

Preparedness checklist item	Owner	Actions	Comments
<b>1. All the statutory services for which the council is responsible</b>	CMT	1. HR to survey staff to identify EU nationals 2. Procurement to establish impact of EU nationals working for suppliers/ contractors 3. Communications to liaise with services regarding required communications and to establish web page	
<p>Action Update:</p> <ol style="list-style-type: none"> <li>At the current time, we have recorded 10 EU Nationals on our workforce. We have written to them with details of websites that can offer help and advice on how to apply for settled status. In addition, we have offered to support them through the HR team. No individual staff member has raised a concern with the Council about this.</li> <li>Letter sent to suppliers and contractors</li> <li>The Council's website and social media will be used to signpost residents and businesses to advice and information.</li> </ol>			
<b>2. All regulatory services for which the council is responsible</b>	CMT	Assistant Directors to reviewing service implications and update Business Continuity Plans	
<p>Action Update:</p> <p>Regulatory and Environmental Services</p> <p>Food regulation is the biggest issue facing Regulatory and Environmental Services. In the event of a deal scenario then all food regulation remains in place (via the repeal bill), very much business as usual until details are finalised.</p> <p>In the event of a 'no deal' scenario, essentially the regulations that the Council currently act under would not be available so any enforcement activity would be ultra vires (illegally acting outside of powers and therefore inadmissible in a court of law). The immediate concern for this would be where emergency powers are used. Typically these are used between 5-10 times a year at DBC to close premises where a health risk condition exists (e.g. infestations with pests, lack of potable water supply, contamination by drainage etc.).</p>			

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<p>A further issue may be that a suspension of border controls of food could take place; there may be inland border inspection points, it maybe that Food Authorities such as DBC could be required to do inland border checks of food at premises. This does not appear to be a significant issue in relation to the big suppliers Tesco, Sainsbury's etc. but it could recreate some issues in relation to smaller independents.</p> <p>As part of the contingency arrangements we are also part of the Herts Brexit Food Resilience Group and the Team Leader – Environmental Health, has met with the other food leads at other authorities in Herts and Beds, extra imported food training is being arranged. Consideration is being given to pooling resources to draft imported food templates, to allow consistency across the areas. The service are also currently identifying importers/exporters to target in the event of suspension of the border inspection post.</p> <p>A member of the team has been on imported food training and will be carrying out cascade training to all Environmental Health Officers in the department including those that are not 'food competent'.</p> <p>Contingency arrangements are in place for additional staff members to obtain food competency if required, this training could be undertaken relatively quickly (a week or two). In the event that the Council needs to employ extra qualified staff beyond our current proposals , this would be likely to pose a significant challenge.</p> <p>Elections</p> <p>EELGA are currently seeking clarification from MHCLG regarding the position for the EU elections due in late May in the event of a “no deal Brexit”. The Returning officer is currently holding election planning meetings with the Senior Election staff. In the event that an election EU election is required, our systems have been tested and it is possible to run multiple elections in parallel. However, there would be resourcing implications given that the Borough and Parish Elections are being held on 2<sup>nd</sup> May and the induction of new members and preparation for annual Council will be underway during the first two weeks of May as a result prioritisation of Council and Corporate working may therefore be required to undertake this statutory requirement.</p>			
<p><b>3. The impact (direct or indirect) of any Border areas (air or sea ports) either in your council boundary or within neighbouring/regional boundaries</b></p>	<p>CMT</p>	<p>Group established for liaison with Luton Airport in relation to their expansion plans. This group provides opportunities for update on any issues.  Sub Regional Road traffic implications being considered by Herts LRF  Locally – consider issues relating to Markyate Lorry park and other lorry park on Maylands. Discussions with Police and other partners via RAOG.</p>	<p>No direct impact as a result of air or sea ports within boundary.  However, may be implications relating to traffic flows on M25 and M1, monitoring impact and liaising with Herts LRF</p>
<p>Action update</p> <p>This checklist item has been reviewed and delays to freight leaving or arriving in UK ports are not expected to have a direct impact on Hertfordshire.</p>			

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<p>Essex and Kent LRF have plans in place to assist with road network disruption in their areas. However, widespread traffic disruption in the South-East could have a knock-on impact on Hertfordshire's strategic road network and result in significant congestion at key locations (e.g. M25 and local service areas/lorry parks). This impact is being considered by Herts LRF.</p> <p>The Watling Street Truck Stop off Junction 9 M1 is the only place that is situated within DBC. If full the waiting lorries may cause disruption to traffic in the area. Initial discussions have been held with the local Police Chief Inspector, the situation will be kept under review if required assistance would be request to deal with any traffic disruption.</p>			
<p><b>4. The impact on supply chains</b></p>	<p>Procurement: General review of supply chains and Facilities Management: Interserve Services with key contracts: Housing: Osborne and New Build contractors</p>	<p>Procurement to review key contacts with services: Housing reviewing implications with Osbornes and main contractors involved in new build programme</p>	<p>The responses to the letter of 4<sup>th</sup> March will be evaluated on receipt with the department responsible for procuring the service. Key areas of risk will be identified and appropriate mitigation considered.</p>
<p>Action update</p> <p>On 4<sup>th</sup> March, a letter was sent to all of the council's main contractors and service providers (60 different companies and organisations).</p> <p>The letter asked for a response to the following questions by the 22<sup>nd</sup> March:</p> <p><b>Staff</b></p> <p>One of the key queries facing businesses is the uncertainty over recruiting and retaining staff, especially if you employ staff from the European Union.</p> <ol style="list-style-type: none"> <li>1. Have you identified whether any of your staff/key staff may be affected by the UK leaving the EU, such as? <ul style="list-style-type: none"> <li>• workers from other EU countries</li> <li>• workers that are UK nationals but have family members from another EU country</li> <li>• students from another EU country working in your business</li> </ul> </li> </ol>			

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<ol style="list-style-type: none"> <li>2. What plans have you put in place to retain any key skills &amp; knowledge?</li> <li>3. Do you have any specific plans for addressing recruitment difficulties?</li> <li>4. What are your plans on workforce planning and development?</li> <li>5. Have you identified anything that will negatively impact on your ability to provide the services that you currently do to the Council?</li> </ol>			
<p><b><u>Supply Chain</u></b></p>			
<p>As a member of the EU, trade between the UK and the continent has been relatively simple: free movement has enabled EU-based supply chains to operate without tariffs, bottlenecks or delays at the border to consider – but it is likely that this will change.</p>			
<ol style="list-style-type: none"> <li>1. Have you identified whether elements of your supply chain will be adversely affected by the UK leaving the EU, such as? <ul style="list-style-type: none"> <li>• Customs and tariffs on imports</li> <li>• Delayed delivery dates</li> <li>• Change of suppliers</li> <li>• VAT implications</li> </ul> </li> <li>2. What plans have you put in place to ensure continuity of supply?</li> <li>3. Have you identified any materials/equipment which will require longer lead times?</li> <li>4. Have you identified any materials/equipment that you feel may become scarce or are likely to attract a premium?</li> <li>5. Have you identified anything that will negatively impact on your ability to provide the materials/equipment that you currently supply to the Council?</li> </ol>			

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<b>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</b>	ICT	DBC Data is handled in house Procurement and services will obtain assurances from key contractors as shown above	

There are two main areas where ICT may be affected:

Action Update

**Data hosting**

DBC is fortunate not to have many hosted systems but the location of where the data is kept (ie. UK/EU/Rest of World) is being identified. If required the ICT team will work with the Information Security Team Leader to establish a position on what is acceptable in the event there is no safe harbour agreement in place with the EU. Currently it expected that the vast majority of data storage on hosted systems (and probably all) is UK based and therefore this will not an issue. Members will be advised if there is any change to this situation

**Infrastructure**

In the event of a “no deal Brexit”, it is possible that Sterling could lose some value. As ICT goods and services are generally dependent on the dollar value, price rises may be expected Fortunately, all purchasing for desktop and data centre renewal kit is complete. The remaining ‘big ticket’ items are Microsoft Licensing and replacement kit for members. In both cases, we are proposing to agree deals before the price rises filter through.

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<b>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</b>	CMT	Planning ongoing across Herts via Herts LRF Initial discussions undertaken with Dacorum Chief Inspector. Community Safety and Brexit Preparedness discussed at Responsible Authorities Officer Group (RAOG) , LEP considered paper on Brexit implications and plans	

Predictions of the economic impact for each district using a measure called Gross Value Add (GVA). GVA is the measure of goods and services produced and is linked to measurement of GDP. The LSE predicts some Hertfordshire districts (Watford and East Hertfordshire) as being amongst the most negatively impacted in the country, whilst Dacorum is ranked 63 out of 236 local authorities considered; with a Soft Brexit GVA impact of -1.3%, and Hard Brexit GVA impact of -2.5%. (In comparison the LEP state the countywide impact of the 2009 recession as -4.1%).

**LSE CEP Analysis of Local Impacts: Potential GVA Loss in each Hertfordshire district**

Ranking by severity of GVA contraction under Hard Brexit	Local Authority	Soft Brexit	Hard Brexit
4	<b>Watford</b>	<b>-1.5</b>	<b>-3.1</b>
6	<b>East Hertfordshire</b>	<b>-1.5</b>	<b>-2.8</b>
14	<b>Three Rivers</b>	<b>-1.4</b>	<b>-2.8</b>
18	<b>St Albans</b>	<b>-1.3</b>	<b>-2.7</b>
21	<b>Hertsmere</b>	<b>-1.4</b>	<b>-2.7</b>
58	<b>Broxbourne</b>	<b>-1.3</b>	<b>-2.5</b>
60	<b>Welwyn Hatfield</b>	<b>-1.3</b>	<b>-2.5</b>
63	<b>Dacorum</b>	<b>-1.3</b>	<b>-2.5</b>
98	<b>Stevenage</b>	<b>-1.3</b>	<b>-2.4</b>

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Source: Swati, Dhingra, Stephen Machin & Henry G Overman (2017) The Local Economics Effects of Brexit, LSE CEP Brexit Paper 10			