

**Bracknell Forest Council
Record of Decision**

Work Programme Reference	I066939
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1. **TITLE:** Proposed Shared Emergency Planning Service for Berkshire

2. **SERVICE AREA:** Environment, Culture & Communities

3. **PURPOSE OF DECISION**

The purpose of the report is to set out in summary what is being proposed with regard to the creation of a combined Berkshire Emergency Planning Service and to seek agreement as to the way forward. A similar report is being presented to all Berkshire authorities.

4. **IS KEY DECISION** Yes

5. **DECISION MADE BY:** Executive

6. **DECISION:**

That the Executive agreed that;

- (i) the six unitary authorities in Berkshire set up a shared Emergency Planning Service governed through the Berkshire Chief Executives' Group. It is proposed that West Berkshire act as Lead Authority.
- (ii) the Shared Service will provide Emergency Planning, Business Continuity Planning and Out of Hours Coordination (where appropriate), to all six unitary authorities.
- (iii) a Joint Team of 5 FTE is established. The Team Manager will be based in the Lead Authority. 2 teams of 2 FTE will be based in Berkshire West and Berkshire East. It is proposed that no fixed base is established. The Team Manager will be responsible for deciding on work locations in liaison with the six unitary authorities.
- (iv) the budget for the service is set in the first year at £371k and apportioned to each unitary authority as an annual payment as follows:

Bracknell Forest -	£45k
Reading -	£65k
RBWM -	£71k
Slough -	£48k
West Berkshire -	£82k
Wokingham -	£60k
- (v) permanent staff would TUPE to the Lead Authority on their existing terms and conditions and will be slotted into the staffing structure set out in this report where appropriate. Vacancies will be filled through internal/external recruitment where required.
- (vi) the Borough Solicitor, in consultation with the Borough Treasurer and Director of Environment, Culture & Communities be authorised to agree the terms of an Inter Authority Agreement between the constituent authorities formalising the

arrangement.

- (vii) subject to Executive approval in all six unitary authorities, the Service will commence on 1 October 2017.

7. REASON FOR DECISION

The proposal provides for greater resilience across the six Berkshire councils when it comes to the strategic planning needs; helps ensure cover during periods of leave for example, and results in a small reduction in cost.

8. ALTERNATIVE OPTIONS CONSIDERED

To continue as we are would mean accepting the risk of not being able to meet mandatory obligations in response to a major civil emergency. The risk is considered too high as the arrangements now rely on too small a pool of officers.

9. **PRINCIPAL GROUPS CONSULTED:** Berkshire Chief Executives Group and
Emergency Planning Officers

10. **DOCUMENT CONSIDERED:** Report of the Director of Environment, Culture &
Communities

11. **DECLARED CONFLICTS OF INTEREST:** None.

Date Decision Made	Final Day of Call-in Period
14 March 2017	21 March 2017