

Ealing Council No Deal Brexit preparedness - Action Plan

Aim:

To assemble a clear and concise 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.

Note:

Following the delay to Brexit the Action Plan has been reviewed and to focus the preparations for leaving the EU on the 31st of October with no-deal.

Key:

RED	Incomplete
Amber	Ongoing
Green	Complete

Action Plan

Action	Expected outcome	Status	By when?	By who?	RAG
ACTION 1: Nominate a lead Brexit Officer	Identify a strategic lead to prepare the council for the possible impacts of No Deal Brexit.	<ul style="list-style-type: none">A strategic lead for Brexit has been identified. This is Kieran Read (Director of Strategy & Engagement)A tactical lead has been identified this is Stuart Turner (Head of EMS)	January 2019	Director of Strategy & Engagement Strategic Brexit Lead Head of EMS Tactical Brexit Lead	Complete: Arrangements remain unchanged.

	To support the London wide assessment of Brexit by providing regular reports to MHCLG as required.	<ul style="list-style-type: none"> The means to support weekly reporting are in place. Reporting has not been requested, but this will be kept under review to adapt to new reporting requirements. 	On-going	EMS	Complete – On going
ACTION 2: Establish a Coordination and Information Sharing group	<p>To provide oversight and assurance of Ealing's preparedness including continuity of critical services during the run up to and period preceding Brexit.</p> <ul style="list-style-type: none"> Better understand the likely impacts on services of Brexit including a no-deal Brexit. To maintain oversight of preparedness. To monitor and report on issues experienced by services during the run up to and the period after Brexit 	<ul style="list-style-type: none"> The Ealing Brexit Preparedness Planning Group has been established. Meetings will take place weekly in the lead up to the 31st of October. 	<p>March 2019</p> <p>August 2019</p>	<p>EMS - secretariat</p> <p>Membership</p> <p>The group will consist of representatives from multiple services.</p>	Complete – On - going
ACTION 3: Develop and implement a Brexit communications strategy	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"> Previously developed Brexit communications plan reviewed. Dedicated Brexit Page on the council's website to be maintained. Social media messaging to be continued in the lead up to Brexit. 	October 2019	Communications	Complete – On - going

		<ul style="list-style-type: none"> • Brexit articles have appeared in the Around Ealing and Ealing News Extra. • The council's communications team has liaised with London Councils regarding planning for co-ordinated regional messaging. • Video for Cllr Bell has been produced • Targeting messaging to Ealing EU staff who are known to the council. • Promotion of the EU settlement scheme to all staff, and to the public including what it is, how to apply and what is required. • Working with EVCS to raise awareness of the EU settlement scheme for the harder to reach groups and to support these residents through the application process. 			
ACTION 4: To produce a Brexit Risk Register.	To add Brexit to the corporate risk register.	<ul style="list-style-type: none"> • The Corporate Risk Register has been updated to include Exiting the EU as a strategic risk. 	July 2019	Audit and risk	Complete
	To create a Council Brexit specific risk register	<ul style="list-style-type: none"> • Brexit specific risk register has been produced. • Work to confirm impact and likelihood scoring is ongoing 	September 2019	Audit and risk / EMS	Complete

ACTION 5: To understand and prepare for the impacts of Brexit 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"> Keep up to date with and continue to follow advice and guidance from the department for Health and Social Care. 	September 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"> Work with the CCG to ensure preparedness is ongoing. The supply of medicines and vaccines is being dealt with on a national basis. Promote the Secretary of State's message: healthcare providers should not stockpile medicines beyond their business as usual stock levels. Request assurance that they are undertaking local EU Exit readiness planning. Implement and revisit the recommendations from the EU Exit Operational Readiness Guidance, developed and agreed with NHS England. 	September 2019	CCG/EMS	Complete
		<ul style="list-style-type: none"> Request assurance from the NHS to ensure that they are preparing for the impacts of Brexit through the Borough Resilience Forum and the Health Protection Forum. 	September 2019	EMS	Complete
		<ul style="list-style-type: none"> Keep up to date with and continue to follow advice and guidance from the department for Health and Social Care. 	October 2019	SS	On-going

		<ul style="list-style-type: none"> • Communicate with local providers and escalate any concerns. • Update business continuity plans to take account of supplier or provider failure. • Gain assurances from service providers to ensure that they are planning for and considering the impacts of Brexit. To support this resource have been released from the Brexit fund to • Write to social care providers re-iterating government advice and the EU settlement scheme, and asking providers to share their business continuity plans with us • Encourage providers to complete and return the National Minimum Data Set which provides central government with an overview of the adult social care workforce so that any trends in the workforce can be picked up and addressed. 			
	Impacts on Schools and young people	<ul style="list-style-type: none"> • Actioned guidance provided by DFE • Ensure resilience for school meals. 	September 2019		Complete

		<ul style="list-style-type: none"> • Prepare for a possible increase in free school meals. 			
ACTION 6: 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"> - Impact on staffing, recruitment and retention. - Impact on the supply chain (internal and procured). <p>To Note: 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"> • Business continuity programme 2019/20 has been reviewed • Ask core and critical services to review their plans to consider the impact of Brexit 	October 2019	EMS	On-going
ACTION 7: Review of EU nationals employed by the Council.	Human Resources undertake a review on current workforce to understand the level of EU nationals employed by the Council	<ul style="list-style-type: none"> • As of 26/09/2019 the HR have confirmed that the Council employs 127 EU nationals. • Current contractor (Adecco) worker force less than 5% are EU workers • Comms plan targets EU national staff as a key audience 	September 2019	HR	Complete
ACTION 8: Promotion of the EU Settlement Scheme to staff and residents.	Identify and Implement processes to support EU national staff with the settlement scheme.	<ul style="list-style-type: none"> • Written to all known EU national staff from the CE to signpost support. • Staff are signposted to advice on the Settlement Scheme on 	September 2019	HR	Complete

		the appropriate Government websites.			
	Provide advice and guidance to residents on settlement scheme	<ul style="list-style-type: none"> • Council has been offering the optional assisted digital service on a chargeable basis. • European Union Settlement Scheme (EUSS) service provided by the voluntary sector has assisted a number of people. They have seen an increase in bookings and inquiries since August. 	October 2019	Registrars service	On-going
	Make applications where LBE is corporate parent of EU national children.	<ul style="list-style-type: none"> • As of the 26/09/2019 there are 12 EU national children where LBE is the corporate parent. • Children's social care has identified these individuals and will support them through the settlement scheme process. 	October 2019	Children's Social Care	On-going
ACTION 9: Review of supply chain resilience	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"> • Services to engage with 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. 	October 2019	EMS/Procurement	On-going

ACTION 10: Monitoring of Community Cohesion	<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"> • Prevent team has established means to monitor and address community tensions. • Brexit Community Cohesion event has been scheduled for the 2nd of October. Further Brexit and community cohesion drop in events have been scheduled for the – <ul style="list-style-type: none"> • 23/10/2019 – Ealing Town Hall • 28/10/2019 – Northolt • 29/10/2019 – Greenford • 06/11/2019 – Acton • 07/11/2019 – Southall • Prevent team have links in with Communications • Wider comms around tensions. • Monitor and report on rises in hate crime. • Continue to monitor signs of extremist activity, work with the police and partners, and report to Channel. 	<p>October 2019</p>	<p>Prevent</p>	<p>On-going</p>
ACTION 11: Ensure elections planning is maintained.	<p>To ensure Elections contingency planning is taking place</p>	<ul style="list-style-type: none"> • Planning to include a range of potential eventualities, including a snap General Election, Second EU Membership Referendum or a People's Vote. 	<p>September 2019</p>	<p>Elections</p>	<p>Complete: Elections planning continues and elections planning group meets regularly to discuss election preparations</p>

ACTION 12: Contingency Planning for Brexit is in place.	To update our Multi-Agency Fuel Disruption, Animal Diseases, and other Contingency plan where appropriate.	<ul style="list-style-type: none"> • Complete review of plans • Engage without multi-agency partners and neighbouring councils. 	September 2019	EMS	Complete
ACTION 13: To ensure Legislation changes are considered and implemented by services.	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)	<ul style="list-style-type: none"> • All services to ensure that legislation changes are understood and implemented as changes become apparent. • Keep in close contact with Central Government for updates on any changes in legislation. • In anticipation of increasing demand for our regulatory functions and the need to retrain the entire regulatory workforce on post Brexit law changes, staffing capacity will be increased. 	On-going	All Services	On-going
ACTION 14: To support local business with preparations for Brexit.	To provide advice and guidance to businesses to assist with Brexit preparations.	<ul style="list-style-type: none"> • Comms have updated website with links to the latest Brexit advice for business. • Raise awareness of the EU settlement scheme with local businesses. • Promote apprenticeships to local businesses to address skills gaps. • Promote the Mayor of London's message: "London is Open". 	Ongoing	Comms/RS/Regen	Ongoing
ACTION 15: Regulatory services	To review the impacts on regulatory services	<ul style="list-style-type: none"> • Figures provided by the FSA suggest that Ealing has, with 55 approved premises and with a 	Ongoing	RS	On-going

		<p>further 9 exporting to the EU. Businesses are being targeted by FSA to ensure awareness of action required</p> <ul style="list-style-type: none"> • Review impact to access to databases is on-going. Awaiting further guidance 			
ACTION 16: Maintain oversight of financial impacts.	To maintain an overview of the costs incurred by council services associated with preparations for Brexit and deploy resource to mitigate risk.	<ul style="list-style-type: none"> • The council has been allocated £0.315m by Government. • Resource pressures considered and £0.210m allocated by SLT to respond and mitigate risk. 		EMS/All	On-going
ACTION 17: To understand the impact of Brexit on data transfer, handling and updating documentation.	To ensure that the council is compliant with data protection compliance if the UK leaves the EU without a deal.	<ul style="list-style-type: none"> • Completed MHCLG survey and confirmed providers have compliant arrangements in place 	September 2019	Corporate Information Governance	Complete
ACTION 18 To support residents in the event of a no-deal Brexit	To ensure the most vulnerable are supported should there be a sudden rise in food prices of food shortages	<ul style="list-style-type: none"> • Confirm that school suppliers have contingency arrangements in place to respond to food shortages • Provide a contingency fund for food banks to support them in the event of food shortages • To work with care homes to ensure they are putting contingencies in place to respond to food shortages. 	October 2019	Schools/EMS	On-going