

Annex: Local authority Preparedness Check List

As leaders of place and with responsibility for local authority services, council leaders and their senior colleagues will want to assure themselves that their council has undertaken the necessary EU Exit impact assessments, relevant planning and prepared appropriate mitigation plans in relation to the following areas:

1. **All the statutory services for which the council is responsible.** These will include, but are not limited to social care, child protection, education, environmental, leisure and community services.

Members will want to be assured that the council has undertaken an assessment of the proportion of EU nationals in its workforce and/or those employed in commissioned services and in relevant supply chains. If there is a significant risk, have members been assured that communications channels are in place to support and advise members of the workforce and that contingency plans are in place.

2. **All regulatory services for which the council is responsible.** These include, but are not limited to environmental health, trading standards and port health authority responsibilities.

Members will want to be assured that the council has undertaken an assessment to consider the potential impact on your regulatory services, including putting contingency plans in place to respond to increased demand.

3. **The impact (direct or indirect) of any Border areas** (air or sea ports) either in your council boundary or within neighbouring/regional boundaries, which may have an impact on your council's:

- Local infrastructure;
- Delivery of statutory services;
- Availability of essential supplies; or
- The most vulnerable in your community.

Members will want to be assured that the council has considered whether it will face either direct or indirect impacts on the provision of essential services if there are delays at the border. Assessments should include a consideration of potential transport flows, impacts on local infrastructure and the potential impact on the delivery of key supplies that maintain council services (whether in house or outsourced), be they care homes, schools or waste plants for example.

4. **The impact on supply chains;** both those managed directly by the council and those indirect contracts managed through commissioned services.

Members will want assurances that their council and any strategic delivery partners that they have impact assessed their supply chain and that appropriate mitigation plans are in place in order to assure the council of their preparedness for any identified risk to the delivery of statutory services. Tested channels of communication should also be established with outsourced and commissioned services to ensure timely flow of information.

5. **Data handling** both in terms of the corporate ICT and data housing that the council uses for its own services, as well as the data handling for any outsourced services. Councils must make sure they are clear about where their data is held.

Members will want to ensure that their council have undertaken necessary assessments and that business continuity plans in place for all ICT and data handling that impacts the council. In the event that any of the council's data is hosted in the EU, the council will want to be assured that contingencies are in place considering the potential impact of a 'no deal' scenario hindering the flow of information across the EU border. The ICO have published guidance on this that councils should follow, and my officials will shortly be writing to your officers on this matter.

6. **Local partnership working** with key statutory and strategic partners, including the Health and Wellbeing Board, Crime Reduction or Community Safety Partnership, Local Economic Partnership and Local Resilience Forums.

As leaders of place, the local authority will want to ensure that all local partners and local partnerships are effectively planning and considering mitigations for EU Exit. Members will want to seek assurance that partnership plans have been agreed and tested; for example, in order to support and protect the most vulnerable and at risk and plan in relation to managing any increased community tensions or hate crime.

7. **Communications.** Appropriate plans and activity to provide community assurance and provision of timely information.

The UK's exit from the EU has created significant tensions as well as mis-information and/or expectations in communities. As the leader of place, members of the council may have an important role to play in providing:

- Timely updates for example in relation to promoting the UK Settled Status Scheme or advice to local businesses;
- Clarity of information to respond to any risks of potential heightened community tensions; and
- Community assurance as trusted leaders and sources of information and advice.

Members will therefore want to be assured that their council has prepared and tested communications channels with its ward councillors, statutory partners and all its community leaders/groups. Members will also want to be assured that the council is prepared for a potential impact on town halls and other community facing front of office desks, with increased community demand for information.

In addition, national government will be providing regular updates through a number of channels; including a series of new regional hubs led by a local authority chief executive from each of the regions across the country. Members should assure themselves that their chief executive is in contact with their regional colleagues who are leading these hubs, as these individuals will provide an opportunity to not only to provide Government updates, but also to escalate any concerns or developing issues back into Whitehall.