

Dated

Civil Protection and Emergency Management

PARTNERSHIP AGREEMENT

For

The Delivery of

Civil Protection and Emergency Management

between

Essex County Council

and

Essex Fire Authority

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THIS AGREEMENT is dated day of 2011.

Between:

- (1) **Essex County Council** of County Hall, Market Road, Chelmsford, Essex (“the Council”); and
- (2) **Essex Fire Authority** of Kelvedon Park, London Road, Rivenhall, Witham, Essex (“the EFA”).

Together referred to as “the Parties”.

BACKGROUND

- (A) Essex County Council and Essex Fire Authority have agreed that the Council’s day to day delivery of its civil protection and emergency management service shall be transferred to and thereafter be delivered by Essex Fire Authority.
- (B) Essex County Council will remain the principal authority as regards its statutory obligations for civil protection and emergency management.
- (C) The relevant Essex County Council Cabinet portfolio holder will retain overall responsibility for the strategic direction, budget setting and performance monitoring of the civil protection and emergency management function.
- (D) The Chief Fire Officer and Chief Executive of Essex County Fire and Rescue Service will assume the additional role of Head of Civil Protection and Emergency Management during the term of this Agreement and will be responsible for the day to day management of and delivery of the function.

1. DEFINITIONS AND INTERPRETATION

1.1 In these Terms of Reference:

“the 2004 Act”	means the Civil Contingencies Act 2004 and relevant legislation;
“the Act”	means the Local Government Act 1972 and relevant legislation;
“Budget”	means money, resources and personnel;
“Category 1 Responder”	means a person or body listed in Part 1 of the Schedule to the 2004 Act. These bodies are defined as being at the core of the response to most emergencies and as such are subject to the full range of civil protection duties within the Act;

“CPEM”	means Civil Protection and Emergency Management;
“CPEMD”	means the Civil Protection and Emergency Management Directorate previously known as the Emergency Planning Unit;
“ECFRS”	means Essex County Fire and Rescue Service;
“Executive”, “Executive Member” and “Executive Leader”	have the same meaning as in the Local Government Act 2000;
“Monitoring Officer”	means in accordance with Section 5 of the Local Government and Housing Act 1989 ~ ensuring lawfulness and fairness the Monitoring Officer will have a key role in promoting and maintaining high standards of conduct;
“Member”	means a Member of either Party;
“Partnership”	means the Partnership formed in accordance with this Agreement for the delivery of the functions set out in Appendix 2
“Relevant Authority”	has the same meaning as in the Act;
“Scheme of Allowances”	means any scheme of allowances made under the Local Authorities (Members Allowances) Regulations 2003;

1.2 In this Agreement, except where the context otherwise requires:

1.2.1 the masculine includes the feminine and vice-versa;

1.2.2 the singular includes the plural and vice-versa;

1.2.3 a reference in this Agreement to any Clause, Sub-Clause, Paragraph, Schedule, Appendix or Annex is, except where it is expressly stated to the contrary, a reference to such Clause, Sub-Clause, Paragraph, Schedule, Appendix or Annex of this Agreement;

1.2.4 save where stated to the contrary, any reference to this Agreement or to any other document shall include any permitted variation, amendment, or supplement to such document;

1.2.5 any reference to any enactment, order, regulation or other similar instrument shall be construed as a reference to the enactment, order, regulation or instrument including any EU instrument) as amended, replaced, consolidated or re-enacted;

1.2.6 Headings are for convenience of reference only.

2. TERM

2.1 This Agreement shall be operational for a period of five years (“the Operational Period”) commencing on [insert date] 2011 (“the Commencement Date”) unless, with the written consent of all the Parties, the Operational Period is extended for an identified period of time, or this Agreement is terminated in accordance with Clause 13.

2.2 The decision to extend the Operational Period shall be taken jointly by the Council or the EFA not less than twelve months before the end of the Operational Period.

3 FUNCTIONS TO BE EXERCISED BY THE PARTNERSHIP

3.1 Unless otherwise provided for in this Agreement, The Partnership shall exercise the functions set out in Appendix 1 and in accordance with the principles of the Partnership as set out in Appendix 2.

4. THE COUNCIL’S RESPONSIBILITY

4.1 The Council shall through its Cabinet Member with responsibility for Emergency Planning retain sole responsibility for the civil protection and emergency planning function in relation to;

4.1.1 the Strategic Direction;

4.1.2 the setting of the annual Budget; and

4.1.3 the performance monitoring;

5. THE EFA RESPONSIBILITY

5.1 The EFA shall through the Chief Fire Officer, be responsible for the day to day management of and delivery of the civil protection and emergency management function; including;

5.1.1 control of major accident hazards;

5.1.2 functions under the 2004 Act;

5.1.3 Radiation (REPPIR);

5.1.4 Emergency preparedness and Public Information Regs 2001;

5.1.5 Pipeline safety regulations;

5.1.6 Flood planning;

5.1.7 Chemical, biological, radiological and nuclear planning;

5.1.8 Olympics prep;

5.1.9 Mass fatality and temporary mortuaries;

5.1.10 Training and development;

5.1.11 Oil pollution; and

5.1.12 Infectious diseases.

6. THE HEAD OF CIVIL PROTECTION AND EMERGENCY MANAGEMENT RESPONSIBILITY

- 6.1 In addition to the functions contained with clause 5, the Chief Fire Officer shall also be appointed as The Head of Civil Protection and Emergency Management and shall be responsible for the day to day management of staff.
- 6.2 The Head of Civil Protection and Emergency Management will report directly to the Council's Cabinet Member with responsibility for Emergency Planning; and
- 6.3 All political decisions shall be made by either the Council's Cabinet Member with responsibility for Emergency Planning or the Council's Cabinet.

7. THE WORKING GROUP

- 7.1 The Cabinet Member with responsibility for Emergency Planning and the Head of Civil Protection and Emergency Management shall establish a joint working group between the Parties as required from time to time. The title and terms of reference of this group will be decided at its establishment.
- 7.2 The working group shall: -
 - 7.2.1 not have any decision making responsibility for any functions set out in Appendix 1;
 - 7.2.2 in all circumstances act as a consultative and support function to both Parties in the delivery of the functions set out in Appendix 1.

8. FINANCE

- 8.1 The financial procedures surrounding the Partnership are aligned with the role of the Council's Executive Member with responsibility for Emergency Planning.
- 8.2 The following points align to this overarching principle;
 - 8.2.1 The Annual Budget (draft) will be agreed in October of each year, subject to the Council's and EFA budget processes;
 - 8.2.2 Each Party will contribute to the annual budget; the level of each Parties contribution will take account of all the resources provided (e.g. staff, workstations, etc) and as stated in Clause 8.2.1 above, must be agreed with each Party prior to confirmation of the budget. The contributions agreed for 2011-12 are:
 - 8.2.2.1 the Council £724,160; and
 - 8.2.2.2 ECFRS is providing a resource to the value of £134,898, via the provision of personnel carrying out the Partnership roles and delivering Partnerships functions, ECFRS are not actually releasing funds;
 - 8.2.2.3 The Council's contribution to the Partnership will be held on a separately identified budget line within the portfolio for the Member with responsibility for emergency planning;

- 8.2.2.4 The draft final accounts will be reviewed and agreed in May / June of each year, subject to the Council's and EFRS processes ("the Partnership Accounts");
- 8.2.2.5 The budgets and accounts for the Partnership will be managed by representatives of EFRS finance;
- 8.2.3 In the event of an emergency (e.g. natural disaster or uninsured costs) where an emergency budget is required, the amount to cover this will be provided by the Parties. This amount will be requested from the appropriate organisations (e.g. local authorities and central government). This is often referred to as the Bellwin Scheme);
- 8.2.4 The financial position will be monitored by the Partnership and reported upon at each meeting;
- 8.2.5 Any underspend against the agreed budget at the end of each financial year shall be returned to the Council as soon as practicable. This will be agreed by the Partnership at the meeting following the Partnership Accounts being submitted. This will provide the Partnership an opportunity to put any additional business case forward for utilising the spend;
- 8.2.6 There should be no overspend against the agreed budget for any financial year. Any potential overspend should be reported to the Council as soon as practicable at which point the Partnership will identify a recovery plan and report this to the Parties in accordance with financial regulations and procedures;
- 8.2.7 If any overspend is identified at "outturn" then the Parties will be asked to make a contribution to meet the deficit, the proportions of which should be agreed between the Parties at that time. The Partnership will also agree a plan for pay back of these additional contributions in future years;
- 8.2.8 The Partnership procurement processes will be flexible, seeking to utilise both the Council's and EFRS procurement processes so as to provide opportunities to achieve the best financial position for Partnership;
- 8.2.9 Any specific grants, relating to Emergency Planning, received by the Parties, should be passed directly to the Partnership, within 28 days of receipt; and
- 8.2.10 An allowance will be paid by the Council to the current or future Chief Fire Officer in their role as Head of Civil Protection and Emergency Management for as long as they remain in that post. This amount will be held within the Environment Sustainability and Highways Management Team budget and will be reviewed annually by the Partnership and agreed with the budget holder.

9. REPRESENTATIVES

- 9.1 Each Party will identify a representative who will be the first point of contact for communications regarding this Agreement and functions relating to the Partnership and shall be identified in Appendix 3; this Appendix will be kept updated as changes occur.

10. SCRUTINY ARRANGEMENTS

- 10.1 The decisions made, or other action taken, insofar as they are in connection with the discharge of any functions which are the responsibility of the ECC, shall be subject to ECC scrutiny arrangements in accordance with the provisions for scrutiny set out in the Local Government Act 2000.
- 10.2 Decisions or actions shall be notified within seven (7) working days of the decision being reached or the actions being taken, as the case may be.
- 10.3 The ECC authority shall fully co-operate with the Scrutiny Committee and shall, where requested, attend any meeting of the Scrutiny Committee.
- 10.4 Scrutiny arrangements relating to the Essex Fire Service will be conducted by and to the Essex Fire Authority.

11. CALL IN

- 11.1 A scrutiny committee of either Party may call in a decision made by the Partnership insofar as the decision was made in connection with the discharge of any functions which are the responsibility of the Executive of that Party.
- 11.2 Where call in of a decision of the Partnership takes place, the rules and procedures of the relevant Party to which the scrutiny committee relates shall apply.

12. VARIATION

- 12.1 This Agreement, including the Appendices, may only be varied by written agreement of the authorised representatives of the Council and EFA.

13. TERMINATION

- 13.1 A Party may cease to participate in the Partnership by resolution taking effect on the date of the next annual meeting of the Partnership, and communicated in writing to the Representatives at least twelve months before the date on which it is to take effect.
- 13.2 A withdrawal from the Partnership by either Party will result in the dissolution of the Partnership and the transfer of the relevant functions and duties of the Partnership back to the Council.
- 13.3 The final accounts will be produced in the same way as previous annual accounts.

14. GOVERNING LAW AND JURISDICTION

- 14.1 This Agreement shall be governed by and construed in accordance with English law each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

Sealed for and on behalf of:

Essex County Council

Signature:

.....

Name:

.....

Position:

.....

Date:

.....

Signed for and on behalf of:

Essex Fire Authority

Signature:

.....

Name:

.....

Position:

.....

Date:

.....

APPENDIX 1

Overview of functions to be exercised by the Partnership

1. To define for each Party the annual budget required by the Partnership to fulfil its duties and responsibilities on behalf of the two authorities and the basis of disaggregation to be met by the Parties. The details relating to finance can be found in Clause 8 and for Principles of the Partnership in Appendix 2.
2. To approve 'year end' reports on the budgetary performance of the Partnership, in accordance with financial regulations and procedures, including requests to place unspent money in 'reserves' or carry money forward. The details of this can be found in Clause 8.
3. To approve the Annual Plan of the Partnership and receive a report thereon at each year end.
4. To oversee the performance and effectiveness of the Partnership in its discharge of its duties and its value to the Parties.
5. To receive reports by Partnership, on the identification of best practice in the field of civil protection, emergency response, recovery.
6. To be advised on the impact of any relevant legislation, regulations and guidance relating to the function of the Partnership and the role of a Category 1 Responder.
7. Oversee the discharge of the appropriate duties and functions of a Category 1 Responders statutory duties in relation to: -
 - a. Planning;
 - b. Preparedness;
 - c. Response;
 - d. Recovery.
8. To approve the holding of Members and Senior Officers Seminars, briefings and training in relation to the Category 1 Responder role, responsibilities and activities.
9. To receive regular reports on the progress of the Partnership's work programme
10. To ensure that appropriate resources are allocated to projects and work for the current and future years.
11. To ensure that where the budget provided by the Parties no longer supports the current staffing levels of the Partnership carrying out the agreed function then any costs relating to any redundancies will be born by the appropriate Party, that being the Party that has caused the reduction in staffing related budget. The details relating to this can be found in the TUPE Transfer Agreement dated 1st October 2011.

12. To ensure that the Partnership creates and embeds processes that adhere to relevant policies and procedures of both Parties, e.g. for the Council it will include Cabinet, Council and scrutiny processes, for ECFRS it will include EFA processes.
13. To ensure that the Parties take on the responsibility for, and keep under review, the accommodation requirements and provision of equipment/facilities within the CPEMD. This will include the principles of use of property. For example:
 - a. As both Parties will be providing accommodation for the Partnership then it is proposed that costs associated with the accommodation and assets will be offset, therefore mutual consideration between the Parties should be applied;
 - b. It is intended that the CPEMD will utilise the accommodation currently allocated to the emergency planning service located in County Hall and Kelvedon Park (providing the opportunity for the sharing of accommodation) between the Parties;
 - c. Options of rental of IT assets and mobile phones will be discussed (annually) with both Parties and align with the best proposition.
14. In the event of an emergency the Partnership will undertake to ensure that the Partnership has the relevant resources to deliver its functions including the capability to work in co-ordination and co-operation with Business Continuity.
15. To ensure that if either Party identifies an absent clause, then it should be progressed with if it can be reasonably dealt with by both parties.
16. To ensure that if an existing clause is found to not mean what it was originally meant then it should be progressed with if it can be reasonably dealt with by both Parties.

APPENDIX 2

Principles of the Partnership

1. The **membership** of the Partnership will require the person to have a level of competency, knowledge and experience that include: -
 - 1.1. An understanding of the guiding principles that apply to emergency preparedness, response and recovery as defined by the Civil Contingencies Act 2004 (CCA), the Control of Major Accident Hazards 1999 (COMAH); Pipeline Safety Regulations 1998 (PSR), Radiation Emergency Preparedness & Public Information Regulations 2001 (REPPIR) and other relevant Legislation;
 - 1.2. An understanding of the term 'an emergency' as defined by the 2004 Act;
 - 1.3. An understanding of the risk assessment methodology applied to the hazards and threats that could impact on Essex;
 - 1.4. An understanding of the functions that can be applied by the CPEMD in support of the roles and responsibilities of the Parties in promoting community resilience;
 - 1.5. Supportive of the aims and objectives of the Partnership in the delivery of its functions on a day to day (steady state) basis and in an emergency; and
 - 1.6. Understanding of the concept of operations, multi-agency integrated emergency management processes that will be implemented in an emergency situation.
2. **The Steady State scope** of the Partnership will include at a minimum, the same scope that the previous Emergency Planning areas (the Council and EFA) currently adhere to, this is: -
 - 2.1 Maintain and develop resilience plans and fulfil the statutory duties for CPEMD to make Essex a safer place to live;
 - 2.2 Corporate preparedness for responding to any emergency in Essex and support to all stakeholders within the Council, in Essex and Eastern Region, to improve CPEM arrangements;
 - 2.3 Co-ordinate the local authority response into the Essex Civil Contingencies Plan and promote links between the County Council, all local authorities in Essex and the wider community;
 - 2.4 Develop policies for standard operations and incident response;
 - 2.5 Manage the CPEM budget;
 - 2.6 Administer budgets for Essex Resilience Forum, Crisis Support Team Essex and Schools Project;
 - 2.7 Engage in regular liaison with all relevant partners;

- 2.8 Maintain Service Level Agreement with districts and unitary councils ;
 - 2.9 Essex Resilience Forum Programme Board and associate focus groups;
 - 2.10 Engage where appropriate with the Sub National Forum;
 - 2.11 Provide senior level representation as appropriate for Essex Local Authorities at Strategic Co-ordinating Group in response to emergency situations;
 - 2.12 Interpret new legislation and provide expert opinion;
 - 2.13 Receive, consider and respond to consultation documents;
 - 2.14 Attend other meetings as necessary; e.g., Crisis Support Team Essex, County Emergency Planning Liaison Group;
 - 2.15 Support and participate in internal and external training, exercises, de-briefs;
 - 2.16 Provide direction and contribute to a range of issues; e.g., PPS25, Travellers, Flood and Water Management;
 - 2.17 Have in place the capability to provide an immediate, medium term and long term emergency response in the event of an emergency;
 - 2.18 Ensure that the Emergency Planning Service function can be delivered effectively to meet the requirements of key areas of legislation and statutory guidance and non-statutory guidance; and
 - 2.19 Ensure that the function is carried out by professionally competent, appropriately trained and experienced officers.
3. **Operational response scope** of the Partnership will be to;
- 3.1 Ensure that in the case of an emergency the EFA (or their nominated deputy) will have the authority to sanction all relevant and appropriate decisions to immediately commence any procedures and actions required to provide initial response in the right manner to the emergency situation. This will include communication with the responsible persons to provide relevant support for EFA and the Council;
 - 3.2 Ensure that where the emergency impacts the Council only, then the responsible Council's Executive Director (or their nominated deputy), will be the contact point;
 - 3.3 Ensure that where the emergency impacts EFA only, then the responsible EFA (CFO or their nominated deputy,) will be the point of contact;
 - 3.4 Ensure that where the emergency impacts any other combinations of the Council, EFA, and other Local Authorities then the Council's Executive Director and EFA CFO (or deputies) will be the responsible persons and the contact points;

- 3.5 Ensure the provision of a 24/7 capability to respond with an immediate, medium term and long term emergency response in the event of an emergency; and
- 3.6 Ensure the representation of Essex Local Authorities at Strategic Co-ordinating Group in response to emergency situations.
4. **Services within contract:**
- 4.1 CPEM will provide emergency planning support to the Council that will not be detrimental to the service currently provided. The details of the service provided will be documented in the CPEM Strategy Paper; this will be reviewed, revised and agreed annually by the Council.
- 4.2 The nominated Executive Director for Emergency Planning for the Council will in the event of a major incident, represent the Council on all issues affecting the Authority and their delivery of services at the Strategic Coordination Group (“SCG”) which will normally be at the Police Strategic Coordination Centre (“Police SCC”). The Executive Director will be supported by the CPEM through a nominated technical advisor who will be at a senior manager level within the CPEM team.
- 4.2.1 The Council’s Executive Directors' role will require
- participation at SCG meetings
 - be able to commit resources and funding as deemed appropriate on behalf of the Council;
 - lead on the recovery for the Council
- 4.2.2 The Executive Director will also be required to support district councils by;
- ensuring that they are fully aware of, and can represent districts as requested at the SCG regarding any issues affecting those district(s);
 - that they provide regular feedback to stakeholders including districts by conference call, or other means as deemed appropriate if security is an issue; and
 - support districts or if requested lead on the recovery on their behalf.
- 4.2.3 Full details of the procedures to conduct this role are set out in the CPEM Business Plan.
- 4.3 The expectations of the Partnership are to provide a level of service that will not be detrimental to any previous service level provided by the emergency planning services offered by the Council and EFA.
- 4.4 The following list outlines the emergency planning service to be provided to the customer by CPEM. The service will be such to ensure that the customer meets the requirements of government legislation and guidance.
- 4.5 The service holds a range of different plans for responding to emergencies that could affect Essex and/or neighbouring areas. These include: civil contingency plans; generic operational plans; site-specific plans; and industry plans.

- 4.6 A number of these plans are associated with risks set out in the Community Risk Register for Essex.
- 4.7 Maintain a civil contingencies plan for the Council that sets out how the organisation can provide an effective response to an emergency and the recovery phase.
- 4.8 Ensure that all generic and site- specific plans set out the role of the Council and how it will respond in an emergency and the recovery phase.
- 4.9 Prepare industry plans to meet statutory legislation under: COMAH, REPPiR, PSR.
- 4.10 Ensure the Council has in place the capability to provide an effective emergency response for the Council's services and to support partner agencies as appropriate.
- 4.11 Provide a 24/7 first responder capability for Essex Emergency Services for responding to emergencies on behalf of Essex Local Authorities.
- 4.12 A list of key internal contacts to ensure all service areas can be contacted in an emergency. There must be a minimum level of resilience to provide the necessary assurances.
- 4.13 Maintain a "Call Down" List of emergency contacts.
- 4.14 A facility should be provided where the staff with emergency planning responsibilities for service areas can work as a County Operational Team to (i) manage the Council's response (ii) co-ordinate a countywide response (iii) facilitate the District (s) response and (iv) support the response of other agencies.
- 4.15 Maintain a facility to enable the Council to provide an effective response to an emergency and the recovery phase
- 4.16 Ensure that the Chief Executive, or nominated Director, can represent the Council and, if necessary, Essex District Councils at a strategic level.
- 4.17 To provide a robust communications system that enable essential contact to be made during an emergency.
- Mobile Phones, Blackberries satellite phones and/or Pagers and chargers
 - Vocal/Imodus emergency messaging system
 - Essex Info Website for Category 1 and 2 Responders within the Essex Resilience Forum
 - ERF Resilience Website. Micro-site hosted and managed by the Council Webservices.
 - Crisis Support Team Essex website. Micro-site hosted and managed by the Council Webservices for external public-facing. CSTE members only section managed and maintained by EP Team
 - Government Extranet. Secure information exchange facility (National Resilience Extranet). CPEMD are nominated Sponsors, trainers and licence (34) administrator for the Essex Resilience Forum Olympic Response Planning Authorities.
 - Airwave radio system for use in an emergency.
 - Multi-sims, enabling access to all mobile providers network.

- MTPAS (Mobile Technology Priority Access Service).
5. **Service Level Agreements** (District & Unitary Authorities)
- 5.1 The service has in place a Service Level Agreement (year on year rolling SLA) that provides Emergency Planning & Business Continuity support to participating Borough/District and/or Unitary Councils through the provision of a professionally qualified and experienced Emergency Planning Officer.
- 5.2 Meet the terms and conditions of the Service Level Agreement with: Braintree, Brentwood, Castle Point, Colchester, Tendring, and Thurrock.
6. **Licensing Agreements & Contractual Obligations**
- 6.1 The licensing agreements listed below should be maintained in order to meet the requirements of relevant legislation. This does not preclude any changes to future arrangements that could prove to be more beneficial or practical.
- 6.2 Temporary Mortuary
- Meet the legal requirement to have a temporary mortuary facility available to handle/store bodies within 24 hours.
 - Ensure that specialist services and equipment are available for an effective and efficient operation of the temporary mortuary facility at Wethersfield.
 - Ensure that a licence is in place with the Human Tissue Authority.
 - Advise the ERF on proposed arrangements for the use of a Regional Emergency Mortuary at Alconbury.
- 6.3 Emergency Barrier Route
- An Emergency Barrier Route runs from the Landfill site at Pitsea, across the Easthaven Barrier, to Northwick Road, Canvey Island. This provides an access route to enable the emergency services to get additional resources on to Canvey Island, in the event of emergency.
 - Have in place a licence with the Environment Agency for access across the Easthaven Barrier.
7. **County Emergency Planning Liaison Group** (“CEPLG”)
- 7.1. Have in place a well engaged and knowledgeable group of representatives from all key service areas.
- 7.2. Provide an efficient response to an emergency and the recovery process, as necessary.
- 7.3. Ensure that it meets its obligations by providing the Chair to CEPLG and ensuring that members of this Group can be released for training, exercise and essential liaison meetings. In the event of an emergency these staff will form the County Operations Team, as set out in the Council’s Civil Contingencies Plan.
8. **Business Continuity Champions Group** (“BCG”)

- 8.1. Have in place a Business Continuity Plan for the Service to ensure that in the event of a business interruption or emergency situation which limits access to the facilities of IS/accommodation etc the Service can continue to deliver its functions.
- 8.2. Participate in Business Continuity training and exercising both within the Service and across the Council as part of a predetermined schedule.
- 8.3. Support the delivery of the BC Incident Management function within the Council by providing resources and equipment as required.
- 9. **The services which will be provided at additional cost are: -**
 - 9.1 The following services will be provided but financial recompense will be required for them. This budget may be required prior to, during or after the events
 - 9.1.1 Specific events or situations that can be foreseen, such as the Olympics 2012.
 - 9.1.2 Functionality that must be in place to follow recommendations from emergencies and disasters, for example land drainage to relieve potential flood risk as a result of previous flood disasters.
 - 9.1.3 Recovery of cost of new functionality or services, the cost for any new functionality or service will need to be resourced through the constituent authorities, grants and other applicable organisations.
 - 9.1.4 Recovery of cost of materials for example bedding. These materials would be used in the event of an emergency; the cost of replacing them would be required from the constituent authorities or through any other applicable organisations.

APPENDIX 3

The Parties Representatives shall be:

- | | | | | | |
|------|------------------------------|------|--------------------|------|---------------------------|
| (3) | Essex County Council, | (8) | [insert name] | (10) | [insert telephone number] |
| (4) | PO Box 11, | (9) | [insert job title] | (11) | [insert email address] |
| (5) | County Hall, | | | | |
| (6) | Chelmsford, | | | | |
| (7) | Essex, | | | | |
| (12) | | (13) | | (14) | |
| (15) | Essex Fire Authority, | (21) | [insert name] | (23) | [insert telephone number] |
| | | (22) | [insert job title] | (24) | [insert email address] |
| (16) | Kelvedon Park, | | | | |
| (17) | London Road, | | | | |
| (18) | Rivenhall, | | | | |
| (19) | Witham, | | | | |
| (20) | Essex | | | | |