

Emergency Planning Shared Service Joint Committee – Rotherham and Sheffield

20 March 2012

Item 8 Elected Member Engagement

The first Elected Member Awareness Session took place in Sheffield on 14th February. There was only limited attendance despite a number of reminders. The second event is scheduled to take place in June in Rotherham Town Hall. The format and content of the second session will be same as the first session run in Sheffield and therefore those Members that attended in February are not expected to attend in June.

At the event we distributed the new Elected Members Guidance Document. It is now intended that the remaining Elected Members who have not attended the session will receive a letter to inform them of the June date with the accompanying guidance document.

Item 9 Emergency Operations Room

Rotherham's Borough Emergency Operations Room has formally been relocated into Riverside House from Bailey House. The room is fully equipped and with the use of an adjoining room has the capacity for 30 officers. Directorate Control Rooms are also relocating from across the Borough to meeting rooms in Riverside House. The team are going through a series of testing before running a short exercise in June.

Item 10 Business Continuity Management

The Business Continuity Management software has continued to evolve since the demonstration to the joint committee in December.

The pilot sessions commenced within Rotherham MBC during January 2012, concluding on 9 March and involved teams within Audit and Asset Management, former RBT colleagues and Children and Young Peoples Services. Owing to ICT acceptance issues within Sheffield CC, the pilots have been slightly delayed resulting in the system being demonstrated to three groups within Place, Communities and DCX at the beginning of March, use of the system by these groups will not be permitted until security clearance has been granted which is expected mid March.

Both during preliminary demonstrations and subsequent use of the software package a number of useful recommendations have been made for improvement. The Emergency Planning Shared Service continues to work with developers to encompass these suggestions where practicable into the package to ensure the model delivered to the councils is fit for purpose.

The use of the software package is complemented by the proposed new Business Continuity Management structure that is to be introduced within both councils (approved by Rotherham MBC's Senior Emergency and Safety Management Team in January 2012 and to be presented to Sheffield CC DCX and EMT Management Teams late March). This proposal fundamentally sees a director level management group being formed responsible for providing the overarching strategic leadership for the development and way forward for corporate BCM within the council. Directors will be expected to provide the lead within their respective area and ensure that the corporate vision for BCM is fed to Team Managers and that service BCM Plans are developed in line with corporate guidelines thereby embedding BCM and corporate consistency. This Management group will be complemented by a Business Continuity Champions group, aimed at being more operationally involved in departmental business continuity arrangements. Both groups supported by the Emergency Planning Shared Service.

Item 11 Training and Exercising

A new training calendar has been put in place. Since the move to Riverside House, in Rotherham, Training and exercising will primarily now take place in the new Borough Emergency Operations Room in Riverside House.

Further training on the new response roles has taken place over the last three months in Sheffield. Following this the team plan to run a 'mini-exercise' (2 hours) in May to fully test the new arrangements. The exercise will involve the setting up of not only the Emergency Operations Room but also the Portfolio Control Rooms. The exercise will then be run in Rotherham in June.

The Shared Service is involved in the planning for a number of multi-agency exercises with colleagues from the Local Resilience Forum. The following exercises are taking place over the next few months:

- Sheffield City Centre Evacuation Exercise (26th March):
An exercise to test the City Centre Evacuation Plan. It is hoped that once this has taken place the same scenario can then be used in Rotherham, Barnsley and Doncaster. The exercise is table-top so will not include any 'live play'.
- Olympic Spread (18th April):
A multi-agency exercise to test the response to incident involving the international training camps that will be housed within the county during London 2012. A further exercise looking at the Torch route is to be confirmed. Both exercises are table-top so will not include any 'live play'.
- Meadowhall Exercise (26th April):
The exercise is being run in conjunction with Meadowhall Security and will test the Meadowhall Emergency Plan, including the evacuation of the site. The exercise is table-top so will not include any 'live play'.

- Argon Shield (4th May):
A live multi-agency exercise to test decontamination arrangements. The emergency services will be setting up their decontamination equipment at the Police Training Centre, Robert Dyson House. This exercise will mainly involve the emergency services however a number of Sheffield and Rotherham Council staff will be attending as either Forward Liaison Officers or to play 'victims'.

Item 12 MJ Local Government Achievement Award 2012 - Submission

A submission was made to the Local Government Achievement Award, under the Shared Service category on 17 February 2012 (copies available at the meeting). This reflected a culmination of comments from senior managers and officers across both Rotherham and Sheffield councils, and included the very supporting quotes from both Cllr Russell and Cllr Dore. The key areas discussed in the submission included:

- The conception of the Emergency Planning Shared Service
- Planning and Developing the Shared Service
- Overcoming obstacles
- Communication with stakeholders
- The Shared Service Structure
- Delivering goals and achieving targets
- Benefits and Outcomes
- Key Lessons Learned

If the submission is successful and the Emergency Planning Shared Service is shortlisted as a finalist, notification will be received during April 2012, possibly with the requirement to attend a further interview between April and May 2012. If successful the awards will be presented on the evening of Thursday 21 June at the Hilton Hotel, Park Lane, London.