



Department  
for Environment  
Food & Rural Affairs

**CONTRACT CHANGE NOTE**

<b>Contract Change Note Number</b>	<b>One</b>
<b>Contract Reference Number and Title</b>	<b>ECM 42401 - The supply of the Fire Severity Index in England and Wales to Natural England, to trigger fire prevention restrictions on open access land.</b>
<b>Variation Title</b>	<b>The supply of the Fire Severity Index in England and Wales to Natural England for a further twelve month period from 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019</b>
<b>Number of Pages</b>	<b>2</b>

Whereas the Met Office and the Authority entered into a Contract for the provision of a Fire Severity Index in England and Wales to Natural England, to trigger fire prevention restrictions on open access land dated 1st April 2015 (the "Original Contract") and now wish to amend the Original Contract.

It is agreed as follows:

1. With effect from 1<sup>st</sup> April 2018 the Original Contract shall be amended as set out in this Contract Note:

<b>Change Requestor / Originator</b>	[REDACTED]	
<b>Summary of Change</b>	The supply of a Fire Severity Index in England and Wales to Natural England for a further twelve month period from 1 <sup>st</sup> April 2018 – 31 <sup>st</sup> March 2019	
<b>Reason for Change</b>	Extension to the original contract (awarded from 1 <sup>st</sup> April 2015 to 31 <sup>st</sup> March 2018) for a further twelve month period to 31 <sup>st</sup> March 2019	
<b>Revised Contract Price</b>	Original Contract Value	£94,401.00
	Previous Contract Changes	£0
	Contract Change Note One	£22,075.00
	New Contract Value exclusive of VAT	£116,476.00
<b>Revised Payment Schedule</b>	Quarterly on receipt of quarterly report.	
<b>Revised Specification (see Annex A)</b>	See Annex A Attached	
<b>Revised Contract Period</b>	1 <sup>st</sup> April 2018 – 31 <sup>st</sup> March 2019	
<b>Change in Contract Manager</b>	[REDACTED]	
<b>Other Changes</b>	Not applicable	

2. Save as herein amended all other terms and conditions of the Original shall remain in full force and effect.

Each Party hereby confirms its agreement to the terms contained in this Agreement.

Execution of the Contract Change Note is carried out in accordance with EU Directive 99/93 (Community framework for electronic signatures) and the Electronic Communications Act 2000. The revised Contract is formed on the date on which both Parties communicate acceptance of its terms on the Authority's electronic contract management system ("Bravo").

## **Proposed Schedule of Work for Fire Severity Index**

### **Period 1 April 2018 to 31 March 2019**

#### 1. Outputs

##### 1.1 Daily delivery of Fire Severity Index (FSI) Data

1.1.1 The Met Office will provide Natural England (NE) with the Fire Severity Index data on a daily basis covering 5 days ahead (D+0 to D+5).

1.1.2 The FSI data will be provided by the Met Office for each 10km OS grid squares across the whole of England at a scale of 1 – 5 (very low – exceptional).

1.1.3 The Met Office will deliver the data for England to an organisation designated by NE daily, no later than 10.00am each day.

1.1.4 The Met Office will provide assistance in the event of non-delivery of data, or delivery of faulty data. The Met Office operates a 24x7 Service Desk for reporting of faults, Tel: 0370 900 0100 or email [enquiries@metoffice.gov.uk](mailto:enquiries@metoffice.gov.uk)

1.1.5 The Met Office will provide an operational Fire Severity Index display for England and Wales on the Met Office website as part of this service.

1.1.6 The Met Office will implement minor changes to the existing Met Office Fire Severity Index website and associated factsheets, as agreed with NE and Natural Resources Wales (NRW), to bring the descriptive content up to date.

1.1.7 The Met Office will provide a 12 month history of daily maps for the Fire Severity Index website, with the required historical daily map selectable from the user interface.

1.1.8 The Met Office will provide a brief quarterly report via email to a designated contact in NE & NRW comprising a summary of the last quarter web analytics for the Met Office Fire Severity Index website, and a short statement to confirm the service was delivered and highlight if any issues with the service were detected.

1.1.9 The Met Office will maintain an underlying science capability for the Fire Severity Index.

##### 1.2 Dedicated support to NE or NRW.

1.2.1 If there are any fire prevention restriction appeals under The Countryside & Rights of Way Act 2000 (The CRow Act 2000) against NE or NRW, the Met Office will need to provide expert advice to the organisation concerned.

1.2.2 The Met Office may be required by NE or NRW to attend stakeholder meetings or stakeholder presentations to explain the science behind the FSI.

1.2.3 The Met Office may be required to assist NE or NRW with Parliamentary Questions, letters to the Minister or the Board, Environmental Information Regulations 2004 (EIR) and Freedom of Information (FOI).

1.2.4 The Met Office may be required to assist NE or NRW with staff training or dissemination of expertise internally via email, webinars or face to face meetings.

1.2.5 Any of these additional activities required for dedicated support (under this Section 1.2) will be called off under a change control process to mutually agreeable timescales.

## 2. Contract Management

2.1 The Met Office will be responsible for appointing a lead person who will be responsible for the day to day liaison with the Natural England Project Manager [REDACTED]  
[REDACTED]

2.2 During Quarter 4 each year an annual telecon will be held between NE, NRW and the Met Office to review the service and highlight any issues.

2.3 A discussion will take place between NE, NRW and the Met Office toward the end of the contractual period to discuss future Fire Severity Index requirements.

2.4 Any changes (unless trivial) will be referred to a formal change process and will be subject to Met Office resource availability.