



Department for
Communities

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LG 08/24 - TERMS AND CONDITIONS FOR THE PAYMENT OF CIVIL CONTINGENCIES GRANT 2023/24 (Q4 2023/24)

DEPARTMENT FOR COMMUNITIES
LOCAL GOVERNMENT & HOUSING
REGULATION DIVISION

MARCH 2024

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INTRODUCTION AND BACKGROUND

1. Introduction

- 1.1 Article 29 (1) of the Local Government (NI) Order 2005 confers powers on district councils in relation to emergencies.
- 1.2 Article 29 (10) of the Order gives the Department the power to make grants to district councils or other bodies or persons for the purposes of, or in connection with, arrangements made or entered into under paragraph (1).
- 1.3 Every effort has been made to make the claim process as uncomplicated as possible. The information set out in this Circular is the minimum requirement. No grant will be paid until a satisfactory claim has been received in the Department. It is therefore essential, if delays are to be avoided, to follow the procedures, ensuring at every stage that the supporting documentation submitted contains readily identifiable information relevant to the claim and is complete and accurate. Failure to do so may result in delays.
- 1.4 Grant may be claimed for expenditure incurred in each of the following categories:
- Salaries
 - Related staff expenses
 - Travel and Subsistence expenses
 - Meeting costs (multi-agency)
 - Project support (Regional Officer)
 - Community resilience and business continuity promotion
 - EPG Training and exercises
 - Emergency co-ordination facilities (multi-agency)
 - Central Support Costs
- 1.5 Civil Contingency claims **must** be made using Annex A, B and C attached, and should be submitted by the Department via e-mail no later than **9 May 2024** with supporting documents to follow.
- 1.6 Please note this Circular covers the funding for the period 1 January to 31 March 2024 (Quarter 4).
- 1.7 The following paragraphs detail the information and documentation required in each case.

CLAIMS AND PAYMENTS

2. Salaries

- 2.1 The reimbursement of salary costs of staff involved in civil contingencies/emergency planning work will initially be based on each employee's annual salary; employer's national insurance; employers' superannuation contributions, on call allowance and apprenticeship levy, overtime (for unplanned emergencies only).
- 2.2 The Department is prepared to fund the full salaries of the staff listed below for the period up to 31 March 2024.
- Regional Officer
 - 3 Resilience Managers
 - 3 Resilience Officers
- 2.3 The Department will refund 50% of the salary of the Project Support Officer.
- 2.4 The Department will refund 20% of the salary of the Regional Officer Finance Administration Support
- 2.5 For Quarter 4 the total amount for salaries equates to £130,000.

3. Travel and Subsistence Expenses

- 3.1 Grant may be claimed for travel and subsistence expenses necessarily incurred in respect of emergency planning duties only. All claims must be accompanied by a copy of the relevant travel claim form with the journeys concerning emergency planning and subsistence clearly identified. Each claim should indicate the mileage rate paid.

- 32 Details of each claim must be recorded on the pro forma set out in Annex A & B and should include the reason and date of the journey and the amounts of mileage and subsistence paid. All claims must be accompanied by the relevant receipts.

4. Staff Related Expenses

- 4.1 Grant may be claimed in respect of specific expenses associated with employees' emergency planning duties, in each of the following categories:

- Phone
- Training
- Stationery/Printing
- IT

- 4.2 These costs must be specific to the Regional Officer, Resilience Managers, Resilience Officers and Regional Project Support only. All claims must be accompanied by a copy of the relevant invoice. If there is more than one line on the invoice the relevant emergency planning entry should be clearly identified.

5. Meeting Costs (Multi-Agency)

- 5.1 Grant may also be claimed in respect of multi-agency meeting costs. All claims must be accompanied by a copy of the relevant invoice. If there is more than one line on the invoice the relevant emergency planning entry should be clearly identified.

6. Community Resilience and Business Continuity Promotion

- 6.1 Claims in respect of the cost of delivery of Community Resilience and Business Continuity Promotion may also be made. Each claim must be accompanied by a copy invoice. If the invoice contains more than one item, the item claimed for should be clearly identified.

7. EPG Training and Exercises

- 7.1 Grant may also be claimed in respect of training and exercises for each EPG. Each claim **must** be accompanied by a copy invoice. If the invoice contains more than one item, the item claimed for should be clearly identified.

8. Emergency Co-ordination Facilities (Multi-Agency)

- 8.1 Grant may also be claimed in respect of emergency co-ordination facilities (multi agency). Each claim must be accompanied by a copy invoice. If the invoice contains more than one item, the item claimed for should be clearly identified.

9. Miscellaneous Information

91 The three Resilience Managers are entitled to funds to cover travel and subsistence expenses (3.1 above) and staff related expenses (4.1 above).

- Travel & Subsistence - For Quarter 4 this equates to £3,000 for the period 1 January 2024 to 31 March 2024
- Staff related expenses - For Quarter 4 this equates to £2,475 funding for 1 January 2024 to 31 March 2024.

92 The Regional Officer, Project Support and Regional Resilience Officer are entitled to funds to cover travel expenses (3.1 above) and staff related expenses (4.1 above).

Regional Officer

- Travel & Subsistence - For Quarter 4 this equates to £2,000 for the period 1 January 2024 to 31 March 2024.
- Staff related expenses - For Quarter 4 this equates to £1,475 for the period 1 January 2024 to 31 March 2024.

Project Support

- Travel & Subsistence - For Quarter 4 this equates to £1,000 for the period 1 January 2024 to 31 March 2024
- Staff related expenses – For Quarter 4 this equates to £1,375 for the period 1 January 2024 to 31 March 2024

93 The three Resilience Officers are entitled to. funds to cover travel expenses (3.1 above) and staff related expenses (4.1 above):

- Travel & Subsistence – For Quarter 4 this equates to £2,000 for the period 1 January 2024 to 31 March 2024
- Staff related expenses – For Quarter 4 this equates to £2,375 for the period 1 January 2024 to 31 March 2024.

94 The Regional Officer and the project support team is entitled to funds to cover meeting costs (5.1 above), community resilience and business continuity promotion (7.1 above), EPG training and exercises (8.1 above) and emergency co-ordination facilities (9.1 above). For Quarter 4 - 1 January 2024 to 31 March 2024 this equates

to £19,000.

- 95 Grant may also be claimed in respect of central support costs associated with the administration of the new regional civil contingencies structures. The Department is prepared to refund 3% of costs up to £21,450. For Quarter 4 this equates to £5,363 for the period 1 January 2024 to 31 March 2024.
- 96 Claims should be completed on Annex A, Annex B and Annex C below including the declaration by the Chief Financial Officer and supported by back up documentation. These should be submitted to the Department by the dates referred in 1.5 above.
- 97 A summary of costs has been provided as a guide (Annex D). There may a degree of flexibility between the various elements within the funding. **However, this must be approved by the department prior to purchase.**
- 98 All supporting documents must now be clearly referenced under the category to which they relate. Annex C should then be completed detailing the reference numbers and description of all supporting documentation. Where the supporting documents, such as pay slips, may include costs that fall into two categories, the document should be copied and referenced under each separate category. The amount being claimed under each category should be clearly highlighted.

10. Enquiries

- 10.1 Any enquiries regarding these Terms and Conditions should be addressed to Sharon Higginson (sharon.higginson@communities-ni.gov.uk) 07717 731753 in the first instance.
- 102 To ensure consistency, Resilience Managers should adhere to the following guidance:
- a) Queries in relation to eligible items or costs under the scheme, exceedance of thresholds or transference of funds between categories, should be referred to the Department in the first instance.
 - b) queries in relation to funding and purchasing of items should be referred to the Regional Officer.
 - c) queries in relation to finance matters (e.g. salary costs, travel expenses etc.) should be referred to the finance section in Armagh, Banbridge & Craigavon Borough Council.

**ARMAGH, BANBRIDGE & CRAIGAVON COUNCIL CIVIL CONTINGENCIES
GRANT CLAIM FORM & DECLARATIONS**

Ref	Expenditure Summary	No. of referenced documents included	ALLOCATION (£)
1	SALARIES (Resilience Managers, Resilience Officers, Regional Resilience Officer, Regional Project Support Officer and Regional Officer, Finance Admin Support, inc. ERNI, Superannuation, apprenticeship levy, and on call)		
2	TRAVEL EXPENSES		
3	PHONE (Resilience Managers, Resilience Officers, Regional Project Support Officer and Regional Officer)		
4	TRAINING (Resilience Managers, Resilience Officers, Regional Project Support Officer and Regional Officer)		
5	STATIONERY/PRINTING (Resilience Managers, Resilience Officers, Regional Project Support Officer and Regional Officer)		
6	IT (Resilience Managers, Resilience Officers, Regional Project Support Officer and Regional Officer)		
7	MEETING COSTS (MULTI-AGENCY)		
8	COMMUNITY RESILIENCE & BUSINESS CONTINUITY PROMOTION		
9	EPG TRAINING AND EXERCISES		
10	EMERGENCY CO-ORDINATION FACILITIES		
11	CENTRAL SUPPORT COSTS		

I confirm that all expenditure included in this reimbursement form were incurred for legitimate business purposes, that they were all verified against all relevant supporting documentation, that they were paid in compliance with Departmental guidance and that related records have been retained and will be available for Departmental verification testing.

Prepared & Certified By:

Authorised By:

(Relevant Head of Service with
Responsibility for Civil Contingencies

(Head of Finance)

Date: _____

Date: _____

ANNEX B**1. SALARIES (to include Regional Officer, Resilience Managers, Resilience Officers and Finance Admin Support)**

Ref No	Name	Salary Claimed	ERNI	Super Ann	% on EP	App Levy	On Call	Overtime		Total

2 TRAVEL EXPENSES – (includes Mileage Allowance, Subsistence, Essential User Allowance)

Ref No	Name	Description	Date	Mileage	Subsistence	Essential User	Total

3. PHONE

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

4. TRAINING

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

5. STATIONERY/PRINTING

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

6. IT

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

7. MEETING COSTS (MULTI-AGENCY)

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

8. COMMUNITY RESILIENCE & BUSINESS CONTINUITY PROMOTION

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

9. TRAINING AND EXERCISES

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

10. EMERGENCY CO-ORDINATION FACILITIES – MULTI AGENCY

Ref No	Name	Description (including supplier)	Date	Cost (excluding VAT)

Annex C: List of referenced documents

****list of documents should correspond to all information in Annex B***

[illegible]

Annex D:

Summary of all costs for Quarter 4 (from 1 January 2024 to 31 March 2024)

Ref to Annex A		Regional Officer (1)	Resilience Managers (3)	Resilience Officers (3)	Regional Project Support (1)	Finance Admin Support (1)
1	Salaries	£130,000				
2	Travel & Subsistence	£2,000	£3,000	£2,000	£1,000	£0
3	Phone	£25	£75	£75	£25	
4	Training	£750	£1,000	£1,000	£750	
5	Stationery & Printing	£200	£400	£300	£100	
6	IT	£500	£1,000	£1,000	£500	
7	Meeting Costs	£4,000				
8	Community Resilience & BCP	£5,000				
9	Training & Exercises	£5,000				
10	Emergency Co-ordination Facilities	£5,000				
11	Central Support Costs	£5,363				

* Figures are the collective total amounts available for the staff in post, not per person.