

**Ealing Council No Deal Brexit preparedness - Action Plan**

**Aim:**

To assemble a clear and concise the no-deal Brexit Preparedness Action Plan containing the latest information available, details of ownership, and deadlines for implementation.

**Scope:**

The London Resilience Partnership, along with London Councils are considering the local and regional impact from exiting the European Union (known as BREXIT). Brexit, particularly a ‘no-deal’ scenario, has the potential to exacerbate existing challenges faced by local government.

This document will be updated as actions are completed, and new priorities identified. The document will also be changed should a deal on leaving the EU be agreed by Parliament.

**Key:**

<b>RED</b>	<b>Incomplete</b>
<b>Amber</b>	<b>In Progress</b>
<b>Green</b>	<b>Complete</b>

**Action Plan**

<b>Action</b>	<b>Expected outcome</b>	<b>Status</b>	<b>By when?</b>	<b>By who?</b>	<b>RAG</b>
<b>ACTION 1:</b> Nominate a lead Brexit Officer	To prepare the council for the possible impacts of No Deal Brexit.	<ul style="list-style-type: none"> <li>A strategic lead for Brexit has been identified. This is Kieran Read (Director of Strategy &amp; Engagement)</li> <li>A tactical lead has been identified this is Stuart Turner (Head of EMS)</li> </ul>	January 2019	Director of Strategy & Engagement Strategic Brexit Lead  Head of EMS Tactical Brexit Lead	Complete
	To support the London wide assessment of Brexit to provide regular reports to MHCLG.	<ul style="list-style-type: none"> <li>Weekly reporting has commenced on the 06/02/2019, this is likely to</li> </ul>	April 2019	EMS	Complete – On going

		progress to the end of April 2019. We are also engaged in the weekly London Brexit teleconferences.			
<b>ACTION 2:</b> Establish a Coordination and Information Sharing group	To provide oversight and assurance of Ealing’s preparedness including continuity of critical services during the run up to and period preceding Brexit. <ul style="list-style-type: none"> <li>- Better understand the likely impacts on services of Brexit including a no-deal Brexit.</li> <li>- To maintain oversight of preparedness.</li> <li>- To monitor and report on issues experienced by services during the run up to and the period after Brexit on the 29<sup>th</sup> of March 2019.</li> </ul>	<ul style="list-style-type: none"> <li>• The Ealing Brexit Preparedness Planning Group has been established.</li> <li>• First meeting was held in January 2019 and it will continue to monitor the situation until end of April</li> </ul>	March 2019	EMS - secretariat <b>Membership</b> The group will consist of representatives from multiple services	Complete
<b>ACTION 3:</b> Communications	To create a communications plan to ensure that we are keeping our staff, residents and businesses informed about what they need to do to prepare for Brexit.	<ul style="list-style-type: none"> <li>• Draft communications plan has been created.</li> <li>• Dedicated website has been created</li> <li>• Social media messages have been issued</li> <li>• Brexit articles have appeared in the Around Ealing and Ealing News Extra</li> </ul>	March 2019	Communications	

		<ul style="list-style-type: none"> <li>• A news item was carried in the council’s business e-newsletter.</li> <li>• The council’s communications team has also liaised with colleagues at London Councils regarding regional communication activity and planning for co-ordinated regional messaging.</li> </ul>			
<b>ACTION 4:</b> Risk/Impact Assessment	To add Brexit to the corporate risk register.	<ul style="list-style-type: none"> <li>• The Corporate Risk Register has been updated to include Exiting the EU as a strategic risk.</li> </ul>	January 2019	Audit and risk	Complete
	To create a Council Brexit specific risk register	<ul style="list-style-type: none"> <li>• Work to complete the council specific risk register is ongoing.</li> </ul>	First week March	Audit and risk / EMS	In Progress
<b>ACTION 5:</b> Health and Social Care	Impact assessment on Health and Social Care, based on Department of Health and Social Care and NHS guidance.	<ul style="list-style-type: none"> <li>• Work with Public Health to ensure preparedness has begun.</li> <li>• Briefing has been held with the director of PH</li> </ul>	January 2019	PH/EMS	Complete
	Steps to focus on communications, assurance on provider supply chains along with workforce, medicines and data availability.	<ul style="list-style-type: none"> <li>• Liaison work has begun with the CCG to ensure preparedness.</li> <li>• Highest risk identified is related to the availability of medicines in the event of a no deal Brexit.</li> </ul>	March 2019	CCG/EMS	In Progress

		<ul style="list-style-type: none"> <li>• The supply of medicines and vaccines is being dealt with on a national basis.</li> <li>• A letter dated 7 Dec 2018 from the Rt Hon Matt Hancock MP Secretary of State for Health and Social Care, Hospitals, GPs and community pharmacies throughout the UK have been instructed that they do not need to take any steps to stockpile additional medicines, beyond their business as usual stock levels. There is also no need for clinicians to write longer NHS prescriptions.</li> <li>• They are undertaking local EU Exit readiness planning.</li> <li>• Implementing the recommendations from the EU Exit Operational Readiness Guidance, developed and agreed with NHS England.</li> </ul>			
		<ul style="list-style-type: none"> <li>• Assurance has been provided by the NHS to ensure that they are preparing for the impacts of Brexit through the</li> </ul>	March 2019	EMS	In Progress

		Borough Resilience Forum and the Health Protection Forum.			
		<ul style="list-style-type: none"> <li>• Social Services are engaged with reporting on staffing and supply chain issues.</li> <li>• Representation on the Brexit Preparedness group has been established.</li> <li>• Brexit preparations has been discussed at Senior Leadership Team.</li> </ul>	March 2019	SS	In Progress
<b>ACTION 6:</b> Business Continuity Management (BCM) Programme 2019	<p>Delivery of a full corporate Business Continuity Management (BCM) programme ensuring services have updated their BCM plans and identified critical services have completed their business impact assessment (BIA) with consideration to:</p> <ul style="list-style-type: none"> <li>- Impact on staffing, recruitment and retention.</li> <li>- Impact on the supply chain (internal and procured).</li> </ul> <p><b>To Note:</b> BCM is designed to ensure services can maintain operations in the event of short term disruptive events until normal services can be resumed.</p>	<ul style="list-style-type: none"> <li>• Business continuity programme has been completed for 2018/19</li> </ul>	January 2019	EMS	Complete
<b>ACTION 7:</b> EU Workforce Review	Human Resources undertake a review on current workforce to understand the level of EU	<ul style="list-style-type: none"> <li>• This review is complete.</li> <li>• Council employs 127 EU nationals.</li> </ul>	March 2019	HR	Complete

	nationals employed by the Council, including the impact on staffing, recruitment and retention	<ul style="list-style-type: none"> <li>Current contractor worker force less than 5% are EU workers</li> </ul>			
<b>ACTION 8:</b> EU Settlement Scheme	Identify and Implement processes to support EU national staff with the settlement scheme.	<ul style="list-style-type: none"> <li>Process to support staff is completed. Staff are signposted to advice on the Settlement Scheme on the appropriate Government websites.</li> </ul>	March 2019	HR	Complete
	Provide advice and guidance to residents on settlement scheme	<ul style="list-style-type: none"> <li>Council will be offering the optional assisted digital service on a chargeable basis. Communications will raise awareness of the need for EU nationals to apply for settled status.</li> </ul>	March 2019	Registrars service	In Progress
	Make applications where LBE is corporate parent of EU national children.	<ul style="list-style-type: none"> <li>Process under development.</li> </ul>	March 2019	Children’s Social Care	In Progress
<b>ACTION 9:</b> Supply Chain Resilience Review	To ensure service providers or suppliers can continue service delivery in Ealing in the event of a no deal Brexit	<ul style="list-style-type: none"> <li>Review of service providers and suppliers to understand the level of risk to our service delivery in Ealing and to ensure appropriate supply chain resilience measures are in place is currently underway.</li> </ul>	March 2019	EMS/Procurement	In Progress

<p><b>ACTION 10:</b> Community Cohesion</p>	<p>To manage community tensions and support EU residents, particularly those in hard to reach and vulnerable groups, with information and support around changes to their status and how to secure their rights under the settlement scheme.</p>	<ul style="list-style-type: none"> <li>• Prevent team has established means to monitor and address community tensions.</li> <li>• Prevent team have links in with Communications</li> </ul>	<p>March 2019</p>	<p>Prevent</p>	<p>In Progress</p>
<p><b>ACTION 11:</b> Elections Planning</p>	<p>To ensure Elections contingency planning is taking place</p>	<ul style="list-style-type: none"> <li>• Planning to include a range of potential eventualities, including a snap General Election, Second EU Membership Referendum or a People’s Vote.</li> </ul>	<p>March 2019</p>	<p>Elections</p>	<p>In Progress</p>
<p><b>ACTION 12:</b> Contingency Planning</p>	<p>To update our Multi-Agency Fuel Disruption, Animal Diseases, and other Contingency plan where appropriate.</p>	<ul style="list-style-type: none"> <li>• Complete review of plans</li> <li>• Engage without multi-agency partners and neighbouring councils.</li> <li>• First BRF teleconference on Brexit will take place on the 11<sup>th</sup> of March.</li> </ul>	<p>March 2019</p>	<p>EMS</p>	<p>In Progress</p>
<p><b>ACTION 13:</b> Legislation</p>	<p>There are several pieces of EU legislation that relate to the way the Council delivers its services. If any of this legislation changes, then it would be likely to affect Council services (or our providers) including:</p> <ul style="list-style-type: none"> <li>- energy efficiency</li> <li>- waste collection and disposal</li> <li>- trading standards</li> <li>- procurement</li> <li>- employment laws (working time</li> </ul>	<ul style="list-style-type: none"> <li>• Legal and democratic services to ensure that legislation changes are understood and implemented.</li> </ul>	<p>On-going</p>	<p>Legal Democratic Services</p>	<p>In Progress</p>

	<p>directive changes)</p> <ul style="list-style-type: none"> <li>- equalities</li> <li>- transport</li> <li>- health and safety</li> <li>- GDPR</li> <li>- data transfer</li> </ul>				
<p><b>Action 14:</b> Local Business</p>	<p>To provide advice and guidance to businesses to assist with Brexit preparations.</p>	<ul style="list-style-type: none"> <li>• Comms have updated website with links to the latest Brexit advice for business.</li> <li>• A news item on Brexit was carried in the council's business e-newsletter which goes to approximately 10,000 Ealing businesses.</li> </ul>	Ongoing	Comms/RS/Regen	In Progress
<p><b>Action 15:</b> Regulatory services</p>	<p>To review the impacts on regulatory services</p>	<ul style="list-style-type: none"> <li>• Review impacts on exports and imports.</li> <li>• Review impact to access to databases is on-going as that</li> </ul>	Ongoing	RS	In Progress
<p><b>Action 16:</b> Financial impacts</p>	<p>To maintain an overview of the costs incurred by council services associated with preparations for Brexit</p>	<ul style="list-style-type: none"> <li>• Brexit Preparedness group have been asked to submit details of any costs that they will/have incurred in response to planning for Brexit.</li> </ul>	Ongoing	EMS/All	In Progress