



## **Memorandum of Understanding**

### **Between**

### **Members of the Voluntary Sector Civil Protection Forum Working Party**

#### **1. Background**

- 1.1 The civil contingencies legislation and supporting guidance has been a significant and powerful development for the voluntary sector in clarifying its contribution to emergency planning and civil protection within the UK. The Act, Regulations and Guidance require Category 1 responders “to have regard” to the activities of voluntary organisations in the course of carrying out their emergency and business continuity planning duties. These developments have created a ‘climate of expectation’, where voluntary sector organisations will make competent and reliable resources available to Category 1 responders who will make the most effective use of these resources and expertise, putting this partnership on a more robust and long-term footing.
- 1.2 To achieve these robust arrangements, the Civil Contingencies Secretariat asked the British Red Cross to convene a grouping of organisations that have a role to play in civil protection arrangements in the UK. The Voluntary Sector Civil Protection Forum was formed. It comprises representatives from the voluntary sector, central, regional and local government, devolved administrations, statutory authorities and professional associations. The strategic aim of the Voluntary Sector Civil Protection Forum is to identify and maximise the voluntary sector contribution to civil protection arrangements in the UK. The Forum provides a means for demonstrating, at a UK and a national level, its commitment towards strengthening the UK’s civil protection arrangements and the way in which the voluntary sector can truly work in a cohesive and co-ordinated way, with all its partners.
- 1.3 The Voluntary Sector Civil Protection Forum is supported by a small working party with a similarly multi-disciplinary membership.

#### **2. Purpose and scope of the Voluntary Sector Civil Protection Forum Working Party**

- 2.1 The Voluntary Sector Civil Protection Forum Working Party provides a range of functions to support the strategic aim of the Forum: *to identify and maximise the voluntary sector contribution to UK civil protection arrangements.*

- 2.2 The main objectives of the Working Party are to:
- a) support the Chairperson to provide links between the voluntary sector, central government and Category 1 and 2 Responders
  - b) promote the role of voluntary organisations in the development of civil contingencies legislation and guidance
  - c) provide spokespeople to represent voluntary organisations on national groups and at events
  - d) increase awareness, at the local and regional level, of the benefits of joint voluntary and statutory sector working
  - e) provide guidance to Category 1 and 2 Responders and voluntary organisations on the development of local agreements
  - f) identify and share good practice
  - g) organise an annual UK-wide conference to promote the emergency planning contribution of voluntary sector members of the Forum
- 2.3 The Working Party shall hold at least 3 meetings per year and seven members shall form a quorum. Meetings may be either 'face to face' or teleconferences.

### 3. Responsibilities

3.1 Each party will appoint a person to serve as its representative to co-ordinate the activities of each organisation in carrying out this Memorandum of Understanding. The initial appointees of each organisation are:

- **Chair:** Moya Wood-Heath , [mwoodhea@redcross.org.uk](mailto:mwoodhea@redcross.org.uk)
- **Association of Chief Police Officers:** Nigel Humphreys, [nigel.humphreys@acpo.pnn.police.uk](mailto:nigel.humphreys@acpo.pnn.police.uk)
- **British Red Cross:** Martin Annis – Secretary, [mannis@redcross.org.uk](mailto:mannis@redcross.org.uk)
- **Cruse Bereavement Care:** Catherine Betley, [Catherine.Betley@cruse.org.uk](mailto:Catherine.Betley@cruse.org.uk)
- **Civil Contingencies Secretariat:** Nejla Sabberton, [Nejla.sabberton@cabinet-office.x.gsi.gov.uk](mailto:Nejla.sabberton@cabinet-office.x.gsi.gov.uk)

- **Department for Communities and Local Government:** Steven Nesbit, [Steven.Nesbit@communities.gsi.gov.uk](mailto:Steven.Nesbit@communities.gsi.gov.uk)
- **Local Government Association:** Ian Hoult, [ian.hoult@hants.gov.uk](mailto:ian.hoult@hants.gov.uk)
- **The Radio Amateurs' Emergency Network:** Trevor Groves, [trevor.groves@raynet-uk.net](mailto:trevor.groves@raynet-uk.net)
- **St John Ambulance:** John Newman, [John.Newman@nhq.sja.org.uk](mailto:John.Newman@nhq.sja.org.uk)
- **The Salvation Army:** Muriel McClenahan, [Muriel.mcclenahan@salvationarmy.org.uk](mailto:Muriel.mcclenahan@salvationarmy.org.uk)
- **Victim Support Service:** Jeff Gardner, [jeff.gardner@victimsupport.org.uk](mailto:jeff.gardner@victimsupport.org.uk)
- **WRVS :** Angela Currie, [angela.currie@wrvs.org.uk](mailto:angela.currie@wrvs.org.uk)

#### **4. Terms of Understanding**

- 4.1 The term of this Memorandum of Understanding is for a period of 3 years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed at least annually to assess whether it is meeting its purpose and objectives, as described at 2.1 and 2.2 and make any adjustments that may be appropriate.
- 4.2 Each party may terminate this Memorandum of Understanding upon thirty (30) days written notice, without penalties or liabilities.
- 4.3 The signing of this Memorandum of Understanding is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the Memorandum of Understanding.
- 4.4 On behalf of the organisation I represent, I wish to sign this Memorandum of Understanding and support the further development of the Voluntary Sector Civil Protection Forum.

Organisation	Signature	Position in the organisation	Date
Association of Chief Police Officers		CC CMTMS ACPO Lead ED	31/1/12
British Red Cross		Emergency Planning/Civil Protection Adviser	13.6.11
Cruse Bereavement Care		Chief Executive	13.1.12
Civil Contingencies Secretariat		Assistant Director	28/6/11
Department for Communities and Local Government, Resilience and Emergencies Division		RESILIENCE Advisor	8.6.12
Local Government Association		Emergency Planning Adviser	5.1.12
The Radio Amateurs' Emergency Network		Chairman	20.06.11
St John Ambulance		Head of Emergency Operations	5.1.12
The Salvation Army		Secretary for Programme	20.1.2012
Victim Support Service		Director	27/9/11
WRVS		DIRECTOR OF CORPORATE SERVICES	27.6.11