

# Government Decontamination Service

## Framework Document

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## **Foreword by the Defra Secretary of State**

Defra is the Lead Government Department with the responsibility for ensuring that the environment is cleaned-up quickly and efficiently after any event involving the release of potentially hazardous chemical, biological or radiological materials, whether the result of a deliberate act (CBRN) or a major accident (HAZMAT). Therefore, we led the Cross-government project, which itself is part of the wider Home Office work on CBRN and related issues, that considered the need for a Government Decontamination Service. The Government Decontamination Service (GDS) itself is a new service that will operate in a relatively new area, providing advice and assistance to those authorities with the responsibility for decontamination.

The Government attaches great importance to the UK being prepared for, and resilient against, a range of potential threats. Therefore, significant progress in enhancing the nation's level of resilience and preparedness has been made by the GDS Project Team since March 2004, when the Government announced that it was actively considering setting up a decontamination service. The staff within the Project Team have worked very closely with other Government Departments, particularly with the Home Office and Office of the Deputy Prime Minister, and with the Devolved Administrations, in preparing for the launch of the new agency. The Project Team has displayed an enthusiasm and commitment firstly, to ensure that our capability was improved and, more recently, to bring the new agency into being.

We now want to build on that work and ensure the Government Decontamination Service goes from strength to strength. I am therefore able to announce the setting up of the GDS as an Executive Agency of Defra with effect from 1 October 2005. This new service will work closely in partnership with local authorities, Government Offices, other delivery bodies in the public sector, the Devolved Administrations, research organisations and the private sector to maintain and then enhance our capabilities.

**Rt Hon Margaret Beckett MP**  
**Secretary of State for Environment, Food and Rural Affairs**

## **CHAPTER 1:**

### **ESTABLISHMENT OF THE GOVERNMENT DECONTAMINATION SERVICE**

#### **Title**

1.1. The Service's formal title is the Government Decontamination Service.

#### **Status**

1.2. The Government Decontamination Service (the Service) is an executive agency of the Department for Environment, Food and Rural Affairs (Defra). This document describes the policy and resources framework within which the Service will operate.

#### **Legal Framework**

1.3. The Secretary of State for Environment, Food and Rural Affairs (the Secretary of State) established the Service on 1 October 2005 to ensure that the UK has the ability to decontaminate the built and open environment in the event of a chemical, biological, radiological or nuclear incident.

#### **Size and location**

1.4. The Service will have about 26 permanent posts (or their full-time equivalents). The Service will be based in the Midlands.

## CHAPTER 2:

### PURPOSE OF THE SERVICE

#### Purpose

2.1 The purpose of the Service is to increase the nation's resilience to the consequences of terrorist, or major accidental incidents, involving the release of chemical, biological or radiological materials. The Service is to be the United Kingdom's national centre providing access to expertise on dealing with the decontamination of the built and open environment following such incidents.

#### Functions

2.2 The Service will fulfill three functions.

2.2.1 Firstly, it will provide advice and guidance to responsible authorities during their contingency planning for CBRN<sup>1</sup> and HAZMAT<sup>2</sup> incidents and during actual incidents, and regularly help test the arrangements that are in place.

2.2.2 Secondly, it will assess the ability of companies in the private sector to carry out decontamination operations, and ensure that responsible authorities have access to those services if the need arises. If required, the Service will also help support decontamination operations and provide strategic and co-ordination support to decontamination operations.

2.2.3 Finally, the Service will advise central Government on the national decontamination capability.

2.3 The Service will be available to central Government departments, the Devolved Administrations, local authorities and other responsible bodies. The Service may, in appropriate circumstances, also make its services available to the private sector.

#### Aims and Objectives

2.4 The primary objectives of the Service are to:

- Become an acknowledged and highly respected provider of practical guidance and help, in both the planning and emergency response phases, to those who have to deal with decontamination after CBRN and major HAZMAT incidents.
- Work with and assist other Government departments, the emergency services, local authorities and others to increase awareness, particularly in the public sector, of the need for detailed CBRN and major HAZMAT incident contingency planning.
- Provide a round-the-clock point of access for advice on decontamination to ensure an immediate response to any incident.

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<sup>1</sup> CBRN – chemical, biological, radiological or nuclear. By definition, a CBRN event is treated as a deliberate (terrorist) event.

<sup>2</sup> HAZMAT - A HAZMAT event is an accidental release of hazardous material(s). The materials include those which might be used for terrorist purposes, but also the vast array of other substances used in industrial, agricultural and household processes.

- Establish and maintain a framework of specialist suppliers with proven expertise in decontamination through which responsible authorities can draw on their services.
- Regularly take part in international, central government-sponsored, and appropriate local authority-sponsored exercises to test and develop emergency preparations.
- Advise ministers, the Lead and other central Government departments and Devolved Administrations on the national decontamination capability and steps that might be taken to improve it.
- Ensure that the UK incorporates examples of best practice from around the world wherever appropriate.

### **Key Target Areas**

2.5 The Service will adopt key targets in the areas of:

- Provision of advice and guidance to responsible authorities and central Government.
- Customer service standards and customer satisfaction.
- Increasing the level of emergency planning amongst responsible authorities for CBRN and HAZMAT incidents.
- Promotion and enhancement of the UK's ability to decontaminate following a range of scenarios.
- Developing and implementing robust protocols to assess specialist suppliers' capabilities.
- Testing and reviewing emergency preparations.
- Efficiency
- Training and investment in staff, and their job satisfaction.

## **CHAPTER 3: GOVERNANCE OF THE SERVICE**

### **Ministerial Board**

3.1 A Ministerial Board will provide the strategic steer for the Service. The Secretary of State, or his or her appointed deputy, will chair the Board. The Ministerial Board will also include ministers from the following departments:

- the Home Office;
- the Office of the Deputy Prime Minister;
- the Department for Transport;
- the Department for Trade and Industry; and
- Ministers from the three Devolved Administrations where the matters under discussion are devolved.

3.2 The Secretary of State, advised by the Ministerial Board will:

- determine the overall policy and strategy of the Service;
- set annual performance targets;
- amend the function of the Service;
- review the need for the Service; and
- appoint the chairman of the Ownership Board.

3.3 The Ministerial Board will meet when the Chair, acting on advice from the Chief Executive, other Board Members, or the sponsor in Defra, deems it necessary.

### **Ownership Board**

3.4 An Ownership Board will provide a strategic direction to and oversight of the Service. A member of the Defra Management Board will chair the Ownership Board. The Board will be made up of senior officials from departments with an interest in the Service, representation from the Devolved Administrations and three independent members, one of whom will be a local authority chief executive and one of whom will be an individual from the private sector. The Board will normally meet quarterly.

3.5 The Ownership Board will:

- advise the Ministerial Board on the matters set out in 3.2 and any other matters it deems necessary;
- monitor, on behalf of the Ministerial Board, the performance of the Service against its targets;
- provide advice, support and assistance to the Chief Executive; and
- advise the Secretary of State and the Ministerial Board whether the Service is acting within the overall aims, objectives and operating framework of Government policy on CBRN, HAZMAT and counter-terrorism.

3.6 The Ownership Board will seek to resolve any disagreements between the Service and Defra, other Government departments, local authorities or others that cannot be drawn to a conclusion at working level.

### **Chief Executive**

3.7 The Service will be headed by a Chief Executive, who will be directly responsible to the Ministerial Board for the leadership, management and operational performance of the Service in accordance with this Framework Document and the direction of the Ownership and Ministerial Boards. He or she will be a member of the Ownership Board.

3.8 The Chief Executive, within the limits of his or her authority delegated by the Secretary of State, will be responsible for ensuring that the structure of the Service enables it to meet its aims, objectives, targets and agreed functions.

3.9 The Chief Executive will be a senior civil servant and, as such, is at all times subject to the prevailing rules that govern the conduct of civil servants or that determine the propriety of action which civil servants may undertake, including the Civil Service Code and any central guidance that may from time to time be given to Service Chief Executives.

3.10 The remuneration of the Chief Executive will be agreed between the Chief Executive and the Defra official who acts as his or her line manager, taking into account his or her performance in the previous year against agreed objectives.

### **Relationship between the Service and Defra – Sponsorship Role**

3.11 The Secretary of State for Environment, Food and Rural Affairs, as Departmental Owner of the Agency and in consultation with colleagues in the Devolved Administrations, is responsible for the overall policy and financial framework within which the Agency operates. The Secretary of State will appoint a senior official to act as departmental sponsor and formal contact point with the Service. The sponsor will be responsible for liaising with the Chief Executive on behalf of both Defra and the wider CBRN interests within central Government, and advising him or her on all aspects of the effective and efficient running of the Service. The Sponsor will be a member of the Ownership Board.

3.12 The sponsor will:

- liaise with the Ownership Board on issues of strategic performance and management, and any changes that may need to be made;
- ensure that appropriate links are maintained between the Service's objectives and those of Defra and the Government's wider policy on CBRN issues;
- ensure that the Chief Executive is kept up to date on evolving matters relevant to the Service;
- with the Chief Executive, ensure that there is regular and close liaison between the Service and Defra;
- encourage innovation and the exploitation of synergies between the Service and other organisations;
- act as line manager for the Chief Executive; and

- ensure that the appropriate authority has been delegated to the Chief Executive.

3.13 The Agency is subject to such financial and management scrutiny by Defra as is necessary to satisfy the Principal Accounting Officer's responsibilities.

### **Relationship with the rest of Government**

3.14 The Chief Executive will provide Defra and, as requested, other departments or Devolved Administrations, with timely and suitable information reasonably required for policy-making and service-delivery processes and analyses, including information required for financial management and audit, and to enable them to fulfil their Parliamentary or Assembly obligations. Those requesting such information will, whenever possible, give reasonable notice of their requirements.

3.15 In exercising its functions, the Service may make direct formal contact with HM Treasury and the Cabinet Office whenever necessary. In consultations with HM Treasury on financial issues, the Service will inform Defra's Finance Directorate in advance of the scope and nature of the discussions. Defra and the Service will keep each other informed when dealing with central Government departments on matters of mutual interest.

3.16 The Chief Executive may deal directly with the media on subjects within his or her competence, but must always discuss such dealings in advance with the Communications Directorate of the relevant Government Department, including the Devolved Administrations. Matters of wider CBRN policy relevant to the Service will be dealt with by the policy lead in Defra, in consultation with other departments when necessary.

### **Parliaments and Assemblies**

3.17 For the territories for which he or she is responsible, the Secretary of State is accountable to Parliament on matters concerning the organisation and the effectiveness of the Service.

3.18 If Members of Parliament wish to raise a matter bearing on the Service's operations, they will be encouraged to write to the Chief Executive, who will normally reply on such matters. The Chief Executive will refer to the Secretary of State or the appropriate Government department any matter which is raised with the Service, but which is not wholly concerned with the management of its affairs or activities. The Secretary of State will normally ask the Chief Executive to write to Members of Parliament in response to written Parliamentary Questions. The Chief Executive's letter in reply to Parliamentary Questions will be published in the Official Report.

3.19 In respect of work done by the Service on territory for which a Devolved Administration is responsible, the relevant minister will be accountable to his or her Parliament or Assembly. If members of Parliament or Assembly wish to raise a matter bearing on the Service's operations, they will be encouraged to write to the Chief Executive, who will normally reply on such matters. The Chief Executive will refer to the relevant minister any matter which is raised with the Service, but which is not wholly concerned with the management of its affairs or its activities. The Secretary of State will normally ask the Chief Executive to write to Members of Parliament in response to written Parliamentary or Assembly Questions. The Chief Executive's letter in reply to such Questions will be published in the Official Report.

## CHAPTER 4:

### FINANCIAL ACCOUNTABILITY, PROVISION AND REPORTING

#### Financial Accountability

4.1 The Permanent Secretary (Defra), as Principal Accounting Officer, is the principal adviser to the Secretary of State on matters affecting the Department as a whole, including expenditure, allocation and finance and is responsible for ensuring a high standard of financial management. The Principal Accounting Officer will write to the Chief Executive appointing him or her as Accounting Officer for the Service and setting out his or her responsibilities. The Principal Accounting Officer will also write to the Chief Executive to delegate those financial authorities and limits that, in respect of the Service, are delegated to him or her by HM Treasury. In the case of delegated authorities relating to the categories of losses, special payments and gifts, however, the Principal Accounting Officer may make the delegations subject to his or her approval and will notify the Accounting Officer for the Service in writing of the limits on his or her delegation.

4.2 The Chief Executive, as Accounting Officer for the Service, will be responsible to the Principal Accounting Officer, and also for ensuring that the Service has adequate risk management, and financial systems and procedures in place to promote the efficient and economical conduct of its business, safeguard financial propriety and regularity, and ensure business continuity. He or she will be responsible for ensuring that the requirements of Government Accounting are met, that the Service observes any general guidance issued by Treasury or the Cabinet Office, and for putting into effect any recommendations made by the Public Accounts Committee (PAC), the Select Committee on Environment, Food, and Rural Affairs or other Parliamentary authority and accepted by Government.

4.3 Both the Principal Accounting Officer and the Accounting Officer for the Service may be summoned to appear before the PAC. When the Secretary of State is asked to appear before a Parliamentary Committee, he or she will decide who should accompany or represent him or her at the hearing. In practice, where a Committee's interest is confined to the discharge of the Service's Accounting Officer's responsibilities, the Secretary of State will normally regard the Chief Executive, who will call on such specialist or technical support as he or she may require, as the person best placed to appear on his or her behalf.

4.4 The Chief Executive is responsible for the timely production of data for the Resource Estimates for in-year monitoring of the resource provision accounts including linked cash and capital expenditure requirements, as well as for the Service resource accounts and the provision of any other financial data required by Defra's Finance, Planning & Resources Directorate.

4.5 The Service will be subject to gross running cost control. The Service will normally provide its services to the public sector without charge. However, certain of its services, and those to the private sector, may be charged at cost. Such charges will be calculated in accordance with Treasury and Defra fees and charges guidance.

## **Financial Provision**

4.6 The Service Resource Budget Plans will be considered as part of Defra's overall submission to Treasury and included in the Output Based Analysis, Service Delivery Agreement and Investment Strategy for the Department as a whole. The Ownership Board will consider plans before they are included in the Department's Spending Review exercise.

4.7 The Chief Executive will submit to the Secretary of State annual bids for resources to cover the next financial year and the subsequent period covered by the forthcoming Spending Review. This bid will cover the net running costs of work done by the Service, as well as any capital or exceptional expenditure. The Service will be represented by the Chief Executive or his or her appointee at any discussions of significance to the Service that Defra's Financial Planning and Resources Directorate has with HM Treasury or other central Government departments. At the conclusion of the Spending Review the Secretary of State will set out the priorities for the Department and the Service will be advised of its settlement.

4.8 The Chief Executive will be responsible for ensuring that support services required by the Service are provided within the resources available and the constraints of central Government requirements. Where the required services are available within Defra or another department under centralised arrangements, the Service will usually look in the first instance to the relevant department for their provision. These services will be described in detail in, and provided under, service level agreements between the Service and the service providers and the cost of those services identified and reflected in the Service's accounts. Responding to unsatisfactory provision of service and any arrangements governing moving to alternative suppliers will be covered in the service level agreements.

4.9 Subject to the above presumption in favour of shared services, individual services may be provided in-house, commissioned from the department(s) or the Devolved Administrations on a chargeable or non-chargeable basis or contracted out, where this offers better overall value for money for the taxpayer. In all cases the Service must comply with relevant legislation and requirements of central departments that are applicable to the department's overall interests.

4.10 Should the arguments for wider value for money conflict with the operational imperatives of the Service, a judgement should be sought from the Principal Accounting Officer.

4.11 The Service must source its legal advice in accordance with any guidance given from time to time by the Attorney General (in England, Wales and Northern Ireland) or by the Lord Advocate (in Scotland).

## **Annual Report and Accounts**

4.12 In consultation with the Ownership Board, the Chief Executive will prepare and sign each year, an audited Annual Report and Accounts and will submit it to the Secretary of State for presentation to Parliament and the Devolved Administrations. The Annual Report will publish details of the Service's achievements against its key performance targets and comply with the Cabinet Office guidance on the preparation of annual reports.

4.13 The Accounts will be produced under the Accounts Direction issued by HM Treasury under Section 7 (2) of the Government Resources and Accounts Act 2000.

4.14 The Service will be subject to external audit and certification by the Comptroller and Auditor General for Parliamentary accountability purposes.

## **CHAPTER 5:**

### **PERFORMANCE MEASUREMENT AND RISK MANAGEMENT**

#### **Responsibilities**

5.1 The Secretary of State, in consultation with the Ministerial Board and advised by the Ownership Board, will set annual key performance targets and publish them. The principal measures of the Service's performance may be varied only with the agreement of the Secretary of State in consultation with the Ministerial Board.

5.2 The Chief Executive will be responsible for the development of performance indicators and operation of accounting and management information systems to enable actual performance against the key performance targets to be monitored and reviewed. These systems must be capable of producing information on the performance of the Service in the form and to the timescale reasonably required to meet the needs of the Secretary of State, Ministerial Board and Ownership Board.

#### **Corporate Plan and Business Plans**

5.3 The Chief Executive will prepare and submit, for consideration by the Ownership Board and approval by the Ministerial Board, a three year Corporate Plan and an annual Business Plan.

#### **Corporate Plan**

5.4 The Corporate Plan will be rolled forward and updated annually, and will form the strategic basis for detailed business planning. It will provide a framework for monitoring progress against longer term objectives and targets.

5.5 To help the Service draw up its plan, the Ownership Board will advise the Service of the Government's strategy and plans for future service requirements.

#### **Business Plan**

5.6 The annual Business Plan will set out the Service's plans for the financial year(s) immediately ahead, including its key performance targets and its plans to meet them.

#### **Timetable**

5.7 A draft Corporate Plan and Business Plan will be submitted each year to the Ministerial Board and Ownership Board in accordance with the timescale reasonably required by the Department. Both documents will be published, but in summary form only, if they contain sensitive information.

#### **Governance, Risk Management and Internal Control**

5.8 The Chief Executive is responsible for establishing an appropriate framework for governance, risk management and internal control. Within this framework, the Chief Executive will ensure that the Agency operates continuous governance, risk management and control processes that are subject to internal management and audit review. These processes should:

- Support the achievement of the Agency's policies, aims and objectives whilst safeguarding the resources for which the Chief Executive is personally responsible.

- Provide an assurance on control, governance and risk management within the Agency to enable the Chief Executive to discharge his or her responsibilities as both Chief Executive & Agency Accounting Officer.

### **Internal Audit**

5.9 Internal audit primarily provides an independent and objective opinion to the Chief Executive on risk management, control and governance, by measuring and evaluating their effectiveness in achieving the organisation's agreed objectives. Risk management, control and governance comprise the policies, procedures and operations established to ensure the achievement of objectives, the appropriate assessment of risk, the reliability of internal and external reporting and accountability processes, compliance with applicable laws and regulations, and compliance with the behavioural and ethical standards set for the organisation. Internal audit also provides an independent and objective consultancy service specifically to help improve the organisation's risk management, control and governance. Such consultancy work contributes to the opinion which internal audit provides on risk management, control and governance.

5.10 Internal audit shall be established and organised in accordance with the provisions of Government Internal Audit Standards.

### **Audit and Risk Committee**

5.11 The Service will establish an Audit and Risk Committee in accordance with Cabinet Office Guidance on Codes of Practice for Public Bodies and Treasury Audit Committee guidance. It will operate under formal terms of reference as a sub-committee of the Service Management Board, advising the Chief Executive and monitoring the corporate governance, risk management and internal control systems in the Service. The Committee will be composed of representatives of Defra and the Service, and will include at least two independent members, one of whom will Chair the Committee. The Committee will report to the Chief Executive, and the Chair may be asked to report to the Ownership Board.

### **Customer Excellence and Complaints Procedure**

5.12 A formal, fit for purpose, complaints procedure will be set up within the Service. The Service will handle complaints, comments and suggestions in accordance with a clear procedure, publicly accessible in the Service Charter, published under the Government's Charter Mark Scheme. The Charter Mark Scheme is the standard of customer excellence awarded by Government.

### **Parliamentary Commissioner for Administration**

5.13 The activities of the Service are subject to review by the Parliamentary Commissioner for Administration (the "Ombudsman"). The Permanent Secretary is the Principal Officer and will ask the Chief Executive to reply to the Ombudsman about complaints of maladministration in the Service. In relation to functions implemented by the Service on behalf of the Devolved Administrations that are referred to their respective Parliamentary or Assembly "Ombudsman", detailed arrangements will be included in the Service Agreements.

## **CHAPTER 6: PROVISION OF SUPPORT SERVICES**

### **Corporate support by Defra**

6.1 Defra will provide the following services and support to the Service:

- human resources (including support for recruitment, transfers, loans and interchange, Human Resources (HR) data processing, payroll services, pensions contract management and support, job evaluation and grading, performance appraisal, welfare services, occupational health services, and equal opportunities and diversity advice);
- financial accounting support (including departmental accounting software and associated services, and internal audit advice);
- information technology (including software support and Electronic Document Records Management, but not provision of hardware);
- legal advice where the Service does not have its own expertise;
- library services;
- communications advice and planning, support for events and publicity, and press office capability; and
- file registration and storage.
- estate management and accommodation.

6.2 The detail of the services will be set out in appropriate service level agreements between the Service and Defra.

### **HUMAN RESOURCES**

#### **Status**

6.3 Staff in the Service will be civil servants subject to the Civil Service Management Code and will be eligible to move between the Service and Defra, other Government departments and Agencies.

#### **Procedures**

6.4 The Chief Executive will be responsible for all day-to-day HR issues within the Service and will ensure that appropriate HR policies and procedures are in place to facilitate the effective management of the Service, to meet its current and developing business needs, and to ensure the effective personal and continuing professional development of its personnel.

6.5 The Service will follow Defra's collective agreements and procedures unless the Chief Executive presents a business case to adopt different arrangements. In such cases the decision will be subject to ratification by the Ownership Board. Defra and the Chief Executive will regularly consider HR matters and developments that may be of common interest. Where appropriate, the Service will participate in and will contribute to departmental developments in HR.

6.6 Service staff will remain eligible to apply for promotion or selection boards in Defra, other Government departments and Agencies, and vice versa. The Service's

HR procedures and arrangements must take account of and facilitate the interchange of staff between the Service and other Departments.

### **Equal Opportunities & Diversity**

6.7 The Chief Executive is responsible for ensuring that the Service activities are consistent with the equal opportunities and diversity principles being followed in Defra.

### **Performance Management, Pay and Grading**

6.8 All staff within the Service will be subject to Defra's performance management system unless otherwise agreed.

6.9 The Chief Executive has delegated responsibility (including delegation for terms and conditions) to pay, grade, promote and manage the Service's staff below SCS levels and will put in place structures which best suit the business needs of the Service and reward staff fairly for their contribution. The Chief Executive is responsible for ensuring that the interests of GDS staff are properly reflected in Defra's pay bargaining and pay settlement processes, and for the operation of pay and reward systems for staff below SCS levels. Staff on loan to the Service from other departments will remain on their own department's pay unless otherwise agreed. Staff on secondment to the Service will be subject to Defra's pay and reward arrangements unless otherwise agreed.

### **Personal Grievances**

6.10 The Chief Executive will be responsible for ensuring that personal grievances are properly and reasonably considered. If grievances cannot be resolved satisfactorily within the Service, staff may make use of the Defra grievance procedures.

6.11 Service staff will have a right of appeal to the Permanent Secretary where such appeals are allowed under the Civil Service Management Code.

### **Exit Policies**

6.12 The Chief Executive is not responsible for early retirement or redundancy schemes in the Service. Such arrangements (if any) will be in accordance with Defra's collective arrangements and procedures. Staff on loan or secondment to the Service will remain eligible for early retirement schemes in their parent departments.

### **Personnel Records**

6.13 Personnel records for Service staff will be maintained by HR Services Division, Defra, which will make available to Defra, or other Government departments, such information as it reasonably requires. Records for staff on loan or secondment will continue to be maintained by their parent departments.

### **Industrial Relations**

6.14 The Chief Executive is responsible for maintaining good employment relations within the Service. In exercising this responsibility, he or she will ensure that suitable arrangements, consistent with Defra policy on such matters, exist for consultation with representatives of the staff, particularly on issues relating to their terms and conditions of service.

6.15 The Chief Executive will co-operate with management in Defra and may participate in Defra's consultations and negotiations with representatives of the Service's staff on matters that affect both the Service and Defra.

**Health and Safety**

6.16 The Chief Executive is responsible for all health and safety matters that affect the Service. He or she will appoint a health and safety advisor(s) to ensure that statutory duties are met and that arrangements are adequate and agreed with the Departmental Health and Safety Unit, Defra. The Service will include in its annual report to the Secretary of State a report on its health and safety performance.

## **CHAPTER 7:**

### **REVIEW, AMENDMENT AND PUBLICATION OF THE FRAMEWORK DOCUMENT**

#### **Review**

7.1 The Ministerial Board, in consultation with the Chief Executive and the Ownership Board, will review the operation of this Framework Document after one year and thereafter at intervals of not more than three years.

#### **Amendment**

7.2 The Chair or members of the Ministerial Board, the Chair of the Ownership Board or the Chief Executive may propose amendments to this Framework Document at any time. The Chair of the Ministerial Board will be responsible for consulting all those concerned with any such proposals, including the Devolved Administrations, HM Treasury, the Cabinet Office, and the Departmental Trade Union Side and will seek the Ministerial Board's agreement to these proposals.

#### **Publication**

7.3 This Framework Document, and any subsequent amendments or supplements, will be published and copies placed in the libraries of the Houses of Parliament and Devolved Legislatures. Further copies can be obtained on request from the Chief Executive's Office, at the headquarters.

## **GDS Ownership Board**

The Ownership Board will include representation from:

Defra Management Board member – Chair

Home Office

Cabinet Office

Office of the Deputy Prime Minister

Department for Transport

Department for Trade and Industry

Department of Health

Her Majesty's Treasury

Ministry of Defence

Scottish Executive

National Assembly for Wales

Northern Ireland

Three independent members – Local Authority Chief Executive, private sector

**Glossary**

<b>CBRN</b>	Chemical, biological, radiological or nuclear incident. By definition, a CBRN event is treated as a deliberate (terrorist) incident
<b>HAZMAT</b>	A HAZMAT event is an accident release of hazardous material(s). The materials include those which might be used for terrorist purposes, but also the vast array of other substances used in industrial, agricultural and household processes.
<b>Responsible authority</b>	Responsible authorities may be specified by statute or accepted practice and guidance, or in the case of a private body or company, may be the owner of a building, location or asset affected by a CBRN or HAZMAT incident. Responsible Authorities are stakeholders.
<b>Secretary of State</b>	Secretary of State for Environment, Food and Rural Affairs

