

**LEEDS STRATEGIC RESPONSE PLAN – UNITED KINGDOM EXIT FROM THE EUROPEAN UNION, 29 MARCH 2019**

This plan is intended to act as a framework to guide response to Brexit. It is intended to be adaptable to a range of exit scenarios as required, including the possibility of ‘no deal’. It builds upon the work that has been done since previous Executive Board papers in July 2016 and December 2018, and will continue to develop as further preparations are undertaken by directorates and city partners, and as further guidance is issued by central government.

**Aims and objectives of this plan:**

- Demonstrate the values, ambition and vision of the council, city and beyond.
- Co-ordinate a joined-up and proactive response in the city, suitable for the medium or long term.
- Effectively support individuals, families, businesses and communities affected.
- Keep it simple and avoid duplication.
- Stay flexible and learn from experience and best practice.

The table below details a range of actions to be considered and taken as part of Brexit response, structured around five interrelated headings about Brexit preparedness at both a local and national level. Communications and reporting arrangements in support of these actions will evolve to meet the local, regional and national demands.

Each action has a named lead officer within Leeds City Council. These individuals will liaise with other internal colleagues, partner organisations and others as required in order to provide the assurance needed on progress.

Item no.	Action	Officer lead(s)	Status / Comments
<b>1. Infrastructure and supplies impact</b>			
1.1	Work with relevant authorities, agencies and partners including emergency services, WYCA and Highways England to respond to disruption to key infrastructure such as the motorway network, ports, airports etc.	Gary Bartlett	
1.2	Assess the potential impact on key digital infrastructure and required action.	Andrew Byrom	
1.3	Assess the possible impact on key supply chains and required actions, in particular regarding: <ul style="list-style-type: none"> <li>a) Fuel supplies, including emergency provision</li> <li>b) Food shortages, for both consumers and contracted catering services</li> </ul>	Terry Pycroft Mandy Snaith	

	c) Power supplies, including availability of IT equipment d) Supplies of medicines and medical equipment, including stockpiling arrangements	Andrew Byrom Ian Cameron	
<b>2. Business and economic impact</b>			
2.1	Explore ways that financial support packages can be provided to business should they be required, including whether existing schemes can be 'flexed'.	Fiona Bolam	
2.2	Ensure effective dissemination of relevant information to businesses, e.g. specific sectoral/issues-based guidance issued by central government.	Fiona Bolam	
2.3	Prompting and supporting businesses to undertake their own Brexit preparations, including signposting to support.	Fiona Bolam	
2.4	Utilise key existing relationships with business and representative bodies to ensure effective two-way communications and sharing of relevant data and information. In particular consider intelligence required to inform decisions at regional and national level.	Eve Roodhouse	
2.5	Monitor sectoral economic impacts using business intelligence and potentially through commissioning external analysis.	Fiona Bolam	<ul style="list-style-type: none"> <li>• Economic development to commission an economic impact analysis.</li> </ul>
2.6	Provide proactive business support activity to respond to emerging challenges, build resilience and reduce risks to normal business operations.	Phil Cole	
<b>3. Community impact</b>			
3.1	Ensure community understanding of their rights and the EU settlement processes, including implementing clear signposting.	Shaid Mahmood	<ul style="list-style-type: none"> <li>• Several events have taken place with different communities in the city, including events led/supported by Ambassadors to the UK.</li> <li>• Recognition of a wariness in some parts of the community about 'registering'.</li> </ul>
3.2	Proactively monitor community tensions, provide reassurance and respond appropriately when required.	Shaid Mahmood	<ul style="list-style-type: none"> <li>• Brexit community tensions monitoring event has taken place – Shaid Mahmood progressing short and long term follow up actions.</li> </ul>

3.3	<p>Effective liaison and engagement with partners to ensure a joined up approach to Brexit preparation and response, including with:</p> <ul style="list-style-type: none"> <li>- Schools</li> <li>- Higher/further education institutions</li> <li>- Health sector</li> <li>- Social care</li> <li>- Third sector</li> <li>- Faith organisations/leaders</li> </ul>	<p>Tim Pouncey Sue Wynne Ian Cameron Steve Hume / Caroline Baria Shaïd Mahmood Shaïd Mahmood</p>	<ul style="list-style-type: none"> <li>• Health and social care EU exit task and finish group established, chaired by Ian Cameron.</li> <li>• Community event targeted at third sector, faith leaders and public sector partners to be held prior to exit day.</li> <li>• Adult Social Care sector-wide forum being planned, in addition to ongoing provider network, specifically to consider the potential impacts and mitigating actions required to deal with Brexit scenarios – particularly potential workforce issues.</li> </ul>
3.4	<p>Ensure capability to respond to increased demand for hardship payments if required.</p>	<p>Andrew Cameron</p>	<ul style="list-style-type: none"> <li>• Budget of £500k pa for hardship payments. Capacity available in team to respond to increase in demand. Awareness of mix of issues including Brexit and Universal Credit.</li> </ul>
3.5	<p>Ensure appropriate information is provided to elected members to enable them to support the community in their wards.</p>	<p>Shaïd Mahmood</p>	
<b>4. Media and communications</b>			
4.1	<p>Develop and implement a Brexit communications strategy to support response.</p>	<p>Catherine Wright</p>	
4.2	<p>Monitor, respond and support traditional and social media on Brexit at a city level – communicating developments while highlighting Leeds as open for business.</p>	<p>Catherine Wright</p>	
4.3	<p>Capture the scale of enquiries, activity and impact through communications channels.</p>	<p>Catherine Wright</p>	
4.4	<p>Regularly update key stakeholders across the council and city, in particular:</p> <ul style="list-style-type: none"> <li>- Cabinet and other elected members</li> <li>- CLT, BCLT, Brexit working group</li> <li>- Key partners including WYCA, LEP, LRF and Health</li> <li>- Regular updates to Executive Board</li> </ul>	<p>Mariana Pexton</p>	
4.5	<p>Ensure Government returns are handled and responses issued in a timely manner.</p>	<p>Mariana Pexton</p>	

4.6	Use existing relationships with local media to seek to mitigate community tensions which may arise.	Catherine Wright	
4.7	Ensure effective dissemination of public information, relevant advice and support to individuals, communities and partners.	Catherine Wright	
<b>5. Organisational impact</b>			
5.1	Ensure joined-up cross-departmental approach to Brexit preparation and response within the council.	Neil Evans	
5.2	Agree clear roles and responsibilities amongst key public sector partners for preparation and response phases.	Neil Evans	
5.3	Facilitating effective information sharing and communication between the council and the West Yorkshire LRF.	Mariana Pexton	
5.4	Ongoing assessment of the robustness and readiness of business continuity plans for the council's critical services – to be implemented as required.	Nigel Street	
5.5	Agree in advance the temporary structures and ways of working which will come into play should an emergency situation arise – including at both centre corporate co-ordination and directorate/service levels.	Neil Evans / CLT	
5.6	Identify council service budgets which may require additional financial investment or underwriting as a result of reduced income or increased expenditure. Consider most effective use of funding from central government.	Doug Meeson	<ul style="list-style-type: none"> <li>• The council has been awarded £210,000 from MHCLG to support Brexit preparedness.</li> </ul>
5.7	Track impact on council workforce affected by Brexit, including staff welfare, intervening as required.	Emma Browes	<ul style="list-style-type: none"> <li>• LCC staff alerted to Settled Status Scheme.</li> <li>• Messages issued to reassure staff and provide options for welfare support through HELP.</li> <li>• Trade Union working group established to maintain dialogue on Brexit and address issues as needed.</li> </ul>
5.8	Consider the impact of staff redeployment due to Brexit response activity and/or wider related loss of staff.	Emma Browes	<ul style="list-style-type: none"> <li>• Starters/leavers tracked monthly to establish if turnover patterns and labour demand are being affected – no evidence at present.</li> <li>• Dialogue with Health partners to be undertaken about key workers – similar approach also with schools.</li> </ul>

			<ul style="list-style-type: none"> <li>• Current and emerging work permit schemes to be tracked and considered with advice given to LCC managers, plus schools.</li> <li>• Options for flexible deployment and other cover arrangements to release capacity to support response activity to be considered as required.</li> </ul>
5.9	Consider need to review Best Council Plan, other relevant council strategies and our risk management approach as new intelligence arises.	Coral Main	
5.10	Ensure regular dialogue with council contractors and suppliers to identify any potential supply chain challenges early.	Dean Backhouse	
5.11	<p>Review ongoing regulatory changes as a result of Brexit to understand consequences, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Data protection and data transfers</li> <li>- Export certificates</li> <li>- Procurement regulations</li> </ul>	<p>Louise Whitworth Paul Spandler Dean Backhouse</p>	<ul style="list-style-type: none"> <li>• The draft public procurement regulations relating to EU exit have been published and will mostly come into force on exit day, but may be revoked or amended if there is a Withdrawal Agreement.</li> <li>• A draft explanatory memorandum published with the above indicates that the framework and principles underlying the existing UK procurement regime remain unchanged in most respects.</li> <li>• Procurement unit will review the documents above and provide guidance to procurement/commissioning officers within the Council. They will also undertake a review of procurement documentation to ensure the terms used are appropriate post-Brexit.</li> <li>• Data protection guidance issued to local authorities by MHCLG on 4/3/19. DIS considering and progressing required action.</li> </ul>
5.12	Working with the Electoral Commission and partner organisations, ensure all relevant contingency plans are in place for the possibility of 2019 European Elections, or other snap elections/public votes.	Susanna Benton	