both Rotherham and Sheffield Councils in September 2010, a shared Emergency Planning and Business Continuity Service has been adopted for this provision and the agreed establishment is displayed at Annex A.

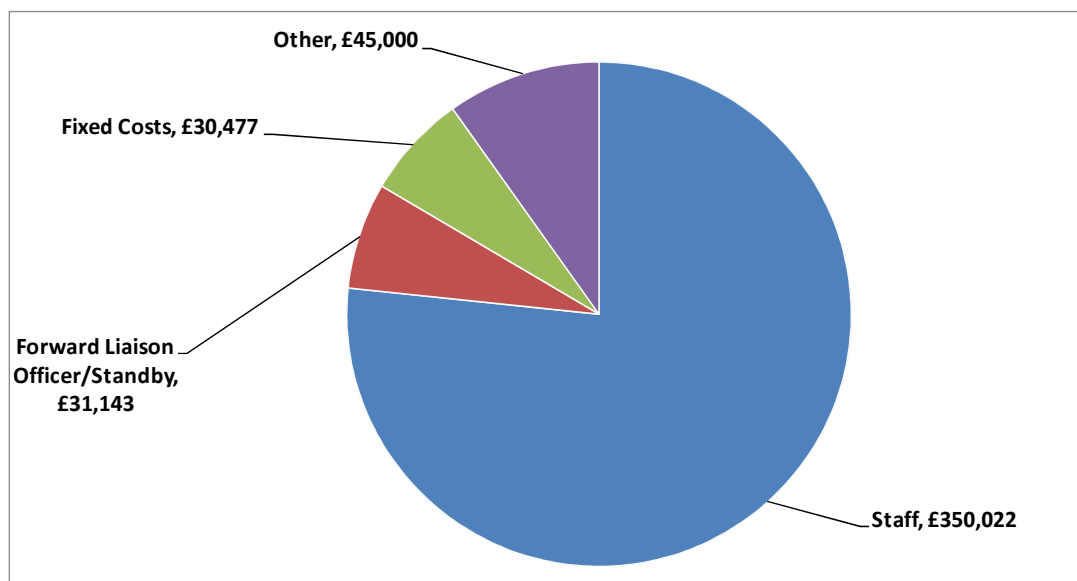
2. Business Planning

The aim of this shared service is to deliver an effective and efficient service to the residents of both Rotherham and Sheffield by the most cost effective means and to ensure that the Service is as effective and efficient as it can be. A Strategic Overview has been produced and is displayed at Annex B. This outlines the Vision, Mission and Values together with priority workstreams for the next two years (2011 – 2013). To support this a comprehensive detailed Shared Service Team Action Plan providing details how these objectives will be achieved has been produced and is available from the Emergency Planning Shared Service Manager. This Overview will be refreshed on a 2 year basis thereby ensuring that its Strategic aims are current and relevant.

3. Finance

The total cost of the shared service is currently £456,642 each year divided between Rotherham MBC and Sheffield CC. The contribution of both authorities is based on the relative populations of both areas. This means that Sheffield CC pay approximately 68% of the cost of the Shared Service £309,583 and Rotherham MBC contributes 32% which is £147,059.

The cost of the service is divided as follows:



- 3.1 Staffing** – Includes superannuation and national Insurance for all members of staff.
- 3.2 Forward Liaison Officers** – Duty officer on call 24/7 365 days of the year. Councils response officers to any incident major or minor.
- 3.3 Fixed Costs** – Covers all Information, Communication and Technology (ICT), South Yorkshire Local Resilience Contributions, Management Costs and Public Liability Insurance.
- 3.4 Others** – this covers training, travel expenses, stationery, printing of plans and publications, office and staff equipment and maintenance of existing resources.

4. Legal and Governance Arrangements

To 'cement' the Shared Emergency Planning provision, an 'Agreement' Legal document has been produced and agreed by both Councils in June 2011, for 5 (five) years. This document covers all aspects of the Shared Service ranging from joint committee arrangements, responsibilities, legal agreement through to all aspects of secondment arrangements and resourcing. Copies of this document are available through each councils legal departments, appropriate Operational Directors and the Emergency Planning Shared Service Manager.

5. Resources

A detailed listing of resources available to the Shared Service has been produced and is available from the Shared Service's Manager.

6. Accommodation

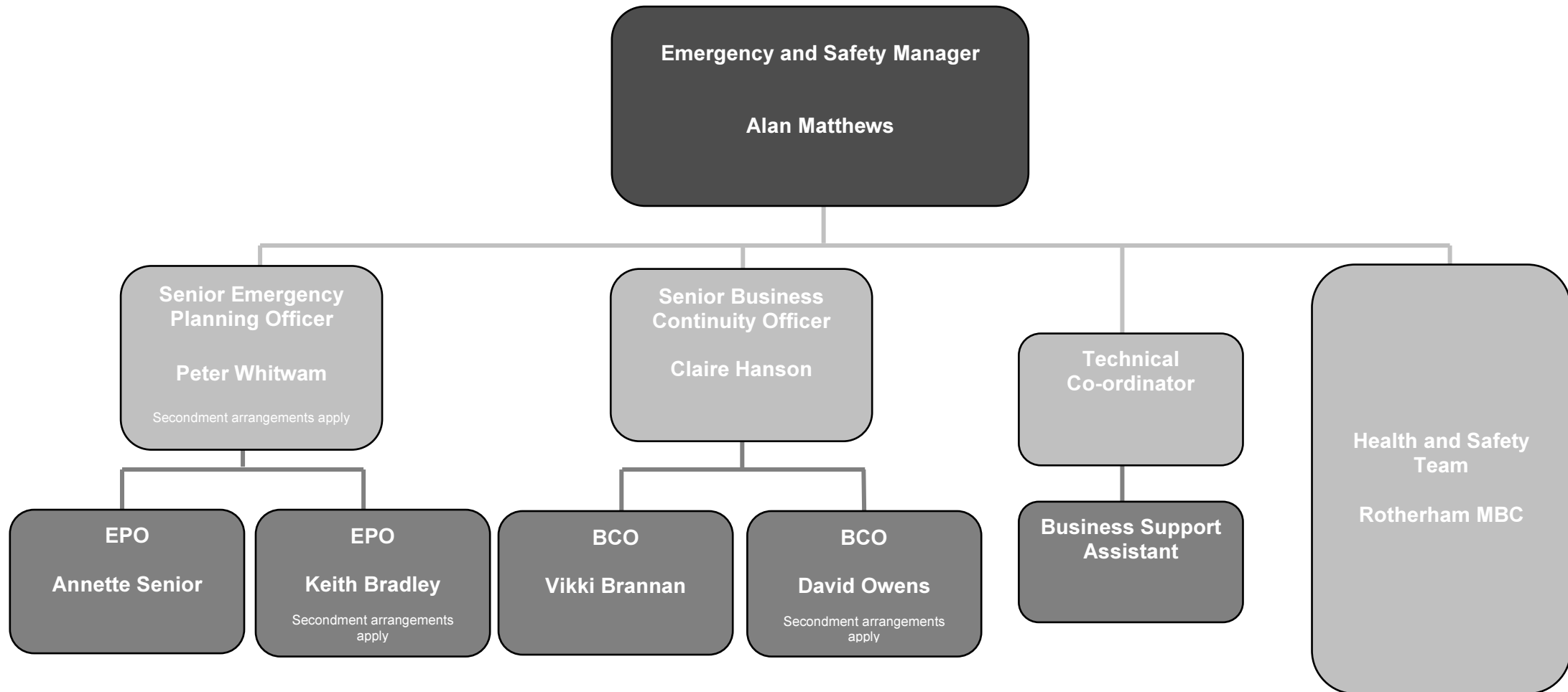
The team is currently accommodated in Bailey House, Rotherham until its move in November 2011 to the new purpose build civic accommodation at Riverside House, Rotherham. Although accommodated in Rotherham the team retains a satellite office in the Sheffield Town Hall, which is staffed as part of the new agile working arrangements at various times throughout the working week.

7. Emergency Operations Rooms

There is a new council Emergency Operations Room situated in Room 310 in the Sheffield Town Hall and the Emergency Operations Room in Bailey House, Rotherham. To compliment these arrangements and to deal with any joint response to emergency situations, a joint Emergency Operations Room has been established in the new Riverside House complex, which will be available for use from March 2012. The complex has been built to a 1:150 year flood resilience with on site emergency power generation.

Emergency Planning Shared Service Structure

Rotherham and Sheffield



EMERGENCY PLANNING SHARED SERVICE ROTHERHAM AND SHEFFIELD

STRATEGIC OVERVIEW

VISION

The Shared Emergency Planning Service has the resilience to Respond To and Recover from any Extraordinary or Major Incident

MISSION / VALUES

- Co-operation, professionalism and commitment are the shared service's foundation
- South Yorkshire's communities are at the focus of our service
- Continual improvement in achieving efficient and effective resilience
- Optimise performance.... given a finite and challenging funding environment

STRATEGIC PRIORITIES 2011-2013

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	PRIORITY 7
Integration of the shared service across Rotherham MBC and Sheffield CC ensuring an equal service to the residents of Rotherham and Sheffield	Ensure the shared service is prepared to meet relevant challenges and events	Ensure efficient ways of working - maximising resilience	Ensure identification and appropriate mitigation to all risks and hazards across Rotherham and Sheffield	Interoperability is embedded within the Shared Service and with Partner Agencies	Engage with our communities to ensure they have the capability and resilience in an emergency situation	Explore future Development and expansion of the Shared Service with Partners

TARGETS

As defined in the Shared Service 'Team Action Plan' (held by the Manager and Staff of the Shared Service)						