



Paper No. SET/17/19	
	Tick One ✓
For discussion	
For approval	
For information/noting	✓

Date of Trust Board Meeting: 20 March 2019

Confidential or Public Agenda: Public

Agenda item: Update on EU Exit Planning

1.0 Introduction

As you may be aware, the UK Government and the EU have not yet agreed the basis upon which the UK will leave the EU on 29 March 2019. ‘No deal’ exit is not the UK Government’s policy but it is the Trust’s duty to prepare for a number of scenarios. The safety of people receiving health and social care is our top priority. It is important to note that at this stage, we do not anticipate any immediate impact day to day provision of health and social care services therefore our patients/clients do not need to do anything new or different.

On 28 February 2019, the DoH issued its EU Exit Operational Readiness Guidance to all HSC Trusts. This document lists the actions that health and social care organisations should take if the UK leaves the EU without a ratified deal – a ‘No deal’ exit (this is specifically addressed in section 3.0 below). The Trust has used this document (and the previous draft versions) in its preparations for a ‘No deal’ exit so that it is prepared for, and can manage, the risks in such a scenario.

This paper provides a short update report for Trust Board members on ongoing work by the Trust during the past nine months to prepare for Day 1 delivery Planning and EU Exit.

2.0 Background Information

In his letters to Chief Executives (November 2017 and May 2018), the Permanent Secretary asked ALBs to liaise with Departmental policy leads directly on any issues or concerns, or to discuss any additional issues identified that had not been previously highlighted by the DOH in respect of day 1 delivery planning. Mr McCaughey, Chief Executive, submitted an assurance statement to the DoH dated 15 June 2018 confirming that the Trust:-

- Was actively scoping the potential impact of a ‘no deal’ outcome from the UK-EU negotiations on the services provided by the Trust, in line with information provided by the DoH; and
- Would alert the DoH policy leads to any additional issues we identify that have not been already highlighted by the DoH.

Consequently, the Trust established a formal internal EU Exit Internal Working

Group, chaired by Mr Guckian, Director of Finance & Estates, which meets on a regular basis and deals with all communications and actions required in respect of EU Exit. The group comprises of the following members:-

- Mrs M Weir, Director of Human Resources & Corporate Affairs (Senior Responsible Officer [SRO]);
- Mr N Guckian, Director of Finance & Estates (Chair);
- Mr P Morgan, Assistant Director, Financial Management;
- Mrs J Buchanan, Assistant Director, Employee Relations;
- Miss I Low, Assistant Director, Risk Management & Governance;
- Mrs V Walker, Head of Risk Management Advisory Services;
- Mrs C Boyd, Emergency Planning & Business Continuity Officer;
- Ms J Johnston, Head of Communications
- Other members co-opted as and when required.

During the year, members of the group also attended DoH meetings in respect of EU Exit and, in particular, the DoH Contingency Planning groups in terms of Contingency Planning, HR and Workforce issues and Finance. Information from these work streams were fed back into the Trust's EU Exit Working Group and actioned accordingly. The main area of work for the group during the year was to address the three main areas of activity in the health and social care system that the Department were focusing on its 'No deal' exit contingency planning viz:-

- Healthcare supply chain including:-
 - Supply of medicines and vaccines;
 - Supply of medical devices and consumables;
 - Supply of non-clinical consumables, goods and services;
- Cross Border movement and/or free movement of people; and
- Data Transfer risks.

Other areas included:-

- Workforce – Common Travel area, EU settlement Scheme, Professional regulation (recognition of professional qualifications) ;
- Reciprocal healthcare;
- Research and Clinical Trials; and
- Emergency Preparedness.

It is important to note that the potential impact of 'No deal' exit on the health and social care section would not be limited to these areas, and the Department is also developing contingency plans to mitigate risks in other areas eg, the Department is working closely with NI Blood Transfusion Services and NHS Blood and Transport to co-ordinate 'No deal' planning for blood, blood components, organs, tissues and cells.

3.0 Brief summary of key actions/issues addressed by the Trust post September 2018 to prepare in respect of Day 1 Delivery Planning and EU Exit

September 2018 - In September 2018, the Trust held an EU Exit - Day 1 Delivery Planning workshop for key internal stakeholders to brief managers in relation to EU Exit and, in particular, day 1 delivery planning. The outcome of this workshop

resulted in all Directorates completing a Business Impact Analysis (BIA) identifying business continuity measures required in the event of developing issues affecting service delivery following a 'No Deal'. In addition, staff have also attended a number of desktop exercises organised by the PSNI which focused on potential multi agency planning arrangements for scenarios that could occur over the incoming months as a result of Brexit.

November /December 2018 - Pilot of EU Settlement Scheme: 29 November to 21 December 2018 – pilot scheme issued on 3 December 2018. Costs incurred will be refunded by the Government to applicants.

December 2018 - No Deal Data Taskforce Workbook – All HSC Trusts were asked to complete a No Deal Data Taskforce Workbook to gather evidence to help inform potential mitigating future actions required. This booklet was completed by the Head of IG in conjunction with Emergency Planning and other key staff and was submitted to the DoH on 14 December 2018. The ICO published further guidance in relation to this for organisations on how they can prepare for a no deal.

January 2019 - Healthcare Services Risk Template - was re-issued to Trusts on 21 January 2019 with further updates together with a letter from the Permanent Secretary outlining contingency planning measures being undertaken by the DoH. This included information on table top exercises and reporting arrangements which were being stepped up over and beyond the 29 March 2019. HSC Trusts were subsequently asked to complete their own local risk assessment in respect of EU Exit readiness planning including planning for wider potential impacts (this has been completed).

January/February 2019 - Review and update of Corporate Business Continuity Plan (including Command and Control Structure) – a review of the Trust's Corporate Business Continuity Plan was undertaken in January/February 2019. This was to ensure that plan could address both a business continuity incident and EU Exit issues. Further briefing session is planned for w/c 25 March 2019 with key staff to ensure they are familiar with their roles and responsibilities as detailed in the revised plan. This also includes the arrangements for reporting SITREPs to HSC Silver. Testing arrangements for SITREPs were held on 13 March 2019 (and again on 20 March 2019) in advance of EU Exit date - 29 March 2019.

February 2019 – A DoH exercise was held on 5 February 2019 to inform and test the reporting arrangements in the DoH DOC (Departmental Operations Centre) which it is proposed will run 24/7 for 6 weeks before and up to 6 months after the 29 March 2019. This event was attended by civil servants who will be manning the DOCs and relevant Trust staff. In addition, a three-day NI Exercise took place on 19-21 February 2019 followed by a National Exercise on 27-28 February 2019 led by the Cabinet Office.

February 2019 – The final version of the DoH Operational Readiness Guidance was issued to all HSC Trusts including action cards for HSC Trusts identifying the key actions to be addressed in the run up to EU Exit (note – draft versions were used to facilitate planning pending the issue of the finalised document). The key issues contained in this document are listed below, for information. All of the underlined areas have been addressed by the internal work group during the year:-

- Local EU Exit readiness preparations (including risk assessment and business continuity planning);
- Communication and escalation arrangements;
- Reporting, assurance and information;
- Supply of medicines and vaccines;
- Supply of medical devices and consumables;
- Supply of non-clinical consumables and goods and services;
- Workforce;
- Reciprocal healthcare;
- Research and clinical trials;
- Data Transfer Risks; and
- Finance

March 2019: an all user email was issued to all staff on 14 March 2019 enclosing an update for staff on preparations for EU Exit on 29 March 2019. This highlighted that the Trust do not anticipate disruption to health and social care services as a result of staff experiencing difficulties in staff getting to work. Normal business continuity plans will apply. The communication also provided an update in respect of medicines and medical products, driving licences, vehicle insurance for UK Register Vehicles in the EU, Common Travel Area, EU Settlement Scheme and Professional regulation (recognition of professional qualifications).

4.0 Recommendation/s for the Trust Board (please state if the paper/s is for information/noting or for approval by Board members)

That the Trust Board, note for information, this briefing note in respect of Trust preparations for Day 1 delivery planning and EU Exit.

Lead Director: Myra Weir

Designation: Director of Human Resources & Corporate Affairs

Date: 19 March 2019