

A G E N D A

## **Enfield Brexit Panel**

**Date:** 18<sup>th</sup> December 2018  
**Timing:** 1430-1530hrs  
**Venue:** Room 5.7, 5<sup>th</sup> Floor, Civic Centre

### **Invitees:**

Cllr Daniel Anderson (Chair), Fay Hammond, Tony Theodoulou (apologies), Sarah Cary, Bindi Nagra, Nicky Fielder (apologies), Jayne Middleton-Albooye, Julie Mimnagh, Helen Papadopoulous, David Greely, Gemma Young, Shaun Rogan

- 1 Welcome**
- 2 Actions from last meeting**
  - a. Approval of revised Terms of Reference**
- 3 Political update on Brexit process**
- 4 Risk Register**
  - a. Draft completions (work stream updates)**
  - b. Format and future use suggestions**
- 5 Preparations for Audit/Risk Committee on 25 January 2019**
- 6 Any other business**

**Close**

Date of next meeting: w/c 14 January 2019 (tbc)

## **Enfield Brexit Panel: action note from meeting**

Date: **18<sup>th</sup> December 2018**  
Timing: **14.30-15.30hrs**  
Venue: **Room 5.7, 5<sup>th</sup> Floor, Civic Centre**

### **Attendees:**

Cllr Daniel Anderson (Chair), Fay Hammond, Tony Theodoulou (apologies), Sarah Cary, Bindi Nagra, Nicky Fielder (apologies), Jayne Middleton-Albooye, Julie Mimmagh, Helen Papadopoulos, David Greely, Gemma Young, Shaun Rogan

#### **1 Welcome**

#### **2 Actions from last meeting**

##### **a. Approval of revised Terms of Reference**

**Actions:** The revised terms of reference were approved by the Panel subject to minor amendments and clarifications. A revised version of the terms is attached to the Action Note of the meeting. **(Shaun Rogan)**

#### **3 Political update on Brexit process**

As a result of wider political inactivity there were no actions on this item.

#### **4 Risk Register**

##### **a. Draft completions (work stream updates)**

**Action:** The Chair noted that we had begun to receive completions from assigned officers and that returns would be coordinated and compiled into a composite council-wide risk register by the relevant lead officer/resource **(All leads to supply to Gemma Young)**

**Action:** The Chair requested and it was agreed that further clarification be sought on short-term potential risk implications of 'no deal' in relation to the importation and distribution of essential services and products (ports/airports and related). This would be sought from regional and national advice information. **(Action: Helen Papadopoulos/Shawn Rogan)**

## **b. Format and future use suggestions**

**Actions:** The Chair requested that an additional column be added to the draft risk register template to allow for mitigating actions to be entered on returns. This was agreed by the Panel and the lead officer (**Gemma Young**) will circulate a revised template to assigned officers. A deadline of Friday 11<sup>th</sup> January 2019 for all revised returns to be submitted was agreed. **(All to action)**

**Actions:** It was agreed that the risk register would be a main strategic item for the next Panel meeting. **(Fay Hammond/Shawn Rogan)**

## **5 Preparations for Audit/Risk Committee on 25<sup>th</sup> January 2019**

**Action:** It was agreed that a discussion on how to present an update on the activities of the Enfield Brexit Panel including the finalisation of the first cut overarching risk register would be a main item for the next meeting of the Panel to be held on 17<sup>th</sup> January 2019. This would also include feedback on how supply chain considerations will inform future planning for the Panel. **(All to note)**

## **6 Any other business/additional agreed actions**

**Action:** The Chair asked for clarification to be sought on the position of reciprocal arrangements for UK nationals living in the EU. This was to be reported back to the next meeting. **(Jayne Middleton- Albooye/Shawn Rogan)**

**Action:** It was agreed that research be carried out to establish the conditions with which a delegated authority with decision-making power and budgetary draw down could be created (a Cabinet sub-Committee or similar). The purpose of which would be to allow for limited decisions to be taken with immediacy to preserve business continuity. This would be brought back to the next meeting. **(Jayne Middleton- Albooye/ Shawn Rogan)**

**Action:** The Chair requested that any details of contingency planning by the North London Waste Authority be reported back to the next meeting. **(Sarah Cary)**

**Action:** Further consideration should be given to messaging and community reassurance by the Communications lead for consideration and discussion at the next Panel meeting and this would be an agenda item for the Panel. **(David Greely)**

**Action:** Letter to go to the Government asking for reassurance that the most pressing priorities for negotiation with the European Union, given the current uncertainty, are to ensure that the ports and airports are kept open to ensure that supply chains are kept open. **(Cllr Daniel Anderson)**

**Close**

***Date of next meeting: 17<sup>th</sup> January 2019***

# Managing Brexit in Enfield

**Voluntary Sector Strategy  
Group: Monday 10 December  
2018**

[www.enfield.gov.uk](http://www.enfield.gov.uk)

Striving for excellence



# Brexit: What has Government announced so far?

- Huge uncertainty remains on what will happen
- December 2017 Government agreed with EU to protect rights of EU nationals and close family until the end of 2020
- Publicity Government targeted social media drive
- Local Authorities will be responsible for supporting those Looked After Children who may be affected
- Government has issued advice to employers
- Is developing a Community Leadership Toolkit for LA's due November 2018 and holding 'regional workshops'

# Brexit: What has Government announced so far?

BUT

- Those wishing to stay will need to **pay** to secure their own rights through a digital system from March 2019 (through to June 2021)
- No guidance as yet on vulnerable adults
- No extra money to help with applications
- Government asks LA's to provide community reassurance and signposting to information

# Brexit – who will be impacted and what do they need to do?

- 8% of our resident population estimated to be EU citizens – some hard to reach (c.25,000)
- Until end of 2020 EU citizens rights will be protected (individuals/close family members)
- EU citizens need to apply to secure their rights between March 2019 and June 2021 costing:
  - £65 for adults
  - £32.50 for children under 16
  - Free provision for Looked After Children (latter applications made by LA)
- Unspecified (presently) number of council employees will be affected

# Supporting the Community

- Providing community reassurance and access to key information is vital (not to panic).
- A 'Community Offer' in development to include:
  - Clear communications to local residents
  - Establish intelligence gathering with community and other partners
  - Signposting residents to information (council website)
  - How we may use libraries or other hubs with residents accessing Home Office on line help
  - ***How we can work with our community organisations to ensure those affected can take action?***



# Impact of Brexit - Council

- A 'Brexit Panel' provides governance and effectively manage risk. Identified workstreams:
  - Community resilience and cohesion
  - Communications
  - Financial
  - Workforce
  - Legal
  - Service Delivery

# Next Steps

- Finalise the communications plan and continue organisational review:
  - Website page is now live:
    - <https://new.enfield.gov.uk/services/your-council/enfield-and-brexit/>
  - Brexit Panel meets 4 December 2018
  - Consultation with VSSG 10 December 2018
  - Engagement programme with community groups commences in early 2019
  - Engage parents via schools hub in early 2019
  - Social Media campaign running from 2019 – 2021
  - Use Our Enfield and e-newsletter

- **ANY QUESTIONS?**

## ENFIELD BREXIT PANEL

### Membership and Terms of Reference (December 2018)

The panel shall be known as the 'Enfield Brexit Panel'. It is a time limited, task focused group, established to assist the local authority in managing its response to the UK exiting EU. The Group is not a formal committee and is not a decision-making body. The Group will report back to the Cabinet and make recommendations for decisions where and when appropriate to do so.

### Membership

- 1 The Deputy Leader of the Council will Chair the Enfield Brexit Panel.
- 2 The Enfield Brexit Panel shall consist of senior officers from across the local authority and the core membership is set out below.
- 3 The Enfield Brexit Panel may as it sees fit invite other members, representatives from other partner organisations, other public and private and third sector bodies to take part in the work of the group where and when appropriate to do so.

### Core Membership:

Cllr Daniel Anderson	(Chair, Deputy Leader of the Council)
Tony Theodoulou	(Executive Director of People)
Sarah Cary	(Executive Director of Place)
Fay Hammond	(Director of Finance - Acting ED, Resources)
Nicky Fiedler	(Commercial Director - Procurement)
Jayne Middleton-Albooye	(Head of Legal Services)
Julie Mimmagh	(Head of HR)
Helen Papadopoulous	(Head of Emergency Planning)
David Greely	(Head of Communications)
Gemma Young	(Head of Internal Audit and Risk Management)
Shaun Rogan	(Head of Strategy, Partnerships, Engagement & Consultation)

## Terms of Reference

The Brexit Panel will focus on the following main areas of interest:

- To identify, lead and coordinate workstreams and research on the likely impact on council services and residents as a result of the UK leaving the EU;
- To manage risk associated with identified areas of interest and ensure the local authority plans effectively to ensure business continuity;
- To make recommendations to Cabinet about actions the Council should consider taking to ensure any impacts arising from the UK leaving the EU are mitigated; and
- To ensure consistent communications to assist residents and businesses in Enfield regarding the UK leaving the EU.
- To ensure consistent internal messaging to the council workforce

The panel has agreed work streams to deliver a formal work programme and allocate leadership on identified workstreams in its first formal meeting. These are as follows:

- **Overarching Risk Management/Controls** to be led by Gemma Young
  - **Financial** to be led by Fay Hammond
  - **Workforce** to be led by Julie Mimmagh
  - **Legal** to be led by Jayne Middleton – Albooye
  - **Communications** to be led by David Greely
  - **Community resilience and cohesion** to be jointly led by Helen Papadopoulos (Community resilience and business continuity) and Shaun Rogan (Community Engagement)
  - **Service Delivery** to examine potential directorate impacts on service delivery for the council (including supply chain and logistics) to be led by officers nominated by each Executive Director except for the Chief Executive's where the Director of Law and Governance would nominate (to be finalised in January 2019)

## Meetings of the Brexit Panel

1. The frequency of meetings of the Brexit Panel will be determined by the Chair.
2. The ordinary place of meetings will be at the Civic Centre, Silver Street, Enfield EN1 3XA.

3. In the absence of the Chair the Group will elect a person to Chair the meeting.
4. Meetings of the Panel will not be held in public.
5. Relevant officers will assist with the successful convening of the Enfield Brexit Panel.
6. The meeting will not be subject to formally minuting but agreed actions will be recorded, agreed and allocated by the Enfield Brexit Panel for taking forward

DRAFT