

**PRIMARY AUTHORITY TERMS AND CONDITIONS  
FOR DIRECT PARTNERSHIPS (ADMINISTERED BY BFFF)  
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1. **INTERPRETATION**

1.1 In this Agreement the following words and phrases have the meanings given below:-

<b>Administration Activities</b>	The activities to be undertaken by the Administrator to support the Parties to this Agreement including requesting and disseminating Primary Authority Advice, provision and updating of information provided by the Regulated Person, consultation with the Regulated Person and others in relation to any inspection plans all as more particularly set out in the Memorandum of Understanding for Primary Authority Partnerships and the Administrator Letter;
<b>Administrator</b>	means the British Frozen Food Federation (registered in England with company number 07687541) whose registered office is at Warwick House, Unit 7, Long Bennington, Newark, Nottinghamshire, NG23 5JR;
<b>Administrator Letter</b>	means the letter setting out inter alia the terms pursuant to which the Administrator may recover the Charges for the Services from the Regulated Person;
<b>Agreement</b>	means this Agreement together with the Primary Authority Terms and Conditions, Application for Primary Authority Nomination, the Administrator Letter, the Memorandum of Understanding for Primary Authority Partnerships and the documents which are referred to herein;
<b>Application for Primary Authority Nomination</b>	shall be construed in accordance with RESA;
<b>Authority</b>	means the Local Authority which is a party to this Agreement;
<b>BRDO</b>	means the Better Regulation Delivery Office;
<b>Charges</b>	means the charges for the provision of the Services, as set out in the Memorandum of Understanding for Primary Authority Partnerships;
<b>Commercially Sensitive Information</b>	means the subset of Confidential Information which is provided by the Regulated Person to the Authority either direct or via the Administrator and: <ul style="list-style-type: none"><li>(a) is marked confidential; and/or</li><li>(b) that constitutes a trade secret;</li></ul>
<b>Confidential Information</b>	means any information which has been designated as confidential by either party (or the Administrator) in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information which relates to the business, affairs, properties, assets, trading practices, Services, developments, trade secrets, intellectual property rights, know-how, personnel, customers and

suppliers of either party, all personal data and sensitive personal data within the meaning of the Data Protection Act 1998 and the Commercially Sensitive Information;

**Environmental Information Regulations** means the Environmental Information Regulations 2004;

**FOIA** means the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner in relation to such legislation;

**Group of Companies** means in relation to a Regulated Person its subsidiaries and its holding companies (and any subsidiaries of such holding companies) ("subsidiary" and "holding company" being interpreted in accordance with s 736 Companies Act 1985 (as amended));

**Information** shall have the meaning as set out in s 84 of FOIA;

**Legal Requirements** means:

- any act, statutory instrument, by-law, obligation of the European Community or ordinance in force from time to time to which either party is subject;
- the common law and the law of equity as applicable to the parties from time to time;
- any binding court order, judgment, decree or requirement;
- any applicable industry code, policy or standard enforceable by law; or
- any applicable direction, guidance, policy, rule or order that is binding on a party and that is made or given by any regulatory body having jurisdiction over a party or any of that party's assets, resources or business, including but not limited to any local or supranational agency, inspectorate, minister, ministry, official or public or statutory person,

in any jurisdiction that is applicable to this Agreement;

**Local Authority** shall have the meaning as set out in Part 2 of RESA;

**Memorandum of Understanding for Primary Authority Partnerships** means the memorandum of understanding setting out inter alia the terms pursuant to which the Administrator will liaise with the Local Authority on behalf of the Regulated Person;

**Primary Authority** shall be construed in accordance with RESA;

**Primary Authority Advice** shall have the meaning set out in RESA;

<b>Primary Authority Terms and Conditions</b>	means the overriding standard terms and conditions associated with Primary Authority Partnerships issued by BRDO from time to time;
<b>Regulated Person</b>	shall have the meaning as set out in RESA and a party to this Agreement;
<b>Relevant Function</b>	shall have the same meaning as set out in Part 2 of RESA, and more specifically the categories of relevant functions (as defined in BRDO's Guidance) listed or referred to in the Application for Primary Authority Nomination;
<b>Request for Information</b>	shall have the meaning set out in FOIA or any apparent request for information under FOIA or the Environmental Information Regulations;
<b>Revocation Notice</b>	a notice issued by BRDO pursuant to RESA revoking the nomination of the Authority as the Primary Authority for the Regulated Person in relation to any or all of the Relevant Functions;
<b>RESA</b>	means the Regulatory Enforcement and Sanctions Act 2008, as amended;
<b>Services</b>	means: <ul style="list-style-type: none"> <li>• the giving of advice and guidance to the Regulated Person and other Local Authorities pursuant to s 27 (1) RESA;</li> <li>• if applicable, directing an enforcing authority not to take enforcement action pursuant to s 28 (2) RESA;</li> <li>• if applicable, making an inspection plan in accordance with s 30 RESA;</li> <li>• such other services as the Authority is required to carry out in the discharge of its functions under RESA or any other Legal Requirement in respect of the Relevant Functions; and</li> <li>• such other services as the parties agree (as communicated via the Administrator or otherwise) shall be provided by the Authority under this Agreement.</li> </ul>

1.2 The clause headings in this Agreement are for the convenience of the parties only and shall not limit or govern or otherwise affect its interpretation in any way.

1.3 A reference to any statutory or legislative provision includes a reference to that provision as modified, replaced, amended and/or re-enacted from time to time and any subordinate legislation made under it.

1.4 References to the masculine in this Agreement include the feminine, and the singular includes the plural and vice versa.

## 2. **SCOPE AND CONDITION PRECEDENT**

- 2.1 The Regulated Person and the Authority have agreed that the Authority shall be the Primary Authority for the Regulated Person for the Relevant Functions and that the Administrator will undertake the Administration Activities in relation to these.
- 2.2 For the avoidance of doubt, nothing in this Agreement shall:
- 2.2.1 fetter the Authority's discretion to exercise any right or obligation which it is entitled to exercise at law; nor
  - 2.2.2 require the Authority to act or cease to act in any way which is contrary to any Legal Requirement.
- 2.3 The parties agree to provide BRDO with all advice and support that it may reasonably require in carrying out its functions pursuant to RESA.
- 2.4 This Agreement shall be conditional on BRDO accepting the Regulated Person's Application for Primary Authority Nomination and this Agreement (with the exception of this Clause 2.4) shall be of no force and effect until such time as such acceptance is made.
- 2.5 The parties acknowledge that this Agreement is expressly subject to the Primary Authority Terms and Conditions which for the avoidance of doubt take precedence over any contrary provision elsewhere in this Agreement.
- 2.6 The parties will review this Agreement at the expiry of every 12 month period from and including the date of Nomination and consider whether it accurately reflects the relationship between the Authority and the Regulated Person.
- 2.7 Any proposed amendments to the Agreement should be dealt with in accordance with Clause 16.

## 3. **AUTHORITY'S OBLIGATIONS**

- 3.1 The Authority agrees that it shall provide the Services and act as the Regulated Person's Primary Authority in relation to the Relevant Functions subject to the provisions of this Agreement.
- 3.2 The Authority agrees that the Services shall be provided:
- 3.2.1 by suitably qualified staff and in a professional and courteous manner;
  - 3.2.2 with reasonable skill and care;
  - 3.2.3 in accordance with any timescales set out in the Memorandum of Understanding for Primary Authority Partnerships (but time shall not be of the essence in relation to the delivery of the Services by the Authority under this Agreement);
  - 3.2.4 in accordance with RESA; and
  - 3.2.5 without prejudice to Clause 3.2.4, in accordance with all Legal Requirements.
- 3.3 In the event that an enforcing authority (as defined in s 28 (1) RESA) notifies the Authority that the enforcing authority intends to take enforcement action ("**Action**") (as defined in s 28 (5) RESA) against the Regulated Person, the Authority shall:

- 3.3.1 review the advice and guidance it has previously given to the enforcing authority and the Regulated Person to determine whether the Action is inconsistent with that advice and guidance; and
- 3.3.2 notify the enforcing authority through BRDO's Primary Authority IT system that it may proceed where the Authority determines that the Action is not inconsistent with advice and guidance previously given by the Authority; or
- 3.3.3 direct the enforcing authority not to take the Action through BRDO's Primary Authority IT system within the timescales in s 28 (2) RESA where the Authority determines that the Action is inconsistent with advice and guidance previously given; or
- 3.3.4 refer the Action to BRDO within the timescales in the Regulatory Enforcement and Sanctions 2008 (Procedure for References to LBRO) Order 2009;

For the avoidance of doubt, nothing in this provision shall fetter in any way the Authority's discretion to take whatever action it deems appropriate in the circumstances.

#### 4. **REGULATED PERSON'S OBLIGATIONS**

4.1 The Regulated Person shall:

- 4.1.1 co-operate with the Authority in relation to the provision of the Services;
- 4.1.2 inform the Authority (via the Administrator) as soon as reasonably practicable of any material change affecting the Regulated Person (or its Group of Companies) that may impact upon the Services or the volume of Services required;
- 4.1.3 provide information to the Authority (via the Administrator) with regard to its requirements for Services which is accurate in all material respects;
- 4.1.4 provide the Authority (via the Administrator) with reasonable notice of its requirements for provision of the Services; and
- 4.1.5 act reasonably in performing its obligations under this Agreement.

4.2 The Regulated Person agrees that it will provide the Authority and its employees, representatives and agents (via the Administrator) with such information and assistance as the Authority may reasonably require in order to enable or facilitate the Authority duly and punctually to comply with its obligations under this Agreement.

4.3 The Regulated Person agrees to provide the Authority (via the Administrator) with an electronic address at which it consents to receive any notices under s 28 (3) of RESA and to notify the Authority of any changes to that address,

4.4 If and to the extent that the Regulated Person breaches this Agreement and the Authority is unable to perform any obligation as a direct result of such breach or any other act or omission by the Regulated Person, any such breach by the Authority of its obligations shall not constitute a breach of this Agreement and the Authority shall be entitled to rely on such breach by the Regulated Person as relieving it from the performance of its obligations to the extent that and for so long as such default by the Regulated Person precludes or restricts performance by the Authority of its obligations under this Agreement but not further or otherwise.

5. **CHARGES**

- 5.1 The Authority shall be paid the Charges in consideration of the provision of the Services.
- 5.2 Such Charges shall be paid on the Regulated Person's behalf by the Administrator in accordance with the terms in the Memorandum of Understanding for Primary Authority Partnerships.
- 5.3 The Regulated Person shall re-imburse the Administrator for such part of the Charges as is agreed in accordance with the terms in the Administrator Letter.

6. **DURATION AND TERMINATION**

- 6.1 Subject to Clause 2.3, this Agreement shall come into force on the date of acceptance of the Regulated Person's Application for Primary Authority Nomination and shall continue in force unless and until it is terminated in accordance with its terms.
- 6.2 This Agreement shall terminate automatically in relation to any Relevant Function for any Regulated Person if BRDO issues a Revocation Notice in relation to that Relevant Function and Regulated Person pursuant to RESA.
- 6.3 A Regulated Person or the Authority shall be entitled to request BRDO to issue a Revocation Notice in relation to all or any number of the Relevant Functions for a Regulated Person after giving the other party at least two months written notice (either via the Administrator or direct).
- 6.4 Notwithstanding Clause 6.3, a Regulated Person or the Authority shall be entitled to request BRDO to issue a Revocation Notice in relation to all or any number of the Relevant Functions for a Regulated Person if:-
- 6.4.1 the other commits any material and adverse breach of any of the provisions of this Agreement and, in the case of such a breach which is capable of remedy, fails to remedy the same within 30 days after receipt of a written notice giving particulars of the breach and requiring it to be remedied;
- 6.4.2 the Regulated Person:
- (a) has any act or step (whether by application to the court or otherwise) taken in respect of it by any person seeking to appoint a trustee in bankruptcy, administrator, liquidator, receiver or administrative receiver which is not discharged within 7 days or takes any such act or step itself;
  - (b) is unable to meet its debts as they fall due or makes a composition or arrangement with its creditors;
  - (c) suffers any analogous event to those specified in Clauses 6.4.2 (a) or (b) under the laws of a jurisdiction other than that of England and Wales; or
  - (d) ceases, or threatens to cease, to carry on business,
- 6.4.3 the Authority is dissolved or ceases to exist.
- 6.5 No party will request BRDO to issue a Revocation Notice in relation to all or any number of the Relevant Functions other than in the circumstances set out in Clause 6.3 or 6.4.

6.6 If a party requests BRDO to issue a Revocation Notice under Clause 6.4, it shall give the other written notice of such request as soon as reasonably practicable (via the Administrator or direct).

6.7 Notwithstanding Clauses 6.3 and 6.4, termination of this Agreement in relation to any Relevant Function for any Regulated Person shall only take effect when BRDO issues a Revocation Notice in relation to that Relevant Function and Regulated Person. Until such Revocation Notice is given, the Agreement shall continue in full force and effect.

## 7. CONSEQUENCES OF TERMINATION

7.1 Termination of this Agreement for any reason shall be without prejudice to any right or remedy of any party which may have accrued prior to such termination.

7.2 Termination or expiry of this Agreement shall not affect those provisions which impliedly or expressly continue following termination or expiry.

7.3 On any termination or expiry of this Agreement, each party shall return any Confidential Information or other materials belonging to the other to that other party as soon as reasonably practicable.

7.4 On termination of this Agreement, the Authority shall provide such support as may be reasonably required to transfer the Services to any other Primary Authority subject to the agreement by the Regulated Person (communicated via the Administrator or otherwise) to pay the Authority's costs that it incurs in providing such support.

## 8. SCOPE OF ADVICE AND LIABILITY

8.1 The parties agree that:

8.1.1 the fundamental reason for the provision of advice by the Authority is to promote consistent interpretation;

8.1.2 the interpretation and guidance provided by the Authority is open to scrutiny by both BRDO and the Courts;

8.1.3 the advice and guidance provided by the Authority may not prevent enforcement action in the future;

8.1.4 the advice or guidance provided by the Authority may become obsolete, and

8.1.5 the duty in relation to compliance remains with the Regulated Person.

8.2 Except as expressly stated in this Agreement, all terms, conditions, warranties and representations that would otherwise be applied or implied (by statute or otherwise) in, or in relation to, this Agreement are excluded to the fullest extent permissible in law.

8.3 Neither party excludes or limits liability to the other party for fraud, nor for death or personal injury caused by its negligence (as defined in the Unfair Contract Terms Act 1977), nor for any other liability for which it is not possible to exclude or limit liability by operation of law.

8.4 The Authority's liability to the Regulated Person arising out of or in connection with this Agreement or RESA (whether in contract, tort, negligence or otherwise) shall be limited in any year to the amount paid by the Administrator on behalf of the Regulated Person (and others) in that year for the Services.

8.5 Without prejudice to Clause 8.3, in no event shall either party be liable to the other under or in connection with this Agreement or RESA (whether in contract, tort,



negligence or otherwise) for any indirect or consequential loss or damage, or for any of the following losses (whether direct or indirect):

- 8.5.1 any loss of profits;
- 8.5.2 loss of business;
- 8.5.3 loss of opportunity;
- 8.5.4 loss of revenue;
- 8.5.5 loss of goodwill;
- 8.5.6 loss of anticipated contracts; and/or
- 8.5.7 loss of anticipated savings.

8.6 Subject to Clause 8.3, the Regulated Person agrees that no individual member of the Authority's staff shall have any liability to the Regulated Person (whether in contract or in tort, including negligence) arising out of the provision of the Services where that individual honestly believed that the act complained of was within their powers or that their duties required or entitled them to do that act and they have acted reasonably (and the Regulated Person shall not bring any claim against such individual member of the Authority's staff in such circumstances).

## 9. **CONFIDENTIALITY**

9.1 Each party:-

- 9.1.1 shall treat all Confidential Information belonging to the other party as confidential and safeguard it accordingly; and
- 9.1.2 shall not disclose any Confidential Information belonging to the other party to any other person without the prior written consent of the other party, except to the Administrator or such other persons and to such extent as may be necessary for the performance of the Agreement or except where disclosure is otherwise expressly permitted by the provisions of the Agreement.

9.2 Both parties shall take all necessary precautions to ensure that all Confidential Information obtained from the other party (via the Administrator or direct) under or in connection with the Agreement:

- 9.2.1 is given only to such of its staff and professional advisors or consultants engaged to advise it in connection with the Agreement as is strictly necessary for the performance of the Agreement and only to the extent necessary for the performance of the Agreement;
- 9.2.2 is treated as confidential and not disclosed (without prior approval) or used by any staff or such professional advisors or consultants otherwise than for the purposes of the Agreement.

9.3 Neither party shall use any Confidential Information it receives from the other party otherwise than for the purposes of the Agreement.

9.4 The provisions of Clauses 9.1 to 9.3 shall not apply to any Confidential Information received by one party from the other:

- 9.4.1 which is or becomes public knowledge (otherwise than by breach of this clause);

- 9.4.2 which was in the possession of the receiving party, without restriction as to its disclosure, before receiving it from the disclosing party (via the Administrator or direct);
  - 9.4.3 which is received from a third party (other than the Administrator) who lawfully acquired it and who is under no obligation restricting its disclosure;
  - 9.4.4 is independently developed without access to the Confidential Information; or
  - 9.4.5 which must be disclosed pursuant to a statutory, legal or parliamentary obligation placed upon the party making the disclosure, including any requirements for disclosure under the FOIA or the Environmental Information Regulations pursuant to Clause 10.
- 9.5 Nothing in this clause shall prevent the Authority:
- 9.5.1 disclosing any Confidential Information for the purpose of the examination and certification of the Authority's accounts; or
  - 9.5.2 disclosing any Confidential Information obtained from the Regulated Person (via the Administrator or direct):
    - (a) to any government department or any other Local Authority. All government departments or Local Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other government departments or other Local Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any government department or any Local Authority; or
    - (b) to any person engaged in providing any services to the Authority for any purpose relating to or ancillary to the Agreement;
- provided that in disclosing information under sub-paragraph (b) the Authority discloses only the information which is necessary for the purpose concerned and requires that the information is treated in confidence and that a confidentiality undertaking is given where appropriate.

## 10. **FREEDOM OF INFORMATION**

- 10.1 The Regulated Person acknowledges that the Authority is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Authority (at the Regulated Person's expense) and shall authorise the Administrator to assist and cooperate with the Authority on its behalf to enable the Authority to comply with these Information disclosure requirements.
- 10.2 The Authority shall be responsible for determining at its absolute discretion whether the Commercially Sensitive Information and/or any other Information:
  - 10.2.1 is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations;
  - 10.2.2 is to be disclosed in response to a Request for Information, and in no event shall the Regulated Person respond directly to a Request for Information unless expressly authorised to do so by the Authority.
- 10.3 The Regulated Person acknowledges that the Authority may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part 1 of FOIA (issued under s 45 of the FOIA,

November 2004), be obliged under the FOIA or the Environmental Information Regulations to disclose Information:

10.3.1 without consulting with the Regulated Person; or

10.3.2 following consultation with the Regulated Person and having taken its views into account.

10.4 The Regulated Person acknowledges that any lists, schedules or notices provided by it outlining Confidential Information (via the Administrator or direct) are of indicative value only and that the Authority may nevertheless be obliged to disclose Confidential Information in accordance with Clause 10.3.

## 11. **DISPUTE RESOLUTION**

11.1 The parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Agreement and such efforts shall involve the escalation of the dispute to the finance director (or equivalent) of each party.

11.2 Nothing in this dispute resolution procedure shall prevent the parties from seeking from any court of the competent jurisdiction an interim order restraining the other party from doing any act or compelling the other party to do any act.

11.3 The performance of the Agreement shall not be suspended, cease or be delayed by the existence of a dispute and the parties shall comply fully with the requirements of the Agreement at all times.

## 12. **ASSIGNMENT/SUB-CONTRACTING**

This Agreement is personal to the parties and except for the Administration Activities expressly agreed to be undertaken by the Administrator, the Regulated Person shall not assign or sub-contract any of the Regulated Person's rights and obligations under this Agreement without the prior written consent of the Authority.

## 13. **SEVERABILITY**

In the event that any of the terms of this Agreement are determined by any competent authority to be invalid or unenforceable to any extent, such term shall to that extent be severed from the body of this Agreement which shall continue to be valid and enforceable to the fullest extent permitted by law.

## 14. **ENTIRE AGREEMENT**

This Agreement together with the documents referred to within it sets out the entire agreement and understanding between the parties and supersedes all prior agreements and understandings relating to its subject matter. No party has entered into this Agreement in reliance upon any representation, warranty or undertaking of any other party which is not set out or referred to in this Agreement.

## 15. **STATUS OF PARTIES**

15.1 Nothing in this Agreement shall be construed as establishing or implying a partnership or joint venture between the parties or shall be deemed to constitute either party as the agent of the other or to allow either party to hold itself out as acting on behalf of the other.

15.2 Where the Regulated Person is more than one party;

15.2.1 the obligations of the Regulated Person shall be joint and several;

15.2.2 references to the Regulated Person shall be deemed to be a reference to each individual person listed in the Application for Primary Authority Co-ordinator Nomination.

## 16. **VARIATIONS**

- 16.1 The parties acknowledge that this Agreement is subject to any contrary provisions within the Primary Authority Terms and Conditions which are expressly agreed as being over-riding and which can be amended at any time by notice from the BRDO as set out therein.
- 16.2 Subject to 16.1, neither this Agreement nor any of its terms or conditions can be varied or waived unless expressly agreed in writing and signed by or on behalf of the Authority and the Regulated Person.

## 17. **THIRD PARTY RIGHTS**

- 17.1 Subject to Clause 8.6 which is intended to be directly enforceable by the Authority's staff, this Agreement is not intended to create any benefit, claim or rights of any kind whatsoever enforceable by any person who is not a party to this Agreement. Accordingly, the parties confirm that no term of this Agreement (other than Clause 8.6 which is intended to be directly enforceable by the Authority's staff) is enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this Agreement.
- 17.2 Notwithstanding Clause 17.1, the Authority and the Regulated Person shall be entitled to vary or rescind this Agreement (under Clauses 2.3, 6 and 16) without giving notice or seeking the consent of any third party.

## 18. **NOTICES**

Any notice to be given hereunder shall be in writing. Any notice to be given to the Authority or the Regulated Person shall be sufficiently served either if delivered personally or sent by recorded delivery post to the address set out in this Agreement (or such other address in the United Kingdom as the addressee may from time to time notify for the purposes of this Clause). Any notice if posted shall be deemed to have been served at the time when in the ordinary course of post such notice would have been received and if delivered by hand shall take effect on delivery.

## 19. **GOVERNING LAW AND JURISDICTION**

This Agreement is governed by the law of England and Wales and subject to Clause 10 the parties submit to the exclusive jurisdiction of the English and Welsh courts over any matter or claim arising under or in connection with this Agreement.