

**Terms of Reference**

**Northern Ireland Emergency Preparedness Group**

**Background**

The Civil Contingencies Group, Northern Ireland CCG (NI), chaired by the Head of the Civil Service and supported by The Executive Office, is the principal strategic emergency preparedness body for the public sector and comprise of representatives for the local government sector, government departments and emergency services. Annex A illustrates the CCG (NI) arrangements in Northern Ireland.

**Purpose**

The Northern Ireland Emergency Preparedness Group is a sub group of CCG (NI). Its purpose is to ensure that work at local level is in line with strategic direction provided by CCG (NI). It provides direction to the work of the Northern, Southern and Belfast Emergency Preparedness Groups (EPGs), facilitates cohesion between these groups and ensures effective communication between the EPGs, regional working groups and CCG (NI).

**Note**

The NI Emergency Preparedness Group does not have an operational response role.

**Membership**

Membership of the group will consist of nominated representatives from the following organisations:

**Core Members**

Joint Chairs: SOLACE representative and PSNI ACC  
EPG Joint Chairs (Local Government and PSNI)  
Regional Officer: Local Government Civil Contingencies (Secretariat)  
PSNI HQ (Emergency Planning)  
EPG Resilience Managers  
The Executive Office  
PSNI EPG Sergeants  
NIFRS HQ  
NIAS HQ  
HMCG  
PHA  
DOJ  
DFI  
DFC

Members co-opted as necessary, depending on the relevant work streams

18<sup>TH</sup> MARCH 2020

### **Functions**

The functions of the Sub-Group are to:

- Deliver the strategic priorities and underlining objectives as detailed within the Civil Contingencies Resilience Strategy for Northern Ireland;
- Agree a joint approach to emergency preparedness, response and recovery across the EPGs, in line with direction set by Civil Contingencies Group (NI);
- Consider the decisions from the Civil Contingencies Group (NI) that have relevance for local civil emergency preparedness; including the implications of legislation and NI initiatives;
- Establish regional working groups to undertake projects when appropriate to aid the EPGs;
- Oversee the functions and the work streams that have been allocated to the EPGs and regional working groups;
- Using the Risk Assessment which applies to Northern Ireland, compile and agree a risk based work programme to provide a robust basis for planning;
- Receive reports from the EPGs outlining progress with actions and identifying gaps in planning;
- Report to CCG(NI) on the operation of EPGs and regional working groups.
- Identify and develop mechanisms /arrangements (including access to resources) to facilitate the local emergency preparedness structures to effectively deliver their respective work programmes.

### **Quorum**

A quorum will be only achieved if local government and PSNI are present with at least three other core members present.

### **Frequency of Meetings**

Meetings will take place three times a year, or more frequently if required.

### **Agenda**

The Secretariat will prepare an agenda for the meeting in liaison with the Joint Chairs and EPG Resilience Managers with all members of the group entitled to submit items for inclusion.

### **Record and Reporting of Meetings**

A record of all meetings shall be formally recorded by the Secretariat and made available to each member as soon as possible after each meeting.

Responsibility for any action required shall be clearly defined.

The minutes of each meeting shall be formally approved at the following meeting.

V1. Ratified on 18<sup>th</sup> March 2020

A summary report of each meeting will be produced and provided to CCG(NI).

**Review of Terms of Reference**

These Terms of Reference will be reviewed on an annual basis and if necessary, more frequently, to ensure that they continue to reflect the aim and purpose of the group. The Terms of Reference are consistent with those of the other EPGs in NI.

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18<sup>TH</sup> MARCH 2020