Department for Communities
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LG 18/26 - Terms and conditions for the payment of Civil Contingencies Grant 2026/27 (Q3 2026/27) - Department for Communities Local Government & Housing Regulation Division - November 2026

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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, to ensure 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 and should be submitted by the Department via e-mail no later than **12 February 2027** with supporting documents to follow.

1.6 Please note this Circular covers the funding for the period **1 October** to **31 December 2026** (Quarter 3).

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, and 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 December 2026**.

- Regional Officer
- 4 Resilience Managers
- 4 Resilience Officers[1]

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 3**, the total amount for salaries equates to **£175,250**. This includes pay arrears to 1 April 2026 following the NJC pay award.

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.

3.2 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

[1] One Resilience Officer left 9 October 2026.

and subsistence paid. All claims must have the relevant accompanying receipts digitally attached.

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 have a copy of the relevant accompanying invoices digitally attached. 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 have the relevant accompanying invoice digitally attached. 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 which is being 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 which is being 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 which is being claimed for should be clearly identified.

9. Miscellaneous Information

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

9.2 Travel & Subsistence - For **Quarter 3** this equates to **£3,650** for the period **1 October 2026** to **31 December 2026**.

9.3 Staff-related expenses - For **Quarter 3** this equates to **£2,700** for the period **1 October 2026** to **31 December 2026**.

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

a) Regional Officer
   - Travel & Subsistence - For **Quarter 3** this equates to **£700** for the period **1 October 2026** to **31 December 2026**.
   - Staff related expenses - For **Quarter 3** this equates to **£2,525** for the period **1 October 2026** to **31 December 2026**.

b) Project Support
   - Travel & Subsistence - For **Quarter 3** this equates to **£200** for the period **1 October 2026** to **31 December 2026**.
   - Staff related expenses – For **Quarter 3** this equates to **£600** for the period **1 October 2026** to **31 December 2026**.

9.5 The four Resilience Officers are entitled to funds to cover travel expenses (3.1 above) and staff related expenses (4.1 above):

- Travel & Subsistence – For **Quarter 3** this equates to **£1,000** for the period **1 October 2026** to **31 December 2026**.

- Staff related expenses – For **Quarter 3** this equates to **£1,650** for the period **1 October 2026** to **31 December 2026**.

9.6 The Regional Officer and the project support team are entitled to funds to cover meeting costs (5.1 above), community resilience and business continuity promotion (6.1 above), EPG training and exercises (7.1 above) and emergency Co-Ordination facilities (8.1 above). For **Quarter 3** – **1 October 2026** to **31 December 2026** this equates to **£25,125.**

9.7 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 £26,400. For **Quarter 3** this equates to **£6,600** for the period **1 October 2026** to **31 December 2026**.

9.8 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 to in 1.5 above.

9.9 A summary of costs has been provided as a guide (Annex D). There may be a degree of flexibility between the various elements within the funding. **However, this must be approved by the department prior to purchase**.

9.10 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 Deborah McKay (Deborah.McKay@communities-ni.gov.uk), 07971560639 and/or Robert Brankin (robert.brankin@communities-ni.gov.uk), 07483488011.

10.2 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.