

Emergency Planning Shared Service (EPSS) Business Plan 2014 - 16

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RECORD OF AMENDMENTS

Amendment Number	By Whom Incorporated	Pages Amended	Date	Signature
01 02	AM AM	Minor amendments Full Amendment	June 2014 July 2014	

1. Introduction

Emergency Planning and civil contingencies are the generic terms for the work that the government; local authorities; the emergency services; the health services and other agencies undertake in preparing plans and procedures in planning for, responding to 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 the emergency services and NHS bodies, have a statutory duty to:

- Assess the risk of emergencies occurring and use this assessment to inform contingency planning.
- Put in place:
 - Emergency Plans, 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 contingency matters and to warn, inform and advise the public 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 an agreement by both Rotherham (RMBC) and Sheffield Councils (SCC), the Emergency Planning Shared Service (EPSS) was established in 2011, on an initial five year agreement, for the provision of emergency planning; emergency response and business continuity. The current EPSS establishment is displayed at Annex A, albeit the reductions in public sector funding for local authorities in recent years have adversely impacted upon it. The RMBC Health & Safety Team and separate NAS Resilience Officer are NOT part of the EPSS but their work is complementary to that of the shared service.

Reduced resources are one of a number of factors that render it appropriate, at this time, to re-visit the original Business Plan produced in 2011. It should be noted that the contract between the two councils has a presumption that the EPSS will continue as a joint unit after the end of the original contract.

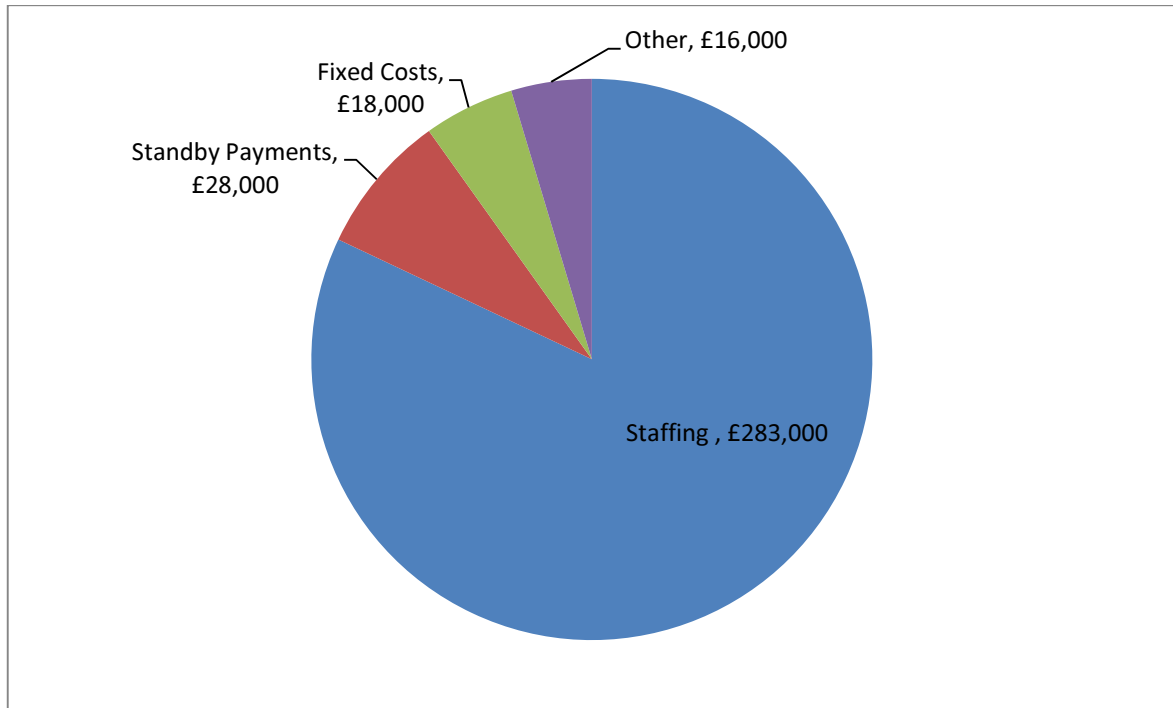
2. Business Planning

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 revised 'Strategic Overview' has been produced and is displayed at Annex B. This outlines the shared service's Vision, Mission and Values, together with priority work streams for 2014 -2016. In support, a comprehensive Team Action Plan providing details on how these objectives will be achieved has been produced and is available from the Emergency Safety Manager.

3. Finance

The total cost of the EPSS in 2014/15 will be £ 345,000 divided between both authorities based on the relative populations of both. This means that SCC will contribute approximately 68% of the cost of the EPSS (£227,000) and RMBC 32% (£108,000). The shortfall of £10,000 will be met from an under spend in the financial year 2013/14.

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** – Stand-by payments to both council's 'on call' response officers to any major or minor civil contingencies incident - 24/7 365 days of the year.
- 3.3 Fixed Costs** – Covers all Information, Communication & Technology (ICT); South Yorkshire Local Resilience Forum (LRF) contributions; Management Costs and Public Liability Insurance.
- 3.4 Others** –Covers training, travel expenses, stationery, printing of plans & publications, office & staff equipment and maintenance of existing resources etc.

4. Legal and Governance Arrangements

To 'cement' the shared service provision, a legal 'Agreement' was agreed by both councils in June 2011 for an initial 5 (five) year contract. This document covers all aspects of the EPSS ranging from joint committee arrangements; shared responsibilities; through to all aspects of staff secondment arrangements and resourcing. Copies of this document are available through each council's legal departments and the Emergency Safety Manager.

5. Resources

A detailed listing of resources available to the EPSS has been produced and is available from the Emergency Safety Manager.

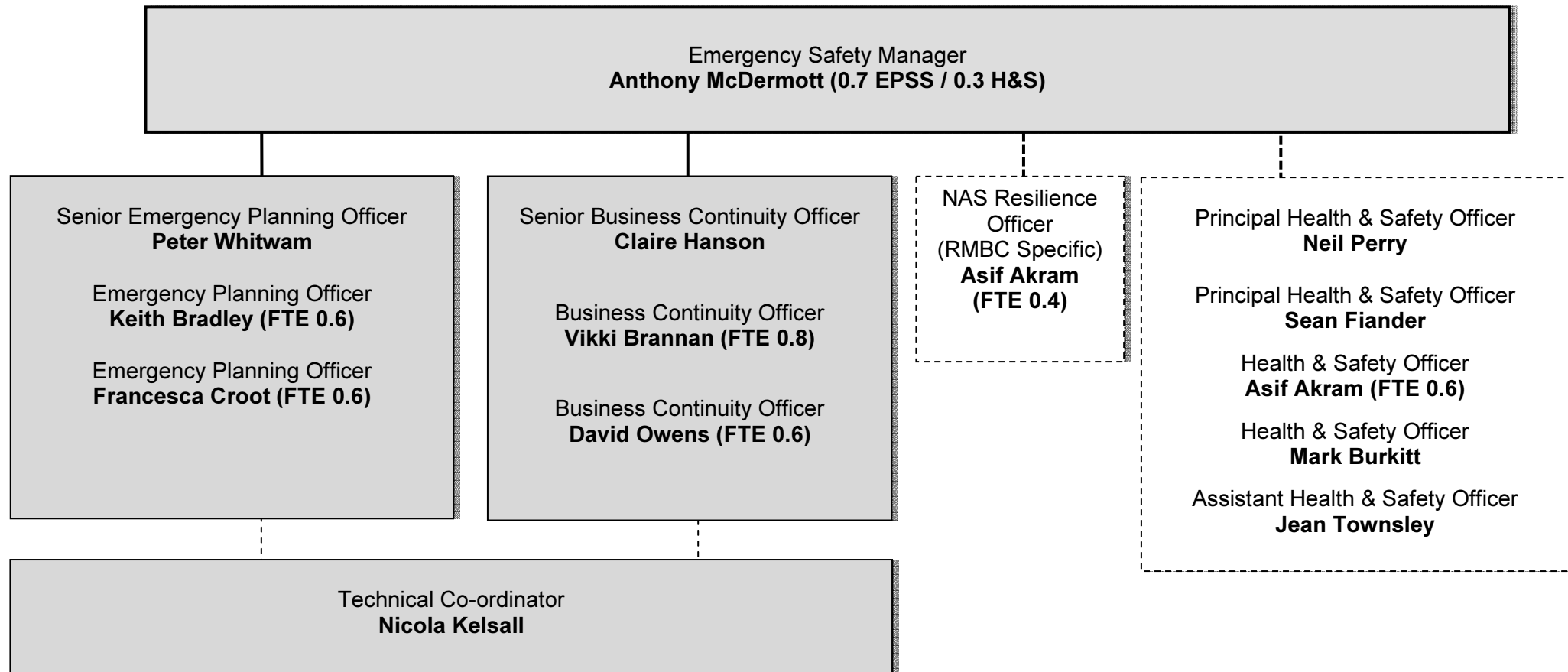
6. Accommodation

The team is accommodated in the new purpose build RMBC civic accommodation centre at Riverside House, Rotherham. Although primarily accommodated in Rotherham, the team retains a satellite office in Sheffield's Town Hall. This office is staffed as part of the new agile working arrangements for the team, which means it is utilised at various times throughout the working week.

7. Emergency Operations Rooms

There is an Emergency Operations Room (situated in Room 310) in Sheffield Town Hall and a new Emergency Operations Room(s) on the 4th Floor of the new Riverside House complex. The complex has been built to 1:150 year flood resilience capability with full on site emergency power back up. In addition, this facility has the capacity to deal with any joint response to emergency situations, as it can be divided into two separate control rooms. Both councils have alternative arrangements in the event either control room is unavailable.

Emergency Planning Shared Service Structure



EPSS staffing = 8 officers (6.3 FTE)

EMERGENCY PLANNING SHARED SERVICE ROTHERHAM AND SHEFFIELD

STRATEGIC OVERVIEW

VISION

That Rotherham & Sheffield Councils have the capacity and resilience to Plan For, Respond To and Recover from any Extraordinary or Major Incident

MISSION / VALUES

- South Yorkshire’s communities are at the focus of our service
- Both councils fulfil their statutory civil contingency responsibilities
- Co-operation, professionalism and commitment are the Shared Service’s foundation
- Continual improvement in achieving efficient and effective resilience
- Optimise performance.... given a finite and challenging funding environment

STRATEGIC PRIORITIES 2014-2016

PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	PRIORITY 5	PRIORITY 6	PRIORITY 7
Review the overarching strategic resilience of both councils, given their likely future structures and resources	Maintain both councils’ capability to respond 24/7 to a major incident	Continue to develop internal business continuity planning to ensure all services have up-to-date plans.	Ensure both councils have the ability to provide emergency mortuary facilities to reasonably respond to any major incident.	Ensure the Council has an up-to-date plan for managing excess deaths in the event of a pandemic type scenario	Continue to develop and embed Recovery & Restoration expertise within both councils to fulfil their ‘lead’ duties in any multi-agency response	Work with multi-agency partners to develop the LRF’s Community Resilience strategy

TARGETS

As defined in the Shared Service ‘Team Action Plan’
(held by the Emergency Safety Manager)