



# KIRKLEES COUNCIL Tactical Plan The UK's EU Exit

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## 1. INTRODUCTION

- 1.1. On 23 June 2016, the United Kingdom (UK) voted in favour of leaving the European Union (EU) (51.9% voting to leave and 48.1% voting to remain).
- 1.2. Following the vote, the UK invoked Article 50 of the Lisbon Treaty which gave the two sides two years to agree the terms of the separation.
- 1.3. The UK is scheduled to leave the EU at 23:00 on Friday 31 October 2019.
- 1.4. At the time of writing, the exact terms of the separation have yet to be agreed. It is still possible that no agreement will be reached and the UK will leave the EU without any formal arrangements about the future relationship between the two parties.
- 1.5. At the time of writing, the full local, regional and national impacts of the UK leaving the EU are unknown.

## 2. PURPOSE AND AIM OF PLAN

- 2.1. The purpose of this Plan is to provide a framework for Kirklees Council to plan for and respond to the impacts of the UK's EU exit.
- 2.2. The aim of this Plan is to outline arrangements that will enable Kirklees Council to effectively plan for and respond to the impacts of the UK's EU exit.
- 2.3. This plan compliments the Kirklees Council Major Incident Plan, the Corporate Business Continuity Framework and team level Business Continuity Plans.

## 3. RISK ASSESSMENT

- 3.1. It is not possible at this time to categorise the risk to Kirklees Council of the UK's EU exit as high, medium or low.
- 3.2. It is reasonable, however, to assume that the UK's EU exit will have short, medium and long term impacts for Kirklees Council and could broadly affect:
  - People
  - Premises
  - Processes
  - Providers (including; contractors, commissioned services and suppliers)
  - Equipment
  - Local Economy
- 3.3. The above impacts may derive from a variety of sources, including (but not limited to) changes to legislation, funding and supply chains.
- 3.4. All Kirklees Council teams should hold valid Business Continuity Plans and arrangements. Business Continuity Plans should be written on the Council's Business Continuity Plan template, which is designed to provide a framework for a response to the types of business disruptions identified in **Section 3.2**.

- 3.5. Kirklees Council teams were asked to complete a template on Wednesday 9 January 2019 to detail the significant preparedness actions they have taken so far to plan for the UK's EU exit, and their significant concerns about how they will deliver business after 31 October 2019.
- 3.6. The Kirklees risks associated with the UK's EU exit are discussed and managed through the Kirklees Council internal command structure (see **Section 6**).
- 3.7. The West Yorkshire risks associated with the UK's EU exit are discussed and managed through the West Yorkshire Resilience Forum (WYRF). Kirklees Council is a member of the WYRF and sit on the active West Yorkshire Strategic Co-ordinating Group (SCG).
- 3.8. Further information on the exact terms of the separation will be released over the coming weeks.

## 4. STRATEGY

- 4.1. Kirklees Council will stay current with the political discussions, forecasts and agreements regarding the UK's EU exit. Information regarding the UK's EU exit is available via several sources including Resilience Direct, Central Government and the media.
- 4.2. Where appropriate, Kirklees Council will make strategic and tactical decisions to respond to and mitigate against the Council and district impacts of the UK's EU exit (see **Section 7**).
- 4.3. Kirklees Council will ensure that all appropriate information, service requests, decisions (including rationale) and actions are logged and communicated internally and externally. This includes communicating with:
  - Kirklees Council teams.
  - Arms-length management organisations.
  - Elected Members.
  - Partner organisations.
  - Businesses based within Kirklees.
  - Kirklees residents.
  - Members of the public.
  - The media.
  - Suppliers.
  - Contractors.
  - Commissioned services.
- 4.4. Kirklees Council will ensure that effective reporting mechanisms exist to allow teams, organisations and individuals identified in **Section 4.3** to raise issues and concerns, and request Council assistance relating to the UK's EU exit.
- 4.5. Kirklees Council will ensure an appropriate command and control structure exists to plan for and respond to the Council and district impacts on the UK's EU exit, both leading up to and following the 31 October 2019 (see **Section 6**).

4.6. Kirklees Council will work with both the National Government and local partners (such as the West Yorkshire Resilience Forum) to ensure a joined up approach to the planning and response to the UK's EU exit.

## 5. ACTIVATION

5.1. The UK will leave the EU at 23:00 on 31 October 2019 unless an extension is granted.

5.2. The arrangements under this Plan are active immediately after the Plan is approved by the Chair of the 'Leaving the EU Tactical Group'.

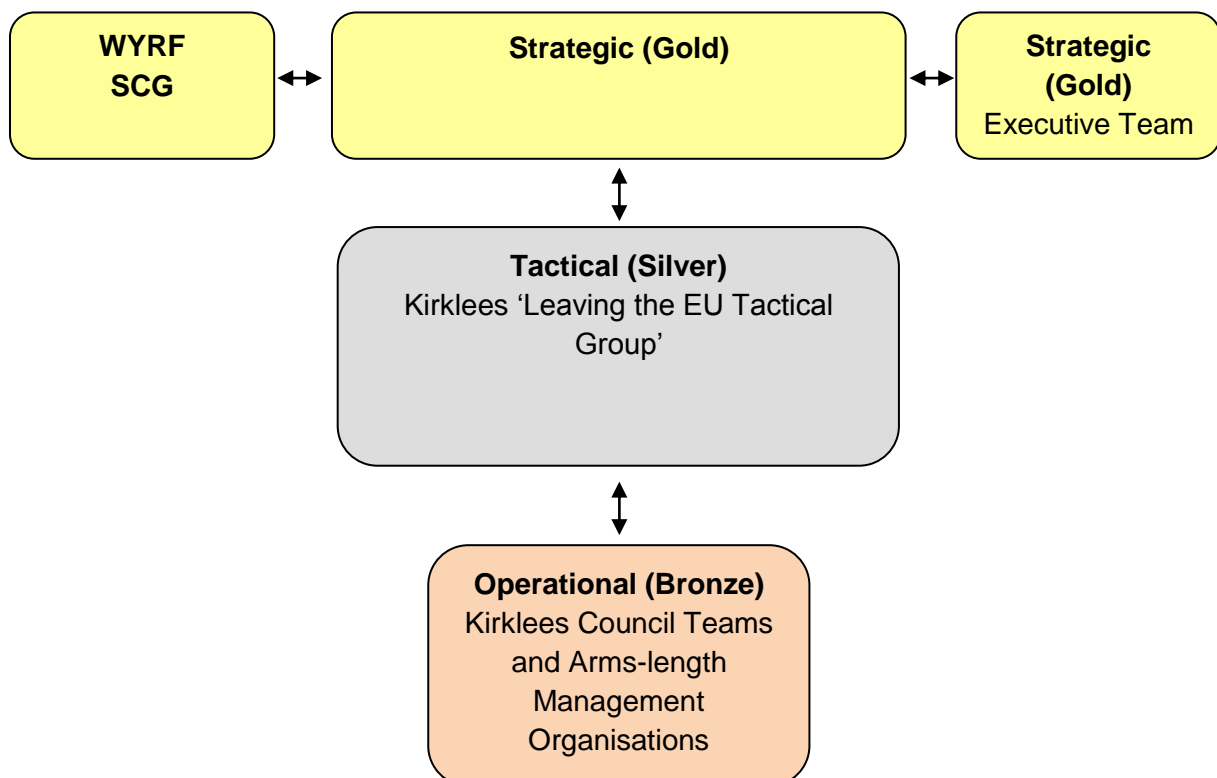
5.3. It may be necessary to activate other Kirklees Plans to support the arrangements within this Plan. The other Kirklees Plans that may need to be activated are:

- Kirklees Council Major Incident Plan.
- Kirklees Corporate Business Continuity Framework.
- Kirklees Team Level Business Continuity Plans.

## 6. COMMAND AND CONTROL AND COMMUNICATION

6.1. The flowchart below identifies the Kirklees Council command, control and communication pathway for the planning and response to the UK's EU exit.

### Kirklees Command and Control



- 6.2. Within normal business hours, all key information, concerns and requests for advice and assistance should be directed to the Kirklees 'Leaving the EU Tactical Group' via Kate McNicholas or David Bundy (unless told otherwise) (contact details in **Appendix A**). Outside of normal business hours the Kirklees Emergency Planning Team Standby Officer should be contacted (contact details in **Appendix A**).
- 6.3. The Kirklees 'Leaving the EU Tactical Group' is responsible for communicating appropriate information, service requests, decisions (including rationale) and actions to teams, organisations and individuals identified in **Section 4.3**.
- 6.4. Kirklees Council Teams and arms-length management organisations are responsible for communicating any changes to their normal service delivery to teams, organisations and individuals identified in **Section 4.3**.

## 7. ROLES AND RESPONSIBILITIES

### 7.1. STRATEGIC (GOLD)

- Responsibilities include:
  - Ensure appropriate Kirklees Council representation at the highest level of multi-agency working and at any Strategic Co-ordination Groups.
  - Stay current with the political discussions, forecasts and agreements regarding the UK's EU exit and communicate these as appropriate. Information regarding the UK's EU exit is available via several sources including Resilience Direct, Central Government and the media.
  - Plan for the short, medium and longer term impacts of the UK's EU exit, considering themes including (but not limited to) the Council's business continuity, the local economy and the local community.
  - Ensure that any strategic planning for the Kirklees response to the UK's EU exit aligns to national and regional planning.
  - Authorise appropriate expenditure and assign appropriate budgets.
  - Activate the Kirklees Major Incident Plan and/or the Corporate Business Continuity Framework (if appropriate).
  - Ensure all key information, decisions and actions are logged alongside any appropriate rationale.
  - Liaise with the Kirklees Executive Team.
  - Liaise with Elected Members.
  - Liaise with the Kirklees tactical level.

### 7.2. TACTICAL (SILVER)

- Responsibilities include:
  - Co-ordinate the Council's tactical response to the UK's EU exit.
  - Ensure appropriate Kirklees Council representation at multi-agency tactical meetings.
  - Stay current with the political discussions, forecasts and agreements regarding the UK's EU exit and communicate these as appropriate. Information regarding the UK's EU exit is available via several sources including Resilience Direct, central Government and the media.
  - Provide Business Continuity information, advice and assistance to Kirklees Council Teams, business based in Kirklees, partners, suppliers, contractors and commissioned services (where required).
  - Act as the single point of contact to receive key information, concerns and requests for action and assistance. Ensure that these are addressed appropriately.
  - Ensure that all Strategic and Tactical decisions and other information is communicated to teams, organisations and individuals identified in **Section 4.3** via appropriate communications methods.
  - Ensure all key information, decisions and actions are logged alongside any appropriate rationale.
  - Ensure appropriate communication channels are in place to communicate key messages internally and externally.
  - Liaise with the Strategic and Operational levels.

### 7.3. OPERATIONAL (BRONZE)

- Responsibilities include:
  - Activate Business Continuity Plans as appropriate.
  - Make team level decisions to ensure that normal business can be delivered both leading up to and following the UK's EU exit.
  - Report any concerns or issues around service delivery to the Kirklees tactical level.
  - Communicate any changes to normal service delivery to the teams, organisations and individuals identified in **Section 4.3** as appropriate.
  - Ensure all key information, decisions and actions are logged alongside any appropriate rationale.

## **8. STANDDOWN**

- 8.1. Strategic (Gold) and Tactical (Silver) Command will liaise with each other to identify the need to stand-down command and control arrangements. This message will then be communicated as appropriate.
- 8.2. It is possible that the UK's EU exit will change the way Kirklees Council currently delivers normal business. It is reasonable to assume that issues may still be experienced within individual teams once this Plan is stood down. However, these issues will be comfortably managed within each team.

## **9. DEBRIEF**

- 9.1. The decision to hold a debrief will be made after stand down by the Chair of the Kirklees 'Leaving the EU Tactical Group'.

## **10. APPENDICES**