

		<b>AGENDA ITEM NO.</b>							
<b>Report Cover Sheet</b>									
<b>Name of Meeting:</b>		<b>EXECUTIVE</b>							
<b>Date of Meeting:</b>		<b>11<sup>th</sup> February 2007</b>							
<b>Report Title:</b>		Service Level Agreement for Warwickshire County Council to provide certain Civil Contingency Services to Warwick District Council.							
<b>Summary of report:</b>		The existing 3 year Memorandum of Understanding with the County Council Emergency Planning Unit is due to expire in April 08. Members are being asked to approve the continued joint working with the County Council (EPU) for the delivery of certain Civil Contingency Services via a new three year Service Level Agreement (SLA).							
<b>For Further Information Please Contact (report author):</b>		Roger Jewsbury, 01926 456320 Head of Engineering Services <a href="mailto:Roger.jewsbury@warwickdc.gov.uk">Roger.jewsbury@warwickdc.gov.uk</a>							
<b>Business Unit:</b>		Engineering Services							
<b>Would the recommended decision be contrary to the Policy Framework:</b>		No							
<b>Would the recommended decision be contrary to the Budgetary framework:</b>		No							
<b>Wards of the District directly affected by this decision:</b>		All							
<b>Key Decision?</b>		Yes							
<b>Included within the Forward Plan?</b>		No							
<b>Is the report Private &amp; Confidential</b>		No							
<b>Background Papers:</b>		Executive 25 <sup>th</sup> July 2005 Partnership Agreement with Warwickshire County Council regarding the Civil Contingencies Act.  Audit & Resources Overview and Scrutiny Committee – 16 <sup>th</sup> October 2007							
<b>Consultation Undertaken</b>									
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.									
<table border="1"> <thead> <tr> <th>Consultees</th> <th>Yes/ No</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>Other Committees</td> <td>n/a</td> <td></td> </tr> </tbody> </table>				Consultees	Yes/ No	Who	Other Committees	n/a	
Consultees	Yes/ No	Who							
Other Committees	n/a								

Ward Councillors	n/a	
Portfolio Holders	yes	Councillor Coker; Strategic and Corporate Portfolio
Other Councillors	n/a	
Warwick District Council recognised Trades Unions	n/a	
Other Warwick District Council Service Areas	n/a	
Project partners	n/a	
Parish/Town Council	n/a	
Highways Authority	n/a	
Residents	n/a	
Citizens Panel	n/a	
Other consultees	n/a	
<b>Officer Approval</b> With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Relevant Director(s)	-	Craig Anderson
Chief Executive	17/01/08	Chris Elliott
CMT	17/01/08	
Section 151 Officer	17/01/08	Mary Hawkins
Legal	-	Simon Best
Finance	16/01/08	Mike Snow
<b>Final Decision?</b>		Yes
<b>Suggested next steps (if not final decision please set out below)</b>		

## **1.0 RECOMMENDATION**

- 1.1 Members approve the continued joint working arrangements with the County Council Emergency Planning Unit (EPU) for the delivery of certain Civil Contingency Services in accordance with a new three year Service Level Agreement (SLA). The draft SLA is included for reference in Appendix 1 to the report.
- 1.2 To agree to pay the County Council EPU a fee of £15,000 per annum for the next three years, to cover the delivery of those services required by the District Council and as contained in the SLA.

## **2.0 REASONS FOR RECOMMENDATIONS**

- 2.1 The existing three year Memorandum of Understanding with the County Council EPU is due to expire in April 2008.
- 2.2 Warwickshire County Council operates an Emergency Planning Unit which has over many years co-ordinated emergency planning across the County.
- 2.3 The Civil Contingencies Act defines the District Council as a Category 1 responder, with the same level of responsibility as the blue light services. The objective of the SLA is to provide a co-ordinated approach to the way the Civil Contingencies agenda is dealt with, whilst also preventing unnecessary overlaps and maximising the resources available across the County to deliver the requirements of the Act.

## **3.0 ALTERNATIVE OPTION(S) CONSIDERED**

- 3.1 The Council could choose not to continue the joint working arrangements and work independently of them to deliver the Act in full. Warwick District Council does not have the sufficient resources or expertise to deliver every aspect of the Act.

## **4.0 BUDGET FRAMEWORK.**

- 4.1 The previously agreed funding with the County Councils EPU was an annual payment of £12,500 for the services contained under the terms of a Memorandum of Understanding (MoU).
- 4.2 The proposed funding to the County Council EPU for the delivery of the requirements of the SLA, is a payment of £15,000 per annum for the period of the three year agreement. This funding would be part of the Council's £43,400 recurring budget allocation for 08/09, which is to assist in delivering the requirements of the Civil Contingencies Act.

## **5.0 POLICY FRAMEWORK.**

- 5.1 As a category 1 responder, Warwick District Council is required to deliver all aspects of the Act. The delivery of the Act will be assessed through a key line of enquiry, which forms part of the 'Safer and Stronger Communities' tranche of the CPA framework.

- 5.2 There is a further requirement for the Council to comply with the Civil Contingencies Act by meeting the Audit Commissions, internal controls element, of the Key lines of enquiry for the Use of Resources 2007. This work further links with the Council's Risk Management Action Plan 2007/08 - Objective Six, "To respond adequately to the Council's duties under the Civil Contingencies Act".

## 6.0 **BACKGROUND**

- 6.1 At the Executive of the 25<sup>th</sup> July 05, it was agreed to approve the setting up a joint three year working agreement with Warwickshire County Council. This was to enable all Warwickshire Local Authorities to be able to deliver and continue to deliver, the requirements of the Civil Contingency Act 2004(CCA). Under the Act, the District Council is defined as a category 1 responder, with the same level of responsibility as the Emergency blue light services.
- 6.2 The joint working arrangements with the County Council has allowed considerable progress into tackling the many aspects of the Civil Contingencies agenda, whilst further enabling all documents to be jointly logoed for distribution, as a sign of that important commitment to joint working by all those Warwickshire Authorities. To demonstrate the progress made over each year, the County Council EPU produces an annual report to each of the Warwickshire Council's.
- 6.3 The current MoU is, however, due to expire in April 2008. Following discussions with all Warwickshire Local Authorities, there was united agreement that one of the primary needs of any future joint working was for the new arrangements to be much more focused around a performance management framework, with associated task and finish work programmes. Furthermore, it was also important to clarify what each organisation was responsible for and those services which the County Council delivered on behalf of the Districts/Boroughs and for which payment was received.
- 6.4 For Members information, the Civil Contingencies Act, places seven areas of civil protection duties on the District Council, as a category 1 responder. These seven areas have a further myriad of requirements which are highlighted by the Civil Contingencies Secretariat of the Cabinet Office. The main civil protection duties are as follows;
- Co-operation between all local and multi-agency responders.
  - Information sharing between all local and multi-agency responders.
  - Assessment of risks facing the Community.
  - Emergency Planning
  - Business Continuity Management
  - Communicating with the Public
  - Advice and Assistance to the Business and Voluntary Organisations
- 6.5 If Members are interested in the District Councils progress on the above civil protection duties, the 2006/07 report was provided to the 16<sup>th</sup> October 07 Audit & Resources Overview and Scrutiny Committee. In addition to the general items of activity in the report, there was also a copy of the revisited National Audit Office self-assessment questionnaire, specifically showing the Council's progress and areas for improvement, together with the County Councils EPU annual report for all the services it has provided to the District Council.