

DATA LABEL: PUBLIC

WEST LoTHIAN COUNCIL - NO DEAL EU EXIT CONTINGENCY PLAN (REVIEWED NOVEMBER 2020)

1.0 Purpose

The purpose of this document is to present the arrangements in place at West Lothian Council to identify, monitor and respond to potential issues arising if the UK Government fails to agree a deal with the EU following the end of the EU withdrawal agreement transition period on 31 December 2020.

2.0 Scope

The document is focused on the period of up to 6 months after the UK leaves the EU without a deal. It is focused on the council's arrangements but also details how the council is working closely with partners on an ongoing basis.

3.0 Aims

- To maintain the delivery of critical services.
- To maintain normal service delivery as far as reasonably possible.
- To identify, protect and support those who become vulnerable as a result of EU exit.
- To work closely with partners during planning and response phases of leaving the EU.

4.0 Background

The United Kingdom submitted notification of its intention to withdraw from the European Union in accordance with Article 50 of the Treaty on European Union on 29 March 2017. In April 2019, an extension to Article 50 was agreed until 31 October 2019.

On 28 October 2019, EU Ambassadors agreed a further Brexit extension to 31 January 2020.

On 12 December 2019, following the outcome of the UK General Election, the UK Government reaffirmed its commitment to leave the EU by 31 January 2020.

On 23 January 2020, the European Union (Withdrawal Agreement) Act received Royal Assent. The Agreement covers such matters as money, citizens' rights, border arrangements and dispute resolution. It also contains a transition period and an outline of the future relationship between the UK and the EU. At 11pm on 31 January 2020, the UK left the European Union and entered the transition period that is due to run until 31 December 2020.

The current rules on trade, travel, and business for the UK and EU continue to apply during the transition period. New rules will take effect on 1 January 2021. If no agreement has been reached between the UK and EU for the start of that date, the UK will automatically fall back on the rules of the World Trade Organisation meaning that the EU will impose tariffs on imported UK goods, and the UK will impose its tariffs on imported EU goods.

Negotiations to try and secure a trade deal are ongoing, however issues around state aid, fisheries and governance remain unresolved and on 2 October 2020, the UK Prime Minister announced that it was time to 'get ready' for a No Deal Brexit. Whilst the UK Government and EU Leaders are still hoping to conclude a deal, there remains a strong possibility that no deal will be in place by the end of the transition period, and as such preparedness work is required to be stepped up for this eventuality.

This document considers the potential implications for the council, focusing specifically on a No Deal EU Exit. This is not an indication of the council's anticipated outcome of negotiations.

The UK's exit from the EU without a deal would be an unprecedented event, the impact of which will require multi-agency co-ordination in both preparation and response. The full extent of the impact remains unknown but will require an unprecedented level of flexibility across partnerships.

5.0 UK Preparedness

The UK Government has produced National Planning Assumptions and undertaken detailed consideration of the issues likely to arise under a No Deal Exit. On 11 September 2019, the UK Government released the Reasonable Worst-Case National Planning Assumptions for a No Deal EU Exit into the public domain. (known as Operation Yellowhammer)

The document is available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/831199/20190802_Latest_Yellowhammer_Planning_assumptions_CDL.pdf

Some key points from the document from a UK perspective which are of particular relevance to local authorities include:

- Disruption to the flow of goods across the Channel could lead to significant congestion and reduce the flow rate to 40% to 60% of current rates for up to three months.
- Fuel distribution in the South East of England could be affected by the level of congestion and traffic disruption.
- The supply of certain types of fresh food could decrease, leading to reduced availability and choice and an increase in prices, but not a shortage of food. The increase in demand seen in the lead up to Christmas introduces an additional pressure in this area.
- This disruption could also impact on the supply of medicines and medical supplies and the Department of Health and Social Care is developing a multi layered approach to mitigate the risks surrounding this area.
- UK citizens travelling to and from the EU may be subject to increased immigration checks at EU border posts, and this could lead to delays for UK arrivals and departures at EU airports and ports.
- Adult social care providers could experience additional pressures from increasing costs if there is a rise in inflation following exit from the EU.

On 8 October 2019, the UK Government published their No Deal Readiness Report. This is available at: <https://www.gov.uk/government/publications/no-deal-readiness-report>. There have been no published updates to this report since October 2019.

6.0 Scottish Preparedness

The UK's exit from the EU without a deal is recognised as an unprecedented event, the impact of which will require multi-agency co-ordination in both preparation and response. The full extent of the impacts remains unknown but will require a high level of flexibility across all agencies.

On 8 October 2019, the Scottish Government published the Scotland planning assumptions for leaving the EU without a deal and an overview of the no deal preparations. The planning assumptions are derived from the UK planning assumptions but were developed further to identify the Scotland level impacts of a no deal UK exit from the EU. Link to document: <https://www.gov.scot/publications/managing-the-civil-contingencies-aspects-of-a-no-deal-uk-eu-exit-on-scotland-planning-assumptions/>

A key mechanism in preparing to respond to leaving the EU without a deal has been the planning and response framework in place in the Scottish resilience community. This provided an established framework for agencies to work together and share information. Regional and local resilience partnerships have met regularly and provided a forum for partners at different levels to work closely together on preparing for a no deal exit from the EU. COSLA has also been facilitating a co-ordinated approach between all 32 local authorities.

The Scottish Resilience Development Service (ScoRDS) delivered a programme of National and Regional workshops earlier this year and Convention of Scottish Local Authorities (COSLA) also delivered a national Brexit seminar. All events were attended by council officers.

The Scottish Government, emergency services, local authorities and other partners (including public sector suppliers) across Scotland have been working closely to share information and identify potential risks and carry out mitigation activities, as well as establishing and testing effective communication, reporting and escalation mechanisms for after the UK leaves the EU without a deal.

The Scottish Resilience Partnership (SRP) established an EU Exit Sub-Group which has coordinated arrangements for a Scotland EU Exit Multi-Agency Co-ordination Centre (MACC). The arrangements set out response arrangements based on graduated and proportionate escalation levels and appropriate command, control and co-ordination arrangements. The MACC will facilitate information gathering and sharing of impacts and potential impacts and allow for a shared situational awareness amongst all partners. In the event of the UK leaving the EU without a deal, the focus will be on identifying emerging impacts such as:

- Impact on availability or cost of essential goods and services
- Any Contractors unable to provide services
- Availability of key staff
- Level of Emergency Welfare/Discretionary Fund payments
- Level of foodbank referrals
- Level of assistance being sought by businesses

7.0 West Lothian Council Preparedness

Leaving the EU will have implications for West Lothian Council, its partners and West Lothian as a whole. The council undertook a horizon scanning exercise and identified a number of potential risks from exiting the EU that could impact on council service delivery and operations. To prepare for this, the council established an EU Exit Working Group tasked with:

- establishing information on likely impacts on service delivery resulting from different EU exit outcomes;
- identifying any actions required to mitigate potential negative impacts;
- working with partners to understand any shared risks and any joint response appropriate to manage any potential negative impacts and maximise any positive impacts;

- taking the lead for West Lothian in negotiations with the European Union via COSLA / Solace (Chief Executives) / SLAED (Economic Development Officers) etc. to help ensure that West Lothian's voice is heard; and
- researching the activities and approaches of other local authorities and relevant bodies across the UK and to identify any best practice approaches being developed elsewhere.

Since mid-August 2019, the EU Exit Working Group has met regularly and continues to review risks, the controls in place and share information. EU Exit update reports have been discussed at the council's Council Executive committee and its Governance and Risk Committee.

The council has also participated with partners in multi-agency planning at a regional and Scottish wide level, through COSLA, and the East of Scotland and Lothian and Borders Resilience Partnerships, and has taken part in multi-agency seminars, workshops, training and teleconferences to assist in preparedness.

Following approval by the Council Executive, the council published its first version of its No Deal EU Exit Contingency Plan on 10 October 2019. Following the extension of the EU leaving date to 31 January 2020, and the subsequent eleven-month withdrawal agreement transition period to 31 December 2020, the plan has been reviewed and refreshed to take into account further developments, including the outbreak of the Covid-19 pandemic in March 2020.

7.1 Identified Risks and Mitigations

Appendix 1 contains the council's No Deal EU Exit Contingency Plan. It contains details of a number of risks identified across the council, analysed into common themes (e.g. Food Security, Fuel, and Resilience) and highlights the potential impact each of these risks could have on West Lothian, and identifies what mitigating actions the council and its key partners will undertake.

Due to the nature of a number of the risks, the influence that the council itself has over the potential mitigation measures may be limited. In terms of mitigation measures, the document focuses mainly on the mitigations which can be carried out by the council, but it is important to note that mitigation is also necessarily being done at Scottish and UK level and the actions being carried out at these levels also assist the council in its preparedness despite not being within the direct control of the council.

This document is primarily focused on the period of up to six months after leaving the Withdrawal Agreement transition period (31 December 2020) without a deal. However, it is recognised that there is the potential for the impact of leaving the EU without a deal to continue to be felt over a much longer period, particularly if it leads to a sharp economic shock. Arrangements to review risks will continue beyond the six month period. In particular the economic impacts of the Covid-19 pandemic and failure to negotiate a UK trade deal will in combination significantly increase the economic risks highlighted in this document.

Risks have been assessed using the council's established risk-based scoring mechanism. A separate risk log has been established to track the ongoing probability of a risk occurring (based on a 1 to 5 weighting) and the severity of the impact of the risk if it occurs (also based on a 1 to 5 weighting). The levels of threat resulting from the risk scoring are categorised as high, medium and low. Risks are monitored on a regular basis by the responsible owners. Appendix 2 provides a further outline of how the EU Exit Risks Assessment methodology is undertaken.

7.2 Response Arrangements

As stated above, leaving the EU without a deal differs from other types of incidents the council responds to because of the level of uncertainty surrounding what the impacts will be, how severe the impacts will be and when the impacts will be experienced. This means that the arrangements for responding to leaving the EU without a deal have to have a great degree of flexibility to allow for the response to be both effective and proportionate. The effects of the Covid-19 pandemic on both council services and the general West Lothian population will result in many of the same types of risk occurring as the risks identified from a No Deal EU Exit, in particular economic risks where layering a No Deal EU exit on an economy dealing with Covid-19 could make the previously estimated effects of Brexit significantly worse.

7.2.1 Monitoring Arrangements and Identifying Emerging Impacts

In the immediate aftermath of the leaving the EU without a deal, the focus will be on identifying emerging impacts. Consideration was given in a range of forums as to how No Deal EU Exit related impacts could be identified and as a result a range of potential indicators were identified.

The indicators identified will be reviewed by services regularly and where an impact is considered to be developing, this will be communicated to the identified officers who are reporting to the MACC. As issues are identified, they will be included in the regular reports the council will make to the MACC to contribute to the wider regional and national horizon scanning arrangements. Where any report to the MACC is not "Business As Usual", the report to the MACC will also be circulated to both the EU Exit Working Group and Corporate Management Team.

Arrangements for monitoring impacts from leaving the EU without a deal will continue beyond the six month period if required.

7.2.2 Internal Response Structure

The EU Exit Working Group and Executive Management Team will continue to meet regularly in the period after the UK leaves the EU without a deal to monitor and assess the potential impacts of concurrent events including a No Deal EU Exit, Covid-19, and Winter issues. There was always an understanding that there may be difficulty in attributing impacts directly to leaving the EU without a deal, and that correlation rather than causation may be more easily observed. The Covid-19 pandemic means that attributing an impact to a standalone cause may become even more difficult. Monitoring for impacts will assist with early identification of where impacts are arising, irrespective of their cause.

Where there is only minimal impact being detected through the monitoring arrangements, and impacts can be dealt with by normal service resources, this structure will remain in place as a proportionate way of ensuring that all services remain informed and that there is strategic oversight in place.

In the event of an escalation where the impacts of leaving the EU without a deal are identified as significantly affecting, or having the potential to significantly affect, the delivery of services, the Chief Executive can establish an Incident Management Team. The management structure used for responding to such an escalation in the impacts of leaving the EU without a deal will reflect, as far as is possible, the day to day structure of the council, but flexibility is required as the membership of an Incident Management Team will be dependent on the impacts being experienced.

7.2.3 Multi-Agency Response Structure

The council will continue to be fully engaged in partnership working and will be part of the MACC arrangements which will coordinate the partnership response. The council will also continue to engage and co-ordinate with Lothian and Borders resilience partners through the established frameworks and mechanisms in place.

7.2.4 Escalation Process

Following the processes above means that there will be shared situational awareness of where impacts have been identified. The reports to the MACC will be used to assist with horizon scanning and identify whether an impact is emerging. Services will determine whether an issue is escalating beyond what can be dealt with by normal service resources, and escalate this internally.

As already highlighted, the nature of a number of risks means that the influence that the council itself has over the potential mitigation measures can be limited. Where this is the case, and the council has limited tools, clear channels and mechanisms are in place to escalate issues to a regional or Scottish or UK level. Officers were trained in using this escalation mechanism earlier in the year, and a period of testing also took place.

7.3 Recovery

The expectation is that the move to a recovery period following disruption caused by leaving the EU without a deal will not be as clearly demarcated as in other types of incident when the end of the emergency response phase can be quite clearly identified. The council will continue to engage with partners to consider what issues could arise during a return to normality and the best way that these can continue to be monitored and addressed. The council is fully engaged with this work and will continue to be so for as long as required.

8.0 Structure of No Deal EU Exit Contingency Plan

The plan details the key risks identified, potential impacts and mitigating actions, analysed by theme. The themes are as follows:

1. Economy – pages 5 to 7
2. Food Security – pages 8 to 9
3. Fuel – pages 10 to 13
4. Procurement and the Supply Chain – pages 14 to 18
5. Finance, Inflation and Higher Costs – pages 19 to 20
6. Resilience – pages 21 to 23
7. Elections – page 24
8. EU Nationals migrating back to EU – pages 25 to 26
9. Migration back to the UK – pages 27 to 28
10. Legislation, Regulation and Public Safety – pages 29 to 31
11. Data – page 32
12. European Funding – page 33

APPENDIX 1 – WEST LoTHIAN COUNCIL NO DEAL EU EXIT CONTINGENCY PLAN

Theme One: Economy

Summary of Published Sources

Whilst, there is no consistent picture on the likely impact of a No Deal exit, a sharp economic shock is possible.

In September 2019 The Bank of England had predicted that leaving the EU without a deal could lead to a reduction in Gross Domestic Product (GDP) of 5.5%, and a rise in the unemployment rate to 7%, while the value of the pound would fall and inflation could peak at 5.25%.

The resulting Covid-19 outbreak however has led to the Bank of England explaining that the impact of a no deal EU exit could be dwarfed by the effects of the coronavirus pandemic on the economy. Whilst both are likely to negatively affect trade, Covid-19 is likely to result in a far greater shock to the economy, particularly in the period coinciding with the transition period coming to an end.

The Bank of England estimates that the economy probably shrank by 23% in the second quarter of 2020 but is already recovering. Its prediction of a 9.5% overall contraction in the economy for 2020 was more optimistic than its forecast in May for a 14% drop.

However, it says the economy probably won't return to pre-pandemic levels until the end of 2021 as spending by consumers and businesses remains weak. Committee minutes show there is concern about rising rates of unemployment, which it's feared could prove to be more persistent than expected. The jobless rate is forecast to rise to 7.5% this year, from 3.75% in 2019.

The Scottish Government, in a report "No Deal Exit – Economic Implications for Scotland February 2019", warns that in the event of a disorderly No Deal exit, Scotland's trade with the EU would be significantly impaired. Trade with countries that the EU has negotiated free trade deals with would also be impacted. Given the potential changes to market access and free movement of goods, it is possible that Scottish exports could fall by 10% to 20%. Imports from the EU would fall too, which may provide some opportunity for Scottish companies to refocus on domestic markets.

Heightened economic uncertainty as a result of EU Exit could reduce business investment in Scotland by £1 billion in 2019. Analysis by the Bank of England suggests that Foreign Direct Investment (FDI) into the UK would fall by around 20% over the coming years under a No Deal scenario.

A fall in exports and overseas investment, coupled with a broader reappraisal of the UK's economic prospects, would reduce the demand for Sterling. Exchange rate movements in response to previous economic shocks suggest that a 10% to 30% depreciation could occur in the event of a No Deal exit.

The Bank of England forecast that CPI would rise steadily in the event of a No Deal exit, peaking at 4.25% to 6.5% in 2020. They forecast that this would require interest rates to average 1.5% to 4% over the next three years.

The February 2019 Scottish Government report "No Deal Exit – Economic Implications for Scotland" highlights that net migration into Scotland, currently +13,000 a year, will fall and could even become negative as a result of depreciation in Sterling and wider economic slowdown.

Their report also highlights that an economic slowdown would be expected to result in the rate of unemployment increasing from its current rate of around 4% in Scotland to 5.5% to 8%. If the unemployment rate were to increase in line with the top end of this range, the increase would be equivalent to the number of people unemployed in Scotland rising by around 100,000.

Their report also identified the sectors most likely to be impacted by a No Deal Exit. These are: Agriculture & Fishing, Transport Equipment, Chemicals, Pharmaceuticals, Food and Construction. West Lothian is identified as having 15% to 19% of its workforce operating in such sectors.

The economic impact could lead to business closures, job losses and price rises. This would lead to an increased demand on the Council's Economic Development Team, and the Anti-Poverty Service to process applications, provide support and increase Scottish Welfare Fund Crisis Grants, along with a reduction in Council Tax income.

Potential inflation in household costs from utility bills, food bills and transport will negatively impact upon those who are already vulnerable due to income or, employment deprivation. This could lead to an increase in the use of foodbanks as well as applications for Scottish Welfare Fund Crisis Grants.

According to the 2016 Scottish Index of Multiple Deprivation, West Lothian has 39 data zones in the 20% most deprived in Scotland in the income domain (The income domain considers the percentage of people who are income deprived and receive certain benefits or tax credits).

West Lothian has 36 data zones in the 20% most deprived in Scotland in the employment domain (The employment domain considers the percentage of working-age people who are employment deprived and receive certain benefits). West Lothian has 52 data zones in the 20% most deprived in Scotland in the health domain (The health domain considers a range of health related indicators).

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
EC01	An economic downturn may result in pressure on business activity leading to business failure and/ or increased unemployment.	<p>This could lead to an increase demand on the Council's Anti-Poverty Service to process applications, and provide advice and support.</p> <p>Is likely to increase applications for Scottish Welfare Fund Crisis Grants.</p> <p>Coupled with the impact of the Coronavirus pandemic will very likely result in a reduction to Council Tax and Non Domestic Rates income.</p> <p>Increased demand on economic development activity.</p> <p>If there is a slowdown this will add to the impact of the Coronavirus pandemic on the number of house completions per annum in West Lothian reducing completions below the planning assumption of 900 houses."</p>	<ul style="list-style-type: none"> Continue to liaise with the Scottish Government on economic modelling and forecasts on the effect of a No Deal Exit. Monitor impact on key sectors including housebuilding and those businesses with an EU focus in terms of market share. Monitor Council Tax and Non-Domestic Rates on a monthly basis. Monitor West Lothian house completions on a monthly basis. Continue to monitor legislative impact. Regulations, for example in export of food products, may have additional impacts. Continue to liaise and collaborate with other council's to ensure efficiency of response Continue to liaise and collaborate with Scottish Local Authorities Economic Development Group (SLAED) Continue to liaise and collaborate with Scottish Enterprise Availability of EU Exit Support Grant from UK Government to support businesses carry out a range of eligible activities in preparation for leaving the EU. Scottish Government working with Scottish Enterprise to reinforce the Scotland wide Prepare for Brexit programme. 	Monitor economic indicators to identify causes of concern.	<ul style="list-style-type: none"> Escalate through the appropriate reporting mechanism. The Scottish Government have established a £7 million Rapid Poverty Mitigation Fund, to assist with poverty mitigation measures including the Scottish Welfare Fund, Discretionary Housing Payments, and responses to food insecurity and fuel poverty. A west Lothian Economic Recovery and Growth Plan that aims to support training, create and protect local jobs has been created by the Jobs Task Force Partnership. 	Very Likely	4	Major	4	16	High	Cross Service

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
EC02	Potential inflation in household costs from utility bills, food bills and transport will negatively impact upon those who are already vulnerable due to income or employment deprivation.	This could lead to an increase in the use of foodbanks as well as an increase in applications for Scottish Welfare Fund Crisis Grants and Community Care Grants. As the budgets for these are fixed, the additional pressure may result in unmet need.	<ul style="list-style-type: none"> Continue to liaise and collaborate with COSLA and other councils to ensure that West Lothian's voice is heard. Continue to liaise with our community partners such as Citizens Advice. Identify the pressures the Scottish Welfare Fund is likely to face as demand may significantly go beyond the current budget and flag these pressures to COSLA and the Scottish Government. Review arrangements for support and signposting for further assistance. Review mechanisms to monitor foodbank referrals and support services to people in poverty and reliant on services. Scottish Government has provided additional funding for Fareshare which operates across Scotland. 	Submit bid for additional funding for Scottish Welfare Fund if application levels increase beyond what can be supported at current levels.	<p>The Scottish Government has established a £7 million Rapid Poverty Mitigation Fund, to assist with poverty mitigation measures including the Scottish Welfare Fund, Discretionary Housing Payments, and responses to food insecurity and fuel poverty.</p> <p>The Scottish Government has allocated £22m to support the additional demand on the Scottish Welfare Fund as a consequence of Covid-19. West Lothian Council received an additional £712,000</p>	Likely	3	Significant	3	9	Medium	Finance and Property
EC03	Core Development Areas / City Deal - Economic volatility impacts on residential property market and reduces profitability of private sector developers.	This could impact on private sector housing delivery and the recovery of developer funded contributions for expansion of the School estate. It could also affect developer funding availability for other key infrastructure.	There are no current direct controls on wider macro-economic conditions however City Deal arrangements are based on a partial guarantee by the Scottish Government and the council could phase constructing new schools to match any evolving pattern of demand.	Monitoring of residential property market conditions.	<p>Continue to monitor and engage with developers.</p> <p>Final decision on delivery of schools is April 2020 by which time immediate impacts of EU exit will be known.</p>	Possible	2	Minor	2	4	Low	Finance and Property
EC04	Capital Receipts Impact	Changes to housing market / developer finance availability could impact on offers for surplus assets and sites that are sold by the council and contribute to capital resources. Loss of capital receipts could impact on the overall capital programme funding.	Property / Sites are marketed and therefore council can choose not to market or not accept any offer. The council in such circumstances would hold until market improved.	Monitoring of market valuations.	Council can choose not to sell sites if the price does not represent Best Value.	Possible	2	Significant	3	6	Low	Finance and Property

Theme Two: Food Security

Summary of Published Sources

Certain types of fresh food supply will decrease. Critical dependencies for the food supply chain (such as key input ingredients, chemicals and packaging) may be in shorter supply. In combination, these two factors will not cause an overall shortage of food in the UK but will reduce availability and choice of products and will increase price, which could impact vulnerable groups. The UK growing season will have come to an end and the agri-food supply chain will be under increased pressure due to preparations for Christmas, which is the busiest time of year for food retailers. The Government will not be able to fully anticipate all potential impacts to the agri-food supply chain. There is a risk that panic buying will cause or exacerbate food supply distribution (Source: Operation Yellowhammer - HMG Reasonable Worst Case Planning Assumptions as of 2 August 2019)

The Bank of England predicts that most food prices, partly as a result of exchange rate moves, will rise by 5 to 6 per cent.

The UK Government considers arrangements to be sufficiently robust to ensure that supplies will continue. Their advice is that there may be reduced choice, but there will be enough food. COSLA officials liaise with relevant organisations, such as Scotland Excel and Transport Scotland, to ensure the latest position is understood and any concerns councils have are flagged up.

The Scottish Government worked with COSLA to provide funding to FareShare to work with Third Sector organisations responding to household food insecurity. The funding aims to improve linkages between local authorities, food businesses, FareShare and the Third Sector. (Source: COSLA) In addition the Scottish Government has allocated £22 million to support households experiencing food insecurity as a result of Covid-19. West Lothian Council's share is £1.045million.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
FS01	The supply of certain types of fresh food could decrease leading to reduced availability and choice and an increase in prices but not a shortage of food.	Adverse impact on choice and /or nutritional standards for meals and possibility of cost increases.	<ul style="list-style-type: none"> Ongoing liaison with Scottish Government. Ongoing liaison with suppliers who have identified products which may be affected and taken the necessary steps to either optimise stocks of products with a long shelf life or identify alternatives. Ongoing liaison with Scotland Excel. Ongoing liaison with Public Sector Food Forum. 	Monitoring of food supplies.	<ul style="list-style-type: none"> A Food Contingency Plan has been developed to minimise disruption to meal services. Optimise and conserve essential food stocks. Co-ordinate with any regional or national incident management arrangements which are put in place. 	Possible	2	Major	4	8	Medium	Operational
FS02	Disruption to food supplies – school meals.	Adverse impact on choice and /or nutritional standards for school meals.	<ul style="list-style-type: none"> Ongoing liaison with Scottish Government. Ongoing liaison with suppliers who have identified products which may be affected and taken the necessary steps to either optimise stocks of products with a long shelf life or identify alternatives. Ongoing liaison with Scotland Excel. Ongoing liaison with Public Sector Food Forum. 	Monitoring of food supplies.	<ul style="list-style-type: none"> A Food Contingency Plan has been developed to minimise disruption to meal services. Optimise and conserve essential food stocks Co-ordinate with any regional or national incident management arrangements which are put in place Alternative school meal menu being finalised. 	Possible	2	Major	4	8	Medium	Education

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
FS03	Disruption to food supplies – Care Homes, Housing with Care, Day Care, Children’s Residential Houses, Family Centres and external care providers.	Could impact on choice and/or nutritional standards for meals provided to clients, especially those with special dietary requirements due to medical conditions.	<ul style="list-style-type: none"> • Ongoing liaison with Scottish Government. • Ongoing liaison with suppliers who have identified products which may be affected and taken the necessary steps to either optimise stocks of products with a long shelf life or identify alternatives. • Ongoing liaison with Scotland Excel. • Ongoing liaison with Public Sector Food Forum. 	Monitoring of food supplies.	<ul style="list-style-type: none"> • A Food Contingency Plan has been developed to minimise disruption to meal services. • Optimise and conserve essential food stocks. • Co-ordinate with any regional or national incident management arrangements which are put in place. • Options for alternative menus are being considered. 	Possible	2	Major	4	8	Medium	Social Policy

Theme Three: Fuel

Summary of Published Sources

Regional traffic disruption caused by border delays could affect fuel distribution, particularly if traffic queues in Kent block the Dartford crossing, which would disrupt fuel supply in London and the south east. Customer behaviour could lead to fuel shortages in other parts of the country. (Sources: Operation Yellowhammer - HMG Reasonable Worst Case Planning Assumptions as of 2 August 2019 and the Scottish Government Planning Assumptions as of 8 August 2019)

Scottish Government advise that the Liquid Fuel Suppliers on the fuel contract include the UK's largest fuel distributor with around 140 depots spread across the country, over 900 trucks and more than 2,000 employees. The contract supply chain reflects the size and scale of the contract, and Scotland has access to fuel lifting arrangements with virtually all of the major refineries or importers across the country. All of our supply companies are large and have access to the multinational supply chain and this gives great resilience in the supply chain. The supply chain is being proactive in liaising with all suppliers and refineries in understanding resilience plans and how any EU exit impact would be mitigated.

The contract has options of lifting from alternative locations nearby if there are ever any specific issues with one supply point, and there is no reason to believe that an EU exit will affect the number or nature of the supply points the contract has. The continuity of the supply chain will remain unaffected by any outcome of the process of the UK leaving the EU.

Depending on the nature of the terms to be agreed with the EU, it is possible that prices may increase due to EU exit-related import tariffs. At contract level there is no immediate risk to supply, but commodity costs may rise.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
FU01	Disruption of fuel supplies.	Inadequate fuel supply to run the councils fleet subsequently impacting on the delivery of services.	<ul style="list-style-type: none"> Ongoing liaison with Scottish Government and partners on potential for disruption. Fuel contingency plan prepared to preserve supply for essential services. Service business continuity plans reviewed to ensure specific controls are in place (via the fuel contingency plan) to ensure critical services are adequately prioritised to minimise disruption. Green travel plan in place to minimise requirement for travel. 	<ul style="list-style-type: none"> Notification of escalating or prolonged disruption of fuel supplies from Scottish Government/Scotland Excel and/or suppliers Implementation of a national fuel conservation strategy from Scottish Government. Reports in the media of minor fuel supply disruption cause localised panic buying. Planned fuel protests. Notice of a period of industrial action that has the potential to cause disruption to fuel supplies. Unforeseen event at a refinery or key terminal that may cause a regional disruption to fuel supplies. 	<ul style="list-style-type: none"> A Fuel Contingency Plan has been developed to minimise disruption to priority (business critical) services. Implement business continuity plans as required to allow staff to work from home or from alternative locations. Optimise and conserve fuel stocks. Coordinate with any regional or national incident management arrangements which are put in place. Implement actions in the green travel plan. 	Unlikely	1	Major	4	4	Low	Operational

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
FU02	Disruption of fuel supplies impacting School Transport.	Any shortages of fuel affecting school transport providers may lead to disruption to school transport arrangements and impact on pupil attendance, with an adverse impact on attainment.	<ul style="list-style-type: none"> Ongoing liaison with Scottish Government and school transport providers on potential for disruption. Fuel contingency plan prepared to preserve supply for essential services. Service business continuity plans reviewed to ensure specific controls are in place (via the fuel contingency plan) to ensure critical services are adequately prioritised to minimise disruption. Green travel plan in place to minimise requirement for travel. In the event of a disruption to School Transport, use of GLOW (Scotland's digital learning platform for Education) as per severe weather contingency planning. 	<ul style="list-style-type: none"> Liaison with school transport providers indicates potential disruption. 	<ul style="list-style-type: none"> A Fuel Contingency Plan has been developed to minimise disruption to priority (business critical) services. Liaise with external transport providers on their fuel contingency arrangements. 	Unlikely	1	Major	4	4	Low	Education
FU03	Disruption of fuel supplies impacting Public Transport.	Any shortages of fuel affecting public transport providers may lead to disruption to the public transport network.	Ongoing liaison with Scottish Government and public transport providers on potential for disruption.	Liaison with public transport providers indicates potential disruption.	Liaise with public transport providers on their contingency arrangements.	Unlikely	1	Major	4	4	Low	Operational
FU04	Disruption to fuel supplies affecting Housing, Customer and Building Services service delivery.	<p>Any shortages of fuel may lead to disruption to housing management functions, housing support services to vulnerable service users and repairs & maintenance.</p> <p>Library Service has a transport/fuel requirement in order to manage book stocks.</p>	Critical services identified within the service Business Continuity Plan have recently been reviewed by the service management team with the potential for a reduction in fuel, goods and services factored in to the plan.	<ul style="list-style-type: none"> Notification of escalating or prolonged disruption of fuel supplies from Scottish Government/Scotland Excel and/or suppliers. Implementation of a national fuel conservation strategy from Scottish Government. Reports in the media of minor fuel supply disruption cause localised panic buying. Planned fuel protests. 	<ul style="list-style-type: none"> A Fuel Contingency Plan has been developed to minimise disruption to priority (business critical) services. Implement business continuity plans as required to allow staff to work from home or from alternative locations. Optimise and conserve fuel stocks. Coordinate with any regional or national incident management arrangements which are put in place. 	Unlikely	1	Major	4	4	Low	Housing, Customer and Building

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
				<ul style="list-style-type: none"> Notice of a period of industrial action that has the potential to cause disruption to fuel supplies. Unforeseen event at a refinery or key terminal that may cause a regional disruption to fuel supplies. 	<ul style="list-style-type: none"> Implement actions in the green travel plan. <p>The service Business Continuity Plan covers business critical, statutory functions that must continue. Business Continuity measures are in place for the following:</p> <ul style="list-style-type: none"> Emergency housing repairs Homeless accommodation Homeless school transport Delivering tenancy support to vulnerable clients 							
FU05	Disruption to fuel supplies affecting delivery of internally delivered Social Care Services.	<p>Any shortages of fuel may lead to disruption to service delivery if car use or council transport is limited.</p> <p>A disruption to the supply of fuel could have potentially a very serious impact on many of our most vulnerable clients i.e. Care Homes, Housing with care, Elderly and Adults at Home, Vulnerable children etc. This would specifically relate to the transportation of inbound food and medical supplies and to the movement of staff delivering care in the community and getting residential care staff into work.</p>	<p>Delivery of care would be prioritised based on existing red/amber/green system which would base delivery on walking routes where required.</p> <p>To ensure that the most vulnerable people are supported, staff may require to be allocated to alternative locations / teams under advisement to the regulator (Care Inspectorate).</p> <p>People who attend council run day centres could require alternative supports based on risk.</p>	<ul style="list-style-type: none"> Notification of escalating or prolonged disruption of fuel supplies from Scottish Government/Scotland Excel and/or suppliers. Implementation of a national fuel conservation strategy from Scottish Government. Reports in the media of minor fuel supply disruption cause localised panic buying. Planned fuel protests. Notice of a period of industrial action that has the potential to cause disruption to fuel supplies. Unforeseen event at a refinery or key terminal that may cause a regional disruption to fuel supplies. 	<ul style="list-style-type: none"> A Fuel Contingency Plan has been developed to minimise disruption to priority (business critical) services. Implement business continuity plans as required to allow staff to work from home or from alternative locations Optimise and conserve fuel stocks. Coordinate with any regional or national incident management arrangements which are put in place. Implement actions in the green travel policy. Existing Business Continuity Plans for Support at Home, Child Protection, and Adult Protection have been reviewed to ensure services are prioritised to those most at risk. 	Unlikely	1	Major	4	4	Low	Social Policy

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
FU06	Disruption to fuel supplies affecting delivery of Social Care Services provided by external providers.	A disruption to the supply of fuel could have potentially a very serious impact on many of our most vulnerable clients i.e. Care Homes, Housing with care, Elderly and Adults at Home, Vulnerable children etc. This would specifically relate to the transportation of food and medical supplies.	<ul style="list-style-type: none"> To ensure that the most vulnerable people are supported, staff may require to be allocated to alternative locations / teams under advisement to the regulator (Care Inspectorate). Liaison with care providers to ensure they have their own up to date business continuity plans in place. 	<ul style="list-style-type: none"> Notification of escalating or prolonged disruption of fuel supplies from Scottish Government/Scotland Excel and/or suppliers. Implementation of a national fuel conservation strategy from Scottish Government. Reports in the media of minor fuel supply disruption cause localised panic buying. Planned fuel protests. Notice of a period of industrial action that has the potential to cause disruption to fuel supplies. Unforeseen event at a refinery or key terminal that may cause a regional disruption to fuel supplies. 	<ul style="list-style-type: none"> A Fuel Contingency Plan has been developed to minimise disruption to priority (business critical) services. Coordinate with any regional or national incident management arrangements which are put in place. Existing Business Continuity Plans for Support at Home, Child Protection, and Adult Protection have been reviewed to ensure services are prioritised to those most at risk. 	Unlikely	1	Major	4	4	Low	Social Policy

Theme Four: Procurement and the Supply Chain

Summary of Published Sources

Supply chains are complex and it is difficult to have full knowledge of where all raw materials originate from.

The UK Reasonable Worst Case Planning assumptions (Operation Yellowhammer) forecast that France will impose EU mandatory controls on UK goods on Day 1 No Deal and have built infrastructure and IT systems to manage and process customs declarations and support a risk based control regime. On day one between 50% to 85% of HGVs travelling via the short Channel Straits may not be ready for French customs. The lack of trader readiness combined with limited space in French ports to hold "unready" HGVs could reduce the flow rate to 40% to 60% of current levels within one day as unready HGVs will fill the ports and block flow. The worst disruption to the short Channel Straits might last for up to three months before it improves by a significant level to around 50% to 70% (due to more traders getting prepared), although there could continue to be some disruption for significantly longer.

The UK Government has continued to implement a multi-layered approach to help ensure the supply of medicines and medical products. This includes:

- Advising suppliers of medicines and medical products to secure alternative routes away from the Channel Strait ports
- Building buffer stocks where practical, or asking industry or the NHS supply chain to build buffer stocks in the UK
- Working with industry to improve trader readiness in preparation for the new customs procedures that will come into
- Securing additional warehousing space for stockpiled medicines, including ambient, refrigerated, and controlled drug storage.
- Putting in place arrangements to deal with shortages in addition to normal shortage management routes, enabling ministers to issue serious shortage protocols to pharmacists.
- Changing or clarifying regulatory requirements so that companies can continue to sell their products in the UK in the event of leaving without a deal

The Scottish Government has established a Scottish Medicines Shortage Response Group which will review evidence and intelligence, recommend action, and instigate escalation to the UK Medicines Shortage Response Group, of which they are a member.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
SC01	Shortage of supplies of building consumables, cleaning and hygiene products, spare parts/controls/ materials in council buildings.	A shortage in essential building materials such as toilet tissue, cleaning products and supplies, and spare parts could result in service disruption, building closure or risk to occupants.	Ongoing liaison with suppliers who have identified products which may be affected. Review optimum stock levels of essential building cleaning and maintenance stock.	Suppliers advise service of issues with fulfilling contractual arrangements. (timescale/cost/availability)	<ul style="list-style-type: none"> • A Supplies and Services Contingency Plan has been developed to minimise disruption to services. • Optimise and conserve essential stocks (e.g. cleaning products, toilet tissue). • Ongoing supplier engagement and review and monitoring of contracts • Implement business continuity plans as required to allow staff to work from home or from alternative locations. 	Possible	2	Major	4	8	Medium	Finance and Property
SC02	Shortage of supplies of educational materials, building consumables, cleaning and hygiene products, spare	A shortage of key educational materials such as paper supply could disrupt teaching arrangements.	Ongoing liaison with suppliers who have identified products which may be affected. Review optimum stock levels of essential educational materials,	<ul style="list-style-type: none"> • Suppliers advise service of issues with fulfilling contractual arrangements. (timescale/cost/availability) 	<ul style="list-style-type: none"> • A Supplies and Services Contingency Plan has been developed to minimise disruption to services. 	Possible	2	Significant	3	6	Low	Education

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
	parts/controls/ materials in schools.	A shortage in essential building materials such as toilet tissue, cleaning products and supplies, and spare parts could result in service disruption, building closure or risk to occupants. In a worst case scenario this may result in the closure of a swimming pool or materially affect operational arrangements within a school.	building cleaning and maintenance stock.	<ul style="list-style-type: none"> Inability to chemically treat swimming pools resulting in failed tests of water quality or areas of the school placed out of bounds or operation on hygiene grounds. 	<ul style="list-style-type: none"> Optimise and conserve essential stocks (e.g. cleaning products, toilet tissue). Ongoing supplier engagement and review and monitoring of contracts Implement business continuity plans as required to allow staff to work from home or from alternative locations. In the case of swimming pools, PE curriculum adjusted to remove swimming or delivered in other establishment where water quality is maintained. 							
SC03	Property - Lack of availability of sub-contractors to undertake essential repairs/ statutory compliance / hard FM work as a result of EU nationals returning home.	Contractors unable to undertake essential repairs / statutory compliance and hard FM work as a result of EU nationals returning home. Resulting in delays to essential repairs and potential for impact on service delivery.	Term Maintenance Contractors and Hard FM providers requested to confirm mitigation plans.	Suppliers advise service of issues with fulfilling contractual arrangements. (timescale/cost/availability)	<ul style="list-style-type: none"> Ongoing supplier engagement and review and monitoring of contracts. Identification of alternative suppliers. 	Possible	2	Significant	3	6	Low	Finance and Property
SC04	Property - Contractors unable to undertake planned improvements / capital programme as a result of EU nationals returning home.	Contractors unable to undertake planned improvements / capital programme as a result of EU nationals returning home. Resulting in delays to programme of work and potential for slippage in capital programme.	Consider re-programming work to following year. Communication plan in place to inform EMT and Elected Members.	Suppliers advise service of issues with fulfilling contractual arrangements. (timescale/cost/availability)	<ul style="list-style-type: none"> Ongoing supplier engagement and review and monitoring of contracts. Identification of alternative suppliers. 	Likely	3	Minor	2	6	Low	Finance and Property
SC05	Construction Contracts - Availability of building materials to construct buildings and potential impact of price inflation. Increases in costs of construction materials	Could lead to additional costs in relation to the capital programme	Scotland Excel are carefully managing price variation requests and holding ongoing dialogue with awarded suppliers. Contractors are responsible for sourcing materials however; the more difficult this may be the higher	Suppliers advise service of issues with fulfilling contractual arrangements. (timescale/cost/availability)	<ul style="list-style-type: none"> Ongoing supplier engagement and review and monitoring of contracts. General building materials for temporary repairs are likely to be available. Specific materials for full repairs or 	Likely	3	Significant	3	9	Medium	Finance and Property

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
	(e.g. metals, aggregates, plastics) may have a knock on effect on supplier pricing as major commodity markets are priced in euros or US Dollars and markets are volatile.		the cost resulting in less work undertaken within programme.		replacements may be subject to delay or additional costs but will require ongoing liaison with contractors.							
SC06	Housing new build / capital programme - Supplier ability to recruit and retain staff may be affected, with knock on effects to council contracts/prices.	Availability of skilled resources may change in the construction industry leading to delays or price increases. This may also impact on the cost of running the repairs and maintenance delivered by the service to tenants.	EU Settlement Scheme is currently being offered by the government so EU nationals can stay in the UK after EU Exit. Contractors are responsible for their staffing levels however if this becomes an issue, the Service Management Team and Board responsible for monitoring the capital programme and repairs service will monitor the impact of this scenario on the planned programmes of capital works.	Ongoing project monitoring will identify and arising issues or shortages/ impact.	<ul style="list-style-type: none"> Service will identify potential projects where this could arise and monitor accordingly. Any changes, shortages or risks to projects will be reported into the Housing Management Team and the Capital Programme Board to enable decisions regarding changes to programmes of works. 	Likely	3	Minor	2	6	Low	Housing, Customer and Building
SC07	Fleet - Potential shortage of goods / parts affecting all services.	Could result in a shortage of spare parts for fleet maintenance or price increases.	Vehicle hire and/or redistribution of fleet resources to ensure critical services are maintained.	Prolonged disruption to supply chain identified via Scotland Excel and/or suppliers.	<ul style="list-style-type: none"> Vehicle hire agreements in place. Review of business continuity plans. Maintain stock levels of frequently used stock. 	Possible	2	Significant	3	6	Low	Operational
SC08	Waste Management - Waste flows out of the country disrupted as a result of congestion and port delays, and potential delays in authorisation of trans frontier shipments.	Delay in moving waste for disposal in the EU and potential for price increases.	Will be reviewed once National Resilience Plan actions have been notified.	Notification from SEPA or processors of capacity issues.	Escalate through appropriate reporting mechanism.	Unlikely	1	Significant	3	3	Low	Operational
SC09	Disruption to Medical Supplies - Additional border controls at crossing points may lead to congestion and delays in the distribution of inbound medical supplies.	Resulting in disruption to medical supplies affecting service delivery. If there was significant long-term disruption to the supply of medical supplies, this could potentially have a catastrophic impact on many of our most vulnerable clients	<ul style="list-style-type: none"> Detailed plan being maintained and monitored by NHS Lothian and West Lothian Health and Social Care Partnership local lead Ongoing liaison with NHS Lothian and the Scottish Government. 	Suppliers advise of issues obtaining certain products. Advice from NHS Lothian.	<ul style="list-style-type: none"> A Medicines and Medical Supplies Contingency Plan has been developed to minimise service disruption. Implement business continuity plans as required. Escalate through appropriate reporting mechanism. 	Possible	2	Catastrophic	5	10	Medium	Social Policy

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
		<p>i.e. Care Homes, Housing with care, Elderly at Home, Vulnerable children etc.</p> <p>Many of our clients rely on daily medication to maintain a moderate standard of health. If medications were to be in short supply that could result in serious ill health, or worse, for many clients.</p>	<ul style="list-style-type: none"> Ongoing liaison with Scotland Excel The Scottish Government is working with NHS National Service Scotland to ensure there is specific access for social care to the Scottish triage for the UK National Supply Disruption Response (NSDR – UK Government response which can help with disruption to the supply of medicines and vaccines, medical devices and clinical consumables that normal procedures can't resolve). Equipment provision would require to be controlled via revised criteria and consideration of alternative suppliers. 									
SC10	<p>Disruption to supply of medicines - Additional border controls at crossing points may lead to congestion and delays in the distribution of inbound medicines.</p>	<p>Resulting in disruption to supply of medicine affecting service delivery.</p> <p>If there was significant long-term disruption to the supply of medicines, this could potentially have a catastrophic impact on many of our most vulnerable clients i.e. Care Homes, Housing with care, Elderly at Home, Vulnerable children etc.</p> <p>Many of our clients rely on daily medication to maintain a moderate standard of health. If medications were to be in short supply that could result in serious ill health, or worse, for many clients.</p>	<ul style="list-style-type: none"> Detailed plan being maintained and monitored by NHS Lothian and West Lothian Health and Social Care Partnership local lead Ongoing liaison with NHS Lothian and the Scottish Government. Ongoing liaison with Scotland Excel. The Scottish Government is working with NHS National Service Scotland to ensure there is specific access for social care to the Scottish triage for the UK National Supply Disruption Response (NSDR – UK Government response which can help with disruption to the supply of medicines and vaccines, medical devices and clinical consumables that normal procedures can't resolve). 	<p>Medicine safety action notice advising of shortage and alternative treatment received and notified by GPs / NHS Lothian.</p>	<ul style="list-style-type: none"> A Medicines and Medical Supplies Contingency Plan has been developed to minimise service disruption. Implement business continuity plans as required. Escalate through appropriate reporting mechanism. 	Possible	2	Catastrophic	5	10	Medium	Social Policy

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
SC11	Failure of external care sector to be able to deliver services as a result of any EU Exit impact (cost, supplies, staffing).	Would be difficult for the council to plug any gaps in provision and in the first instance may require the council and social policy registered workers to assume management of the services affected in order to protect and maintain the supply.	<ul style="list-style-type: none"> Ongoing liaison with suppliers / service providers. Horizon scanning. Scottish Government fund Scottish Care to cover the costs of a co-ordinator to support independent and third sector social care providers. <p>The post holder is responsible for: Mapping the level of supply chain vulnerability by product type, provider type (Care home/home care, corporate/single operator/SME), geography, other as deemed appropriate.</p> <ul style="list-style-type: none"> Regular contact with care providers to monitor EU exit impacts and report to Scottish Government. 	Private sector supplier identified as struggling or failing.	Escalate through the appropriate reporting mechanism.	Possible	2	Catastrophic	5	10	Medium	Social Policy
CORO 2	Suppliers / contractors fail to deliver goods / provide contracted services, either as a result of failure of the supply chain or going out of business.	This leads to additional work for the CPU in letting replacement contracts. This would have an impact on current CPU workload and result in other contracts being deferred or extended. Resulting in failure to deliver the CPU procurement plan. There may also be a risk of failure to comply with council procurement rules / procurement legislation	<ul style="list-style-type: none"> Management of CPU workplan 	Contract failure - This may require contracts to be renewed at short notice impacting on resource requirements of CPU team and wider Council.	This has been factored into CPU risk and Brexit Working Group risk and service areas have completed an exercise to review their contracts.	Possible	2	Significant	3	6	Low	Corporate Services

Theme Five: Finance, Inflation and Higher Costs

Summary of Published Sources

Inflation will see costs rise across the board. Increased utility bills, food bills and cost of transport will negatively impact upon those who are already vulnerable due to income or, employment deprivation.

The impact on the Scottish consumer from an EU Exit could be significant. In particular, prices could rise for all traded goods as a consequence of tariffs, border frictions and a weaker currency. This would be most keenly felt in food and drink, where the EU currently supplies around 30% of the food consumed in the UK, although this could also represent an opportunity for Scottish food producers via import substitution. According to a consumer umbrella organisation in Scotland, higher prices would have a significant impact on rural and island communities in Scotland which are already under financial strain.

The impact of an EU Exit on the price of energy would also be a concern. If the UK leaves the Internal Energy Market, it could still source energy supplies via interconnectors, for example, with Ireland and France. However, this access would be on a different basis than it currently is, potentially reducing the efficiency of the system and ultimately leading to higher prices.

The Bank of England predicts that most food prices, partly as a result of exchange rate moves, would rise by 5% to 6%.

Rising inflation and a squeeze on the availability of labour and materials could see costs rise across a range of council service areas.

In order to bring inflation back in line with Bank of England targets, interest rates may need to rise sharply.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
HC01	ICT Costs - Costs associated with the production and import of Digital Technology Products are typically priced in Euros or US Dollars but sold in Sterling. As such, any exchange rate fluctuations resulting from the EU Exit process could have an impact on manufacturing and selling prices.	Cost pressures on the IT hardware, software and maintenance budgets.	<ul style="list-style-type: none"> Holding limited replacement stock to cover for equipment failures in essential network and server infrastructure. Management of the phasing of the IT capital programme. 	Contract monitoring indicates an increase in costs.	Ongoing supplier engagement and review and monitoring of ICT contracts.	Possible	2	Significant	3	6	Low	Corporate
HC02	Property - Increase in the cost of materials/parts resulting in pressure on the repairs budget.	Increased property maintenance costs, in excess of budget provision.	Regular monitoring of contracts to inform decision making.	Contract monitoring indicates an increase in costs.	Ongoing supplier engagement and review and monitoring of Property contracts.	Likely	3	Significant	3	9	Medium	Finance and Property
HC03	Cost of borrowing increases, leading to costs in excess of budget resources available.	Increased Treasury Management costs, in excess of budget provision.	<ul style="list-style-type: none"> Liaison with external treasury advisors. Regular monitoring of borrowing rates and economic trends to inform decision making. 	Cost of borrowing increases with material financial implications to the council's finances.	Continue to monitor and consider funding implications and decisions going forward.	Likely	3	Significant	3	9	Medium	Finance and Property

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
HC04	Increases in the cost of goods and services purchased by the council (revenue and capital), or reductions in council income (e.g. Council Tax or Non Domestic Rates), leading to costs in excess of budget resources available.	Potential for cost pressures across the council's revenue and capital budgets.	<ul style="list-style-type: none"> Monitoring of budget and costs undertaken on monthly basis. Horizon scan report. Liaison and regular updates from economic advisors. 	Financial monitoring indicates that costs of an EU Exit are increasing costs in excess of budget available.	<ul style="list-style-type: none"> Ongoing supplier engagement and review and monitoring of contracts. Consider increased costs as part of future financial planning updates as necessary. 	Likely	3	Significant	3	9	Medium	Finance and Property
HC05	Downturn in the economy leading to a loss of commercial tenants, or a reduction in rental values, and potentially a reduction in property rental income particularly from commercial tenants in affected business sectors.	Potential to create a budget pressure for the council if rental income targets are not met.	<ul style="list-style-type: none"> Properties are let on flexible terms so will remain attractive to market however; wider market / economic impact cannot be mitigated by Council. Rental values are at market level and growth is proportionate to market trends. A disturbed market could lead to lower rents (due to higher voids) and lower growth. Council will continue to charge market rents. 	Impact on commercial rents may result from wider economic uncertainty and changes resulting from export tariffs.	<ul style="list-style-type: none"> Continue to monitor with Economic Development. 	Possible	3	Significant	3	9	Medium	Finance and Property
HC06	Construction inflation – if the cost of goods and service increase due to delays at customers, panic buying or breaks in supply chains, there will be reduced scope for identified budgets delivering improvement works using these materials.	Whilst the impact is unknown, the service would potentially have to rationalise current schedule of capital investment projects planned for its current housing stock.	Will be monitored within the current Housing Capital framework and associated board.	Unexpected costs increases impacting on long term planning of the programme raised during budgetary monitoring.	<ul style="list-style-type: none"> Service will identify potential projects where this could arise and monitor accordingly. If required, responsible boards will seek to source alternative resources to mitigate impact. 	Possible	2	Minor	3	6	Low	Housing, Customer and Building
OPS0 6	Construction inflation – if the cost of goods and service increase due to delays at customers, panic buying or breaks in supply chains, there will be reduced scope for identified budgets delivering improvement works using these materials.	Whilst the impact is unknown, the service would potentially have to rationalise current schedule of capital investment projects planned for its roads and associated infrastructure.	Will be monitored within the current Roads Capital framework and associated board.	Unexpected costs increases impacting on long term planning of the programme raised during budgetary monitoring.	<ul style="list-style-type: none"> Service will identify potential projects where this could arise and monitor accordingly. If required, responsible boards will seek to source alternative resources to mitigate impact." 	Possible	2	Minor	3	6	Low	Operational Services

Theme Six: Resilience

Summary of Published Sources

Protests and counter-protests will take place across the UK and may absorb significant amounts of police resource. There may also be a rise in public disorder and community tensions. Concurrent risks associated with autumn and winter such as severe weather, flooding and seasonal flu could exacerbate a number of impacts and stretch resources of partners and responders. (Source: Operation Yellowhammer - HMG Reasonable Worst Case Planning Assumptions as of 2 August 2019)

Historically, these protests have taken place in areas with large populations and established transport routes; Edinburgh, Glasgow, Dundee and Aberdeen are assessed as being the most likely seats of any significant demonstration/protest activity. (Source: Scottish Government Planning Assumptions as of 8 August 2019)

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
RE01	Demonstrations - While demonstrations and activity are likely to be focused around Scotland's major cities, large scale events could take place in any local authority.	Potential to impact on ability of council to deliver services by preventing staff from reaching their normal place of work.	<ul style="list-style-type: none"> Multi-agency response mechanisms will be in place for the post EU Exit period covered by Yellowhammer. Police Scotland will operate an EU Exit Coordination Centre which will operate 24/7. This will include a Multi-Agency Control Centre which will provide a central point for 'situational awareness' and allow for effective information sharing and communication across all response agencies and into Scottish and UK Governments. This structure mirrors the normal tried and tested resilience structures for planning and response. Fully engage with partners in horizon scanning for emerging issues. Engaged with the Multi Agency Co-ordination Centre situation reporting process. Continue to review events planning process for any event being held locally. Review licence applications for processions / events of potential significance. Business Continuity Plans are in place for critical services. 	<ul style="list-style-type: none"> Horizon scanning with partners identifies demonstration with potential to impact on West Lothian. Disruption prevents staff from reaching their normal work place. 	<p>Use Multi Agency framework in place to for early warning and to assess likely impact and co-ordinate action.</p> <p>By being part of the Multi Agency Coordination Centre and sharing situational awareness the council will identify issues and assess the impact locally as:</p> <p>Green - No impact or limited impact which are well understood and either require little mitigation or local mitigation is effective.</p> <p>Amber - Moderate impact being experienced. Mitigation measures are in place locally but there may be uncertainty as to how the impact will continue to develop, or there is the potential for the impact to escalate</p> <p>Red - Severe impact being experienced and assistance required – regional or national assistance or intervention required.</p>	Unlikely	1	Significant	3	3	Low	Chief Executive

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
RE02	Public Disorder – There may be a rise in public disorder and community tensions.	There is no current intelligence that demonstrations would not be law abiding, however public behaviour may be influenced by disruption to normal service delivery in areas such as banking, supply chains and travel. If prolonged, this may impact on the ability of council services to be delivered.	<ul style="list-style-type: none"> Multi-agency response mechanisms will be in place for the post EU Exit period covered by Yellowhammer. Police Scotland will operate an EU Exit Coordination Centre which will operate 24/7. This will include a Multi-Agency Control Centre which will provide a central point for 'situational awareness' and allow for effective information sharing and communication across all response agencies and into Scottish and UK Governments. This structure mirrors the normal tried and tested resilience structures for planning and response. Fully engage with partners in horizon scanning for emerging issues. Engaged with the Multi Agency Co-ordination Centre situation reporting process. Continue to review events planning process for any event being held locally. Review licence applications for processions / events of potential significance. Business Continuity Plans are in place for critical services. 	Horizon scanning with partners identifies risk of disruption to service delivery caused by disorder.	<p>Use Multi Agency framework in place for early warning and to assess likely impact and co-ordinate action.</p> <p>By being part of the Multi Agency Coordination Centre and sharing situational awareness the council will identify issues and assess the impact locally as:</p> <p>Green - No impact or limited impact which are well understood and either require little mitigation or local mitigation is effective.</p> <p>Amber - Moderate impact being experienced. Mitigation measures are in place locally but there may be uncertainty as to how the impact will continue to develop, or there is the potential for the impact to escalate</p> <p>Red - Severe impact being experienced and assistance required – regional or national assistance or intervention required.</p>	Possible	2	Significant	3	6	Low	Chief Executive
RE03	Concurrent resilience events - The response to Covid-19 will continue over the period of leaving the EU. The priority and resources being dedicated to responding to Covid -19 and the impact of leaving the EU without a deal could reduce the resources available to deal with other potential	The layering impact of multiple resilience events such as a general election, industrial action, seasonal flu, severe weather will put pressure on council resources to manage and control these events.	<ul style="list-style-type: none"> Set up of Concurrent Risk Co-ordination Centre recognises the interconnectedness particularly of the response to Covid-19 and leaving the EU without a deal Multi-agency response mechanisms will be in place for the post EU Exit period. Police Scotland will operate a Concurrent Risks Coordination Centre which will operate 24/7. 	<ul style="list-style-type: none"> Increase of Covid-19 infections and/or restrictions put in place to mitigate these Large protest or event scheduled to take place. Industrial Action scheduled to take place. 	<p>Activities of Multi Agency Co-ordination Centre will allow for enhanced horizon scanning to assist with early identification of potential issues.</p> <p>Where concurrent events are taking place, services will flag where the impact is or is likely to exceed ability to respond within normal service resources.</p>	Possible	2	Major	4	8	Medium	Chief Executive

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
	resilience issues which may arise. The impact of and the response to Covid-19 during 2020 means that some of the mitigations put in place in 2019 have reduced		<p>This will include a Multi-Agency Control Centre which will provide a central point for 'situational awareness' and allow for effective information sharing and communication across all response agencies and into Scottish and UK Governments</p> <ul style="list-style-type: none"> • Contribute to the Multi Agency Co-ordination Centre situation reporting process to assist in horizon scanning. • Extra resource in place to cover support for multi-agency response for combination of severe weather with EU exit related impacts and for delivery of an election. • Continue to promote routine flu immunisation for appropriate staff. • Business Continuity Plans in place for critical services. 	<ul style="list-style-type: none"> • Terrorism Alert level increases. • Warnings of Severe Weather • Seasonal Flu increasing sickness absence levels. 	Resilience Partnership framework is in place for co-ordinating multi-agency response to concurrent events.							

Theme Seven: Elections

Summary of Published Sources

An election differs from other potential concurrent events in that it is the responsibility of the Returning Officer, involves an almost entirely different set of stakeholders, and is managed through a different framework.

The UK had a General Election on 12 December 2019 which resulted in a majority party UK government. Under the Fixed Term Parliaments Act, the next scheduled UK General Election will take place in May 2024.

Delivering a poll, particularly at short notice, can be a significant logistical exercise and the timetable for delivering a General Election is the shortest of all the different types of poll. Under the Representation of the People Act 1983, the local authority has a duty to place the services of its officers at the disposal of the Returning Officer, for the purpose of assisting the Returning Officer in the discharge of any functions conferred on him in relation to a parliamentary election in that constituency.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	Severity weight	Score	Threat Level	Service
EL01	Currently a by-election for Livingston South is scheduled to take place in early March, when there is a slightly increased risk of severe weather and the Scottish Parliamentary elections are scheduled for early May 2021. There are additionally costs to be incurred as result of infection control measures and costs across the board could increase to an extent not reflected in the Maximum Recoverable Amount.		<p>Normal contingency planning has been underway in respect of preparing for polls</p> <ul style="list-style-type: none"> Contracts are in place and there is ongoing engagement and preparation taking place with both partners and contractors. Appropriate insurance and caveats are in place. The election team is at full strength and new members gained experience at the European Election and General Election in 2019. Key timetable dates have been identified for different poll dates Location of polling places reviewed for proximity to priority gritting routes, especially non-council premises. 	<ul style="list-style-type: none"> Notice of Election Amber or Red weather warning in force during polling day. Cost Monitoring indicates likely exceedance of Maximum Recoverable Amount 	<ul style="list-style-type: none"> Promotion of postal voting as an option. Establish liaison with Met Office. Assess heating and lighting and other relevant factors in polling places during pre-poll checks. Include heaters when dropping of equipment if required. Use all required/available flexibility on timetabled tasks Staff and keyholders appointed according to proximity to polling places and should be within walking distance. Include advice in staff training. Brief candidates and agents on potential impacts. Provide advice to voters, candidates and agents and polling staff on arrangements through appropriate channels. 	Likely	3	Significant	3	9	Medium	Chief Executive

Theme Eight: EU Nationals migrating back to EU

Summary of Published Sources

EU citizens currently living in the UK will have to apply to the EU Settlement Scheme by 30 June 2021 if they want to keep living in the UK after this date. To be eligible to apply to the Settlement Scheme, EU citizens will need to show they are resident in the UK by December 2020. Citizens of Norway, Iceland, Liechtenstein and Switzerland will also need to apply to the scheme. There are separate arrangements for Irish citizens, who will continue to benefit from the provisions of the Common Travel Area. The UK Government has confirmed that there will be no fee for EU Nationals to apply to the Scheme. EU Nationals who have been living in the UK for five or more years are eligible for EU Settled Status, and those with less than 5 years are eligible for Pre Settled Status.

In 2018 there were 5,700 EU 27 nationals employed in West Lothian. This represented 6.4% of the West Lothian workforce, and 4.2% of the Scottish EU National workforce. (Source: No Deal Exit – Economic Implications for Scotland” February 2019)

Between August 2018 and June 2020, there were 7,660 applications to the EU Settlement Scheme from West Lothian.

The Council directly employs a relatively small number of EU nationals (approximately 150) and there are further EU Nationals working for businesses who deliver services on behalf of the Council.

- The Scottish Government estimates that 4.4% of the total health and social care workforce in Scotland are non-UK EU nationals (around 17,000 people).
- Scottish Care estimates that between 6% and 8% of the workforce in the independent social care nursing sector in Scotland is from a non-UK European Economic Area (EEA) country
- The General Teaching Council for Scotland reported that 14 teachers who qualified in non-UK EU countries applied to work in Scotland in the first half of 2018, which is when the majority of applications are usually received. This compares to a total of 186 applications in 2017.

EU Nationals may leave the region to return to their place of birth or live elsewhere in the UK. This may leave a skills gap within Council and/or in the region. The Council and businesses within our region may also find their ability to recruit to posts is affected, as employers in other regions attempt to fill jobs vacated by EU Nationals. There may be increased competition for staff, and current employees (both UK and EU Nationals) may secure alternative/ improved job opportunities out with the area.

Providers in the care home and care at home sectors may face recruitment difficulties, in a sector already facing recruitment difficulties.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
EN01	<p>The Council directly employs a relatively small number of EU nationals (approx. 150) and there are further EU Nationals working for businesses who deliver services on behalf of the Council.</p> <p>EU Nationals may leave the region to return to their place of birth or live elsewhere in the UK. This may leave a recruitment / skills gap within the Council and / or in the region.</p>	<p>The Council and businesses within our region may find their ability to recruit to posts is affected, as employers in other regions attempt to fill jobs vacated by EU Nationals.</p> <p>There may be increased competition for staff, and current employees (both UK and EU Nationals) may secure alternative/ improved job opportunities out with the area.</p>	<ul style="list-style-type: none"> • Promotion of the EU Settlement Scheme. • Annual workforce plans – Heads of Service have considered the impact of Brexit on staffing plans and arrangements for ongoing workforce monitoring. 	Services identify difficulty in filling posts required for the delivery of critical services.	<ul style="list-style-type: none"> • Escalate through appropriate reporting mechanism. • Business Continuity Arrangements for critical services have been reviewed. 	Possible	2	Major	4	8	Medium	Cross Service
EN02	Loss of Education staff who are EU nationals	Risk is principally in relation to pupil support workers, many of whom work in additional learning needs, may result in an inability to meet pupil needs as set out in the relevant pupil support plan.	<ul style="list-style-type: none"> • Monitor number of unfilled posts. • Established recruitment and selection procedures are in place • Signposting to advice on claiming settled status through the EU Settlement Scheme 	Schools notify service of notice of staff or loss of staff.	<p>Accelerate council recruitment process.</p> <p>Replace support staff and deploy in schools as appropriate or redeploy support staff to ensure statutory responsibility to deliver support plans is met.</p>	Unlikely	1	Minor	2	2	Low	Education

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
EN03	EU nationals leave West Lothian, leading to pupils not returning to school.	The council may not necessarily be advised in advance of EU nationals leaving, leading to difficulties in the tracking of EU nationals children who remain in West Lothian and who are not attending school. This may result in children missing out on education, or in more extreme circumstances, coming to harm.	Schools follow the 'Safe Arrival at School' then the 'Children Missing from Education Procedure' relating to children to identify their whereabouts and alert the Child Protection Officer. Thereafter the matter is escalated to the national agency if necessary.	Children Missing from Education (CME) procedure require schools to notify Authority Child Protection Officer in line with requirements of Safe Arrival at School Policy. Education Customer Services team will assist schools in implementing the procedure.	CME procedures would be actioned including notification to CME Scotland if necessary.	Possible	2	Significant	3	6	Low	Education
EN04	Changes in EU Nationals benefits – resulting in possible increased rent and arrears due to tenants losing the right to remain, and their eligibility for housing benefit/universal credit.	This would see a rise in enquiries to housing officers and support staff via face to face and contact centre channels. Potential for rent arrears to increase through loss of right to claim Housing Benefit/ Universal Credit/ financial hardship.	<ul style="list-style-type: none"> Monitor for any proposed changes to EU benefits through DWP steering group. Monitoring of rent income. 	Increase in rent arrears and evictions. Increase in homeless presentations	Staff to be given training on signposting to support services. Maintain current system of early intervention and support for tenants who are experiencing financial difficulty.	Possible	2	Significant	3	6	Low	Housing, Customer and Building
EN05	Shortage of skills in social care sector. This is already a risk within social care recruitment. Local authorities have had difficulty recruiting to this sector for several years. Brexit and ability to recruit EU workers could exacerbate this situation.	Current difficulties in relation to recruiting/retaining adequate social care staff may be exacerbated resulting in a reduced level of service.	<ul style="list-style-type: none"> Delivery of care would be prioritised based on existing red/amber/green system. To ensure that the most vulnerable people are supported, staff may require to be allocated to alternative locations / teams under advisement to the regulator (Care Inspectorate). Close working with care providers. 	<ul style="list-style-type: none"> Level of unfilled posts increased to pre-agreed trigger level. Difficulties reported by service managers. Increase in the level of provider concerns reported. 	Escalated through the appropriate reporting mechanism.	Likely	3	Significant	3	9	Medium	Social Policy

Theme Nine: Migration back to the UK

Summary of Published Sources

UK nationals will lose their EU citizenship and, as a result, can expect to lose associated rights and access to services over time, or be required to access them on a different basis to now. All EU member states have now published legislative proposals, but not all have passed legislation to secure all rights for UK nationals. (Source: Operation Yellowhammer - HMG Reasonable Worst Case Planning Assumptions as of 2 August 2019)

It is estimated that this could result in up to 250,000 UK citizens needing or choosing to return to the UK.

The Yellowhammer report assumes that UK nationals would lose their EU citizenship, removing rights to residency and essential services including non-emergency healthcare, and will become third country nationals. This may result in a number of UK citizens needing or choosing to return to the UK. For Scotland this number is likely to be proportionate to Scotland's share of the UK population. Those returning to the UK would do so over a range of timescales but it is likely that those in most acute need, those least able to support themselves financially, to access education and healthcare services, would arrive in the first months following the UK leaving the EU

There may be a large number of UK Citizens living in other EU countries who are no longer eligible for free healthcare and so return to the UK, creating a pressure on NHS services. Vulnerable citizens abroad will be supported by the Foreign & Commonwealth Office (FCO). The FCO considers someone vulnerable when they cannot protect themselves from significant physical or emotional harm, or be protected by others.

EU Member States will provide emergency life-saving treatment to UK nationals to at least the same extent they do to third country nationals

An EU Member State would continue to pay a pension it currently pays to a UK national living in the EU (Source: Scottish Planning Assumptions 8 October 2019)

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
MI01	School Rolls - British nationals return from the EU with their families, leading to an increase in pupil numbers.	Could result in additional cost burdens to the Education budget.	<ul style="list-style-type: none"> Liaison with Scottish government on expected numbers of EU nationals returning to the UK Schools are staffed according to forecast pupil numbers as of March each year. A degree of flexibility is built in at each school to cope with inward migration into each catchment area. 	Ongoing monitoring of school rolls indicate an increase from inward migration	If flexibility built into devolved budgets is not sufficient to accommodate the increase in school roll then ad-hoc adjustments will be made to school budgets in advance of demographic adjustment for following year's budget.	Unlikely	1	Minor	2	2	Low	Education
MI02	Housing assistance and advice - Potential return of ex-pats who may be vulnerable and need housing assistance / advice	<p>There is a risk that an appropriate level of support may not be provided and people will present as homeless to the service.</p> <p>Depending on their circumstances, there is a risk that the size and type of properties are not available.</p>	Daily monitoring of homeless presentations and the impact on temporary and emergency accommodation levels of availability.	<ul style="list-style-type: none"> Service unable to provide advice and assistance to ex-pats. Increase in Homeless presentations and potential breach of statutory duty regarding homeless budgets and unsuitable accommodation or bed and breakfast use. 	<p>Ongoing monitoring to identify volume of homeless presentations.</p> <p>Council to monitor temporary tenancy stock levels.</p>	Unlikely	1	Significant	3	3	Low	Housing, Customer and Building

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
MI03	Welfare assistance and advice - return of ex-pats who may be vulnerable and need welfare assistance / advice.	Staff resources may not be sufficient to allow for an appropriate level of support and advice to be provided.	Access to national organisations for specialist advice is in place.	Ongoing monitoring of requests for advice and support	Ongoing monitoring of requests for welfare assistance and advice.	Unlikely	1	Significant	3	3	Low	Finance and Property
MI04	Potential return of ex-pats who may be vulnerable and require social care support.	There is a risk that this will put additional pressure on social care resources.	Liaison with Scottish government on expected numbers of EU nationals returning to the UK.	Ongoing liaison with Scottish Government.	Social Care services already adopt criteria for access to services to ensure the people most vulnerable are prioritised.	Unlikely	1	Minor	2	2	Low	Social Policy

Theme Ten: Legislation, Regulation and Public Safety

Summary of Published Sources

In a no-deal scenario (meaning no withdrawal agreement and no transition period), once the UK has left the EU, EU law will no longer flow into the UK legal system under the European Communities Act 1972 (ECA 1972) and the UK will no longer be obliged to implement EU law in domestic law.

Provisions in the European Union (Withdrawal) Act 2018 (EUWA) will retain most existing EU law in UK law after exit day by creating a new body of retained EU law, and the UK would decide whether to mirror any post-exit developments in EU law in domestic law by amending that body of retained EU law.

The import and export of any items to or from an EU country will be affected by new import and export arrangements after 31 October 2019 in the event that we leave without a deal.

Particular concerns have been identified in relation to the impact regulatory changes could have on Environmental Health and Trading Standards, as there is the potential for a significant increase in workload.

If we leave without a deal, the UK would no longer have access to the Trade Control and Expert System (TRACES), the EU system that underpins the controls on imports of animals, animal products and high risk food and feed not of animal origin from third countries and the EU. The UK would also no longer have access to other EU systems, networks and agencies that assess and track food safety.

When the UK ceases to be a member state of the EU and leaves the single market, unless other arrangements are agreed with the EU, UK-approved establishments will lose the right to freely export Products of Animal Origin (POAO) into the EU. Under such circumstances the UK will have to apply as a third country and be approved by the EU to export POAO into the union. If the application is successful POAO will need to enter the EU via a Border Inspection Post and be accompanied by an Export Health Certificate, which are issued by local authorities.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
LE01	Increased immigration checks could lead to delays for UK arrivals and departures at EU airports and ports.	Could result in disruption to school trips.	<ul style="list-style-type: none"> Insurance claims resulting from an EU Exit may not be covered by existing policies, and this current control may not be effective in immediate aftermath of an EU Exit. Schools are advised to consider this risk in relation to any planned trips and to alert participants to possibility of disruption. Option to abandon trips if severe disruption apparent following EU Exit day. Travel companies organising trips will advise of any increase in travel time, so although trips may take longer this will be factored in to plans. Any additional requirements for health insurance will be factored in. Arrangements are in place to ensure parents are kept informed on risk of disruption and any delays being incurred. 	Significant delays being experienced after leaving the EU.	<ul style="list-style-type: none"> Share information with participants on risk of disruption and any delays being incurred. Liaise closely with tour operators on arrangements. Consider postponement or cancellation. 	Possible	2	Minor	2	4	Low	Education

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
LE02	A lack of information and guidance on potential EU nationals change of status and any changes of legislation.	There is a need for current, up-to-date advice regarding benefits/status/other forms of support. There is a risk that an appropriate level of support and advice may not be provided.	Staff training is refreshed as and when. Access to national organisations for specialist expertise is in place.	New laws issued regarding EU citizen rights.	<ul style="list-style-type: none"> Monitor new legislation developments via Scottish Government legal advice, and implement the requirements for local authorities. 	Possible	2	Significant	3	6	Low	Finance and Property
LE03	Registration Services - Service may be impacted by new laws for EU Nationals marrying in Scotland.	Potential for registration services requests for marriage services to decrease. This does not represent a significant income stream for the service; however it could have a small impact.	No current controls out with normal performance monitoring arrangements, advice at present is nothing will change straight away	New laws issued regarding EU citizen rights	<ul style="list-style-type: none"> Monitor new legislation developments via Scottish Government legal advice, and implement the requirements for local authorities. Report on impact on Registration Services income 	Unlikely	1	Insignificant	1	1	Low	Housing, Customer and Building
LE04	Construction laws / building standards compliance requirements may change	Impacting on approval process for improvement and investment projects for the service in order to ensure compliance with regulations	Government have advised they will be adopting current law; the service capital programme board will monitor local impacts and take action accordingly.	Government decides not to adopt legislation.	Identify relevant projects likely to be impacted and factor in new requirements at the appropriate project planning stage.	Possible	2	Minor	2	4	Low	Housing, Customer and Building
LE05	Public Health - Impact on other public health functions within environmental health service if resources are directed to dealing with food safety concerns and risks.	Potential risk issues from increased demand for export health certificates, immigration certification for residency applications, food safety incidents, increasing imported food checks, and increased food sampling. There are also potential impact issues on service delivery from lack of resources, facilities and tools to deliver service. There is a limited budget to pay for any additional sampling required.	The environmental health service deal with a number of public health and safety issues - public health, housing standards, air quality, noise control, workplace safety, water quality and safety etc. Work is prioritised in terms of public health and safety impact. Issues such as export health certificates and immigration certificates are discretionary. This will impact businesses and individuals seeking residency. Some movement of staff to other functions will be possible but only within current resources	If there is a high demand in regard to food safety controls work - imports, food crime, food incidents etc. These are considered highest priority issues.	Service will be delivered on a priority basis in accordance with the services business continuity plan.	Likely	3	Major	4	12	High	Planning Economic Development and Regeneration
LE06	Food Safety - concerns increased due to food supply chain related matters.	This could include disruption of supply chain, increased risk of food crime and food fraud, increased opportunity for food incidents and unsafe food being provided. Imported food controls creating increased demand of checks for safety and quality and deferring of inspection from port authorities to inland authorities.	<p>Currently part of ongoing Environmental Health surveillance and inspection plan, but increased opportunity if food chain becomes vulnerable.</p> <p>Currently only required for non-EU food imports. Most checks, if not all, carried out currently at ports of entry within EU.</p>	<p>Increased level of intelligence or evidence locally or nationally regarding incidents requiring to be investigated.</p> <p>There will be a sharper focus on this potential if normal food supply chain is disrupted.</p>	<ul style="list-style-type: none"> Priority will be given to issues which present a significant risk to public health. Depending on the scale and nature of incident or activity it may require multi-agency involvement. There are procedures in place for dealing with such incidents. Priority will be given to inspection of imported foods to ensure the protection of public health within West 	Likely	3	Major	4	12	High	Planning Economic Development and Regeneration

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
				Increased number of deferred inspections from port authorities to inland authorities.	Lothian and other parts of the UK.							
LE07	Unsafe consumer products entering the UK market	Demand on Trading Standards service will increase if existing control measures are removed	Current EU based early warning system alerts UK local authorities to potential problems	If existing control measures are removed within UK then there is a risk of increased unsafe or counterfeit goods entering the market.	<ul style="list-style-type: none"> There would be a prioritised approach to investigation of concerns. There would also continue to be some co-ordination between local authorities and national bodies to share intelligence and resolve concerns to minimise local impact on resources as much as possible. 	Possible	2	Major	4	8	Medium	Planning Economic Development and Regeneration
LE08	Animal welfare issues involving farm livestock	Potential for additional demands on Trading Standard services	Mix of UK and EU based legislative controls for imports/exports of livestock	<p>If there is a disruption to animal feed supply creating opportunity for illegal or unsafe practices in animal feed controls.</p> <p>May create an increase in animal movements off farm which have to be monitored.</p> <p>Increased issues with animal disease, dead stock and animal by-product controls having to be monitored, investigated and enforced.</p> <p>Failures may lead to enforcement action for local authority to secure control of animals. This could create welfare management issues for local authority if feed supply impacted.</p> <p>Destruction orders for animals could result in compensation payments to owners.</p>	<ul style="list-style-type: none"> Staff resource will be deployed from other trading standards duties on a priority basis. In event of financial impact issues additional resources will be pursued. Will also review insurance risks to cover consequences in this area of service delivery. 	Possible	2	Major	4	8	Medium	Planning Economic Development and Regeneration

Theme Eleven: Data

Summary of Published Sources

The EU will not have made a data decision with regard to the UK before exit. This will disrupt the flow of personal data from the EU where an alternative legal basis for transfer is not in place. In no deal an adequacy assessment could take years. (Source: Operation Yellowhammer - HMG Reasonable Worst Case Planning Assumptions as of 2 August 2019)

In the event of a no deal EU Exit with no agreed arrangements covering data protection, the UK Government is advising organisations to prepare appropriate contracts to ensure any transfer of EU citizens' personal data to the UK is compliant with privacy laws.

The UK will be regarded as a third country if it exits the EU without a deal. As a result, the transfer of personal data from organisations within the EU to other organisations in the UK will be subject to strict data transfer rules, as set out by the EU General Data Protection Regulation (GDPR). EU organisations will have to ensure their transfers to UK are lawful and that's not going to be as simple as it is now.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
DA01	Some cloud based educational data (GLOW - Microsoft) is held out with the UK. In the event of an inability to agree data sharing protocols access to some educational data may be curtailed with an adverse impact on attainment.	Access to some educational data may be curtailed with an adverse impact on attainment and operational need e.g. education staff e-mail	Education Scotland are monitoring GLOW data sharing arrangements with the Scottish Government Microsoft and Google have advised that they will work with Education Scotland to transfer data should EU countries decide that they no longer wish to share data with the United Kingdom.	Feedback from Education Scotland	Education Scotland has advised that the frequency of reviews are increasing.	Possible	2	Major	4	8	Medium	Education

Theme Twelve: European Funding (ERDF/ESF)

Summary of Published Sources

During the 2014-20 EU budget round, Scotland is estimated to receive over £5 billion in funding from the EU.

If the UK leaves the EU without a deal the UK will pull out of large elements of this funding without consultation and without setting out clear alternatives.

UK Government commitments on successor arrangements are still not defined. In their post-EU exit spending forecasts, the Office for Budget Responsibility has assumed that any reductions in contributions to the EU will be recycled into substitute spending by the UK Government. It is unclear how that will translate into allocations under Barnett to the Scottish Budget. The amount of future funding that Scotland will receive beyond EU exit and any transition period will therefore be dependent on the outcomes both of the UK Government's future spending plans, and any discussions between the UK Government and devolved administrations on future financial settlements to reflect EU exit.

In the absence of firm commitments to the amounts that will be provided under alternative arrangements, we cannot yet quantify levels of funding in the future and any impact this will have on the Scottish Budget.

EU funding supports a wide range of activities across Scotland, delivering infrastructure, sustaining rural communities, providing support for the farming and fishing industries, and delivering research funding for universities. The EU provides funding to both the Council directly and to local communities and service sectors. Loss of this funding will have a negative impact.

West Lothian Council currently receives funding from the European Regional Development Fund, the European Social Fund and LEADER funding to support rural business and organisations.

In addition Education and Colleges have supported programmes through ERASMUS.

Plan Risk Ref.	Description of Risk	Potential Impacts on West Lothian	Current Controls	Trigger for Further Action	Identified Mitigating Actions	Likelihood	likelihood weight	Severity	severity weight	Score	Threat Level	Service
EF01	Risk of current EU funding being withdrawn.	The current programme of ERDF / ESF funding is in place until 2020.	The UK Government have provided guarantees to maintain the current 2014 to 2020 European funding programmes after EU withdrawal.	Current EU programme funding is withdrawn	Ongoing monitoring of UK government announcements on EU funding.	Unlikely	1	Major	4	4	Low	Planning, Regeneration and Economic Development

APPENDIX 2

EU Exit Risks Assessment methodology

Risks have been assessed using the council's established risk based scoring mechanism. A separate risk log has been established to track the ongoing probability of a risk occurring (based on a 1 to 5 weighting) and the severity of the impact of the risk if it occurs (also based on a 1 to 5 weighting). The levels of threat resulting from the risk scoring are categorised as high, medium and low. Risks are monitored on a regular basis by the responsible owners.

RISK MATRIX

PROBABILITY	Almost Certain 5	5 Low	10 Medium	15 High	20 High	25 High
	Very Likely 4	4 Low	8 Medium	12 High	16 High	20 High
	Likely 3	3 Low	6 Low	9 Medium	12 High	15 High
	Possible 2	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Unlikely 1	1 Low	2 Low	3 Low	4 Low	5 Medium
		Insignificant 1	Minor 2	Significant 3	Major 4	Catastrophic 5
	IMPACT					

PROBABILITY TABLE

Score	Likelihood	Estimated Chance of Occurrence
1	Unlikely	0-10%
2	Possible	11-50%
3	Likely	51-70%
4	Very Likely	71-90%
5	Almost Certain	>90%

IMPACT TABLE

Impact Risk Assessment - Each column is independent. Use the highest score.

<u>Hazard / Impact of Risk</u>	Personal safety	Property loss or damage	Regulatory / statutory / contractual	Financial loss or increased cost of working	Impact on service delivery	Personal privacy infringement	Community / environmental	Embarrassment
Insignificant 1	Minor injury or discomfort to an individual	Negligible property damage	None	<£10k	No noticeable impact	None	Inconvenience to an individual or small group	Contained within service unit
Minor 2	Minor injury or discomfort to several people	Minor damage to one property	Litigation, claim or fine up to £50k	£10k to £100k	Minor disruption to services	Non sensitive personal information for one individual revealed / lost	Impact on an individual or small group	Contained within service
Significant 3	Major injury to an individual	Significant damage to small building or minor damage to several properties from one source	Litigation, claim or fine £50k to £250k.	>£100k to £500k	Noticeable impact on service performance.	Non sensitive personal information for several individuals revealed / lost	Impact on a local community	Local public or press interested
Major 4	Major injury to several people	Major damage to critical building or serious damage to several properties from one source	Litigation, claim or fines £250k to £1m	>£500k to £2m	Serious disruption to service performance	Sensitive personal information for one individual revealed / lost	Impact on several communities	National public or press interest
Catastrophic 5	Death of an individual or several people	Total loss of critical building	Litigation, claim or fines above £1m or custodial sentence imposed	>£2m	Non achievement of key corporate objectives	Sensitive personal information for several individuals revealed / lost	Impact on the whole of West Lothian or permanent damage to site of special scientific interest	Officer(s) and/or members dismissed or forced to resign