

CCPB Work programme

CCG (NI) Actions to be completed:

ACTION	TARGET	POSITION		PRIORITY	STATUS
To consult on and seek agreement to a Memorandum of Understanding setting out how District Councils should discharge their civil contingencies role at sub-regional level and how CCG(NI) member organisations should support Councils in the execution of that role.	September 2014	TEO	September 2019 Update: As soon as resources allow TEO will review the content of the MOU with stakeholders and bring a revised draft to CCG(NI) for consideration. Proposed extension date June 2020.	1	AMBER CCG Sept Update - Likely to be achieved with some slippage Current Position – to be taken forward as part of the CCPB review?
To scope the need for and identify appropriate delivery mechanisms to formalise the District Council civil contingencies role - to include consideration of the need for wider civil contingencies legislation.	June 2015	TEO	September 2019 Update: As agreed TEO has prioritised completion of the significant body of work associated with the local government civil contingencies role. Proposed extension date June 2020.	1	AMBER CCG Sept Update - Likely to be achieved with some slippage Current Position – to be taken forward as part of the CCPB review?

To develop, in conjunction with civil contingencies stakeholders, a local risk product for NI using the National Risk Assessment 2018 as a base document.	December 2018	TEO (supported by LGDs, Emergency Services and Local Gov't)	September 2019 Update: The NRA, last released in 2016, is no longer produced. Cabinet Office has now produced the 2019 National Security Risk Assessment (NSRA) - that combines what was the NRA (focused on domestic risks over a five year time period) and what was the NSRA (domestic and international risks over a 20 year time period). No product was released in 2018 due to the time it took to combine the two historical risk assessment products into one, and due to resourcing pressures during EU Exit preparedness. When resources permit TEO will assess the implications arising from this change. NI draws from the national assessment. Proposed extension date October 2020.	1	AMBER CCG Sept Update - Likely to be achieved with some slippage Current Position – NSRA was published in 2019, some work could take place on this pending the outcome of the review– Cabinet Office have agreed to come over and give us some assistance in understanding the new format. Workshop to be arranged.
---	----------------------	--	---	----------	---

To review and update guidance and to prepare plans and arrangements covering the health, excess deaths and wider impacts of an influenza pandemic.	June 2019	DOH (supported by DOJ and TEO)	September 2019 Update: Sector Resilience: This has not progressed due to the re-allocation of resources to EU Exit preparedness.		AMBER – the overall action is amber on the CCG resilience programme however CCPB have done no work on their strand so it would be red. We are currently looking at what is required.
Emergency Planning Exercise: Further enhance effective multi-agency co-ordination through facilitation of a large scale tactical and strategic exercise to test multi-agency roles and responsibilities, including the recovery phase of an emergency.	June 2019	DfI / TEO / Local Gov't	September 2019 Update: Some very high level scoping has been undertaken and the 2018 DfI Lead Government Department Table Top Exercise has refined some of the exercise requirements. More detailed exercise planning is anticipated in coming months. Due to competing pressures, including preparations for EU Exit, an extension is requested to May 2020. Target date November 2019 (agreed at November 2018 meeting). Proposed extension date May 2020.		AMBER CCG Sept Update - Likely to be achieved with some slippage Current Position – may be covered as part of national exercising
Review CCG(NI) Protocols and Lead Government Department Guidance and update in light of learning from recent emergencies	March 2019	TEO (Supported as per Action column)	September 2019 Update: After EU Exit the Protocols will be reviewed and updated in light of the lessons learned from recent emergencies. Proposed extension date December 2020	1	AMBER -CCG Sept Update - Likely to be achieved with some slippage Current Position: This will be a recommendation in the lessons learned report, staffing resources to be sought to take this forward

Work required (non CCG (NI) Actions):

*dependant on future direction of CCPB

Work	Detail	Action Required	PRIORITY	RAG
Governance				
	Job Descriptions etc	In draft form	1	IN PROGRESS
	Business plan	In draft form	1	IN PROGRESS
	Risk Register	In draft form	1	IN PROGRESS
	Job Descriptions	Being developed	1	IN PROGRESS
	PPA's and PDP's	Meetings arranged to discuss. Awaiting transfer of staff on HRC	1	IN PROGRESS
Staffing				
	elective transfers for AO and DP		1	IN PROGRESS
	Training plan for all staff in CCPB required £15k training budget has been secured, to be spent by end of this financial year	Staff currently considering training needs	1	IN PROGRESS
	Induction pack for new staff to be drafted		2	IN PROGRESS
	On call policy to be drafted and agreed		1	IN PROGRESS
	Business Case for Consultants to implement lessons learned and carry out CC review to be drafted	NR to do first cut	1	IN PROGRESS
	JD's for all staff to be drafted			IN PROGRESS
	Business Case for Additional Staff for CCPB to be drafted		1	IN PROGRESS
CCG (NI)				
	Manage resilience programme		1	ONGOING BUT

Work	Detail	Action Required	PRIORITY	RAG
				DIFFIVULT TO PROGRESS WITH LIMITED STAFF
	Prepare papers for CCG (NI) Meeting March 2020		1	ONGOING
Stakeholder Engagement				
	Info gathering for the review	Contact details for all stakeholders being collated, agreed lines to take re the review to be agreed	1	IN PROGRESS
	Cabinet Office (CCS)	Initial meetings taking place 3/12	1	IN PROGRESS
	Other DA's	Elaine to make initial phonecalls week commencing 5/12, DA teleconference to take place following week if possible, face to face meetings to be arranged for Feb 2019	1	
	Liaison with OEP in ROI	no response to initial contact e-mails	1	IN PROGRESS
	Departmental Emergency Planning Officials			
	Local Govt	Initial contact with Joan McCaffrey, attendance at SCEP	1	
	Emergency Services			
	Comms Strategy to be developed		2	Cannot be progressed until after the cc review
National Security Risk Assessment	New methodology for NSRA 2019 and pressure being put on TEO to complete a NI Risk Assessment as last one was in 2013.	Cabinet Office have agreed to come to Belfast In Feb for workshop	1	IN PROGRESS
Attendance and input at Meetings:	Necessary to rebuild contacts and ensure CCPB is aware of what is going on			
Cross-Border Emergency Management Group	CCPB have not been engaging – especially important we engage due to EU exit and cross-border impacts – also to build up the Southern contacts that have been lost Preparation for involvement in National Security Summit?	Need to build up Southern contacts that have been lost	2	Staffing resources an issue – have not been attending meetings-CC

Work	Detail	Action Required	PRIORITY	RAG
				review to consider
Local Resilience Forum Chairs Conference	Regular quarterly meetings that Local Gov Regional Officer attends – TEO welcome to attend. Useful meeting for CCPB to engage in as Cabinet Office brief this event and Local Gov is aware of many UK civil contingencies developments before TEO.	Consideration to be given as to whether CPB attends – not a priority currently due to staffing resources, await CC review	2	Staffing resources an issue – have not been attending meetings
THRC(O) and IRSWG meetings	NI only DA not engaging	Part of re-engagement with CO, have queried if we can dial into these – next one is 5/12. THRC(O) required Director level attendance	2	Staffing resources an issue – have not been attending meetings
Cabinet Office Winter & Summer Resilience Network	NI only DA not represented	Richard Grace has been nominated as TEO contact in first instance as of Nov 19.	2	ONGOING-CC review to consider
Other				
Review of Lessons Learned from Major Emergencies	Salisbury, Manchester, Kerslake, Grenfell etc – other organisations in NI eg Blue Lights are reviewing these docs putting TEO at disadvantage as no time to review and apply any lessons learned to TEO and across NI – Reports need to be read and considered, some sort of recording of the actions to be set up and maintained. Consideration to be given to who enter the cross cutting recs on JOL.	Currently no resource to carry this out.	1	NO RESOURCE – CC review to consider
Reviewing of Depts Major Emergency Plans	Depts send CCPB their Major Emergency Plans, not for approval, but to make use of established CCPB expertise to check if any areas missing or could be improved – this is not currently being done	TEO currently has no time to do this and also feeds into a lack of current CCPB knowledge in terms of new lessons learned (as above) as TEO has no time to read the Major Emergencies Reviews to keep our advice tuned to best practice.	1	NO RESOURCE. CC review to consider

Work	Detail	Action Required	PRIORITY	RAG
Critical National Infrastructure	Increased risk of disruption from cyber attacks etc across all CNI – currently no NI co-ordination which TEO should be providing as default LGD on the issue – NIO and CO very keen for NI CNI to become more co-ordinated and joined up and engaged in UK wide CNI work	Introductory meeting with NIO and CNI – consideration to be given to the time required to attend meetings	2	Staffing resources an issue – have not been attending meetings. CC review to consider
NI Civil Contingencies Induction course	Develop training materials for all staff Course for all staff to provide information on civil contingencies	Meeting arranged with NICS HR to discuss potential of developing this with CAL	1	IN PROGRESS?
Exercises	TEO has not hosted a strategic level exercise 2012 –potential critical weakness in NI preparedness. Consider the need for one organised by CCPB every 3 years as they take 9mths- 1 yr to organise	To be considered as part of the review – no action required at present	2	ON HOLD pending CC review
Resilience Direct	Advocate use of RD across NICS. CCPB RD sites need updated and improved. TEO previously attended CO RD meetings to discuss issues and keep up to date on RD admin and relevant sites	To be considered as part of the review – no action required at present other than to ensure contacts for RD in each department are available.	2	ON HOLD – staffing resources. CC review to consider
JESIP Glossary	Needs checked to ensure any NI references are correct	NI updates provided to CCCS		COMPLETE
Review of Websites	CCPB info is out of date (mentioning OFMDFM etc) on many websites across the UK, such as Gov.UK, and many CO documents hosted across many sites – also info held by the Das	Time required to find, assess, review and correct To be considered as part of the review – no action required at present	2	ON HOLD pending CC review
National Security Summit Ireland in Feb 2020	Organised by Slándáil, they have asked for input from CCPB	Consideration being given to involvement	1	
Annual CCPB lecture at MOD UK Ops Training –	CCPB provides lecture to multi-agency training day which is part of a MOD UK Ops training course which is opened up to civil contingencies partners across NI	Usually happens Springtime	3	Consideration to be given to attendance at this

Work	Detail	Action Required	PRIORITY	RAG
Media monitoring	AO vacancy so no time for media monitoring and horizon scanning activities	This role to recommence when AO vacancy is filled	2	
Review of Files	currently 18mths behind on review of CCPB files for PRONI	Info required here re what this involves	3	Staffing resource – huge backlog No specific timeframe to complete this so can be prioritised when staffing levels have increased.
Bunker	Options for future work following the flooding	Paper to be drafted –not a priority	2	Needs to be considered in advance of Ministers return