



EU Transition Strategy

NOTE:

This document is subject to regular amendment therefore proper version control should be maintained. Please make sure that you are looking at the most recent version. This will be on the NCC Web Site.

Version 1.0

Date 17 December 2020

Approved: 

Version Control and Amendments

This document is a development from our previous Brexit No Deal Strategy. Because there are changes from that document in relation to the reasonable worst case scenarios which had previously been called planning assumptions a decision has been taken to start with a fresh strategy. For audit purposes we have retained the version control from our Brexit strategy.

Date	Amendment	Auth by	Amended	Version
02 Jan 19	Richard Cook- New Document		R Cook	1.0
16 Jan	Richard Cook updates		R Cook	1.1
17 Jan	Richard Cook updates		R Cook	1.2
31 Jan	Richard Cook updates		R Cook	1.3
31 Jan	Richard Cook updates		R Cook	1.4
20 Feb 19	Richard Cook meeting updates		R Cook	1.5
05 Mar 19	Richard Cook Comms and other		R Cook	1.6
08 Mar 19	Bob Cotton – strategy amends		R. Cotton	1.7
25 Mar 19	Richard Cook Timeline amend		R Cook	1.8
2 April 19	Bob Cotton amend timeline/ flow		R Cotton	1.9
24 July 19	Richard Cook Timeline amend		R Cook	2.0
15 Aug 19	Richard Cook update		R Cook	2.1
21 Aug 19	Richard Cook update		R Cook	2.2
24 Sep 19	Richard Cook update		R Cook	2.3
10 Oct 19	Richard Cook update reflect NRF		R Cook	3.0
05 Aug 20	Richard Cook Covid updates		R Cook	4.0
18 Nov 2020	Revised document to reflect COVID backdrop and reasonable worst case scenarios.	R Cook	R Cotton	4.1

NEW STRATEGY

Date	Amendment	Auth by	Amended by	Version No
17 December 2020	Document produced to reflect current NCC position and response.	T McCabe	R Cotton	1.0

Master Copy held:-

NCC Website – [Preparing for Brexit - Norfolk County Council](#)

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Information

The UK has left the European Union and is in the Transition stage. This is the period in which the UK retains its previous relationship and customs arrangements with the EU whilst the future trading relationship and security cooperation is negotiated.

The Transition period ends on 31 December 2020 and, as yet, no trade deal has been reached. The Government has published a set of Reasonable Worse Case Scenarios to enable organisations to plan for potential disruptions across a range of sectors and services to mitigate against these impacts.

Our planning for the end of the EU Transition period is being completed against the backdrop of the COVID pandemic and other winter planning assumptions and demands on already stretched services. The Transition response will be embedded into the existing internal and multi-agency (Norfolk Resilience Forum) COVID structures. These are shown in Appendix A.

The Government has recognised the impact of COVID and has, therefore, decided to introduce the border controls for imported goods in stages to allow more time to prepare. However, our planning should assume the Reasonable Worse Case Scenarios will not be delayed.

NCC Gold Strategy

Aim

To fully integrate our Transition activities into the existing COVID coordination structure to ensure that we plan, prepare, and respond effectively and flexibly with our partners to:-

- Protect life
- Minimise harm to people and property
- Support the people of Norfolk in the lead up to, and at the end of the Transition period
- Ensure business continuity planning to support service delivery of our critical services

Objectives

In conjunction with existing NRF Strategic COVID objectives, and in the context of Transition:-

- Minimise risk of serious harm to the public in line with National Reasonable Worse Case scenario planning assumptions
- Ensure that the physical and psychological welfare of our staff is considered
- Seek to provide an appropriate and proportional response to Transition related events and challenges against the existing COVID priorities

- Support other agencies, where appropriate via existing NRF coordination groups / cells, to plan to minimise disruption to any communities affected by no trade deal outcomes
- Deliver cost effective plans and resourcing whilst maintaining adequate service resilience and business continuity throughout the period
- Coordinate the communications response with partner agencies to make sure we communicate effectively with the media, local and national politicians and the public.

Reasonable Worse Case Scenarios

The Government has assessed the risks of a no trade deal outcome and has prepared a set of Reasonable Worse Case Planning Assumptions. These cover a range of potential outcomes across a number of areas and services.

In summary, these fall under the following themes:-

Border disruption	Disruption to passengers	UK Nationals in the EU
Downstream gas and electricity energy supply	Downstream oil supply	Data
Chemical supply	Impact on low economic groups	Water supply
Veterinary medicines	Food supply	Maritime security
Fisheries Two parts		
Public Disorder	Law enforcement	Reciprocal healthcare
Continuity of medical supply and medical products	Adult Social Care Two parts	DWP Data Accuracy
NHS Workforce	Social security coordination	Access to benefits
Financial Services and stability		

From a multi-agency perspective these are being risk assessed using the normal NRF matrix. NCC will be heavily involved in this process and asked to contribute to areas in which we have specific responsibilities.

Other Risks for Norfolk

As well as the continuing COVID situation, there are a range of other factors that we need to consider alongside impacts of Transition:-

- Severe winter weather
- Tidal flooding is more likely from September to April
- A combination of concurrent events

- Potential political developments (elections/referendums) – placing increased pressure on district councils
- Increased prices for food and fuel may see increases in environmental crimes i.e. fly tipping, etc, as advised by the Environment Agency.

Norfolk County Council Risks

Our Risk Management Officer has developed a Transition Risk Register. This is reviewed by our Standing COVID Silver group and should reflect potential impacts on our services against the Reasonable Worst Case Planning Assumptions along with mitigations that are in place or that are required to reduce impacts.

Multi Agency Coordination Structure

The COVID coordination structure (Appendix A) will be in place throughout this period and, as mentioned, the EU Transition activity will be embedded in this. This activity will be coordinated by the Multi Agency Fusion Group.

Each organisation has appointed an EU Transition Lead Officer. These officers will form a tactical level cell which will review and take ownership of the strategy, risk assessments and the Reasonable Worst Case Scenarios.

The Chair of the cell will represent it at the Tactical Coordinating Group where an EU Transition topic requires discussion and action. The cell also reports to the EU Transition Strategic lead and it is a standing agenda item on the Strategic Coordinating Group.

Coordinating Roles

These are the top line functions of the following roles:-

NRF Strategic Lead Officer

- Engage with the MAFG and Tactical Lead
- Providing strategic overview and decision making if required
- Provide link into standing SCG via standing agenda item
- Co-ordinate and inform the Partner EU Transition Lead Officers, ensuring that strategic information is received into and from the MAFG

NCC Strategic Lead Officer

Tom McCabe, Head of Paid Services

- Strategic oversight of NCC Transition activity
- Chair NCC Gold EU Transition meetings (if held)
- Liaison with elected members as necessary
- Provide support to NRF Strategic Lead Officer

Tactical Lead Officer

NCC Role

- In conjunction with Standing Silver Group coordinate NCC Transition activity
- Report to NCC Silver / Gold Groups
- Provide regular briefings to Head of Paid Services

Multi Agency Role

- Be the main point of contact between all the Partner EU Transition Lead Officers and Government Departments
- Be prepared to represent the Group at TCG (if required) and to report back to the group after TCG
- Support the EU Transition Strategic Lead Officer
- Share good practice, information and concerns as well as local intelligence and escalate local impacts
- Provide additional support as agreed

Multi Agency Fusion Group

- Monitor SCG and TCG and daily Common Operating Picture (COP) to ensure that any issues that need to be fed into the EU Transition leads is captured and passed on
- Gather information from all partners and EU Transition Lead Officers in each Local Authority
- Prepare situation reports for the Strategic/Tactical Leads
- Complete returns as required to MHCLG

Norfolk County Council Coordination

The Standing Silver Group will monitor Transition related activities and risks, liaising with our departments and service areas. It will consider national and local updates to Reasonable Worst Case assumptions to make sure that we are following available guidance. The Group will report NCC related matters to the TCG either via the Transition cell or our TCG representative.

Plans

Multi-Agency

Wherever possible the multi-agency response to any incident in Norfolk is guided by existing plans, primarily the Norfolk Emergency Response Guidance, but there are other generic and site specific plans that can be used. These plans are subject to a programme of exercising and review. In addition, they have been risk assessed against the extraordinary circumstances that COVID has brought about to ensure that wherever practicable they are “compliant”.

Norfolk County Council Business Continuity

We have a robust and ongoing business continuity process in place to ensure we can continue to deliver our critical services to the public in the event of any disruption. Many modifications have proved necessary for our COVID response. Should Transition cause any additional issues we will, wherever practicable, use our existing plans to respond.

Communications Strategy

External

In order to present a unified approach, our communications team will coordinate the multi-agency communications response to Transition. The overarching strategy will be to provide:-

‘Aligned messages from all agencies to create a single, unified and authoritative voice that the Norfolk public can trust’

Wherever possible signposting to the Government’s Transition website will be used.

<https://www.gov.uk/transition>

An overview of NRF top lines, phases and channels is shown at Appendix B. The most recent version will be held on Resilience Direct to ensure it is available to all partners.

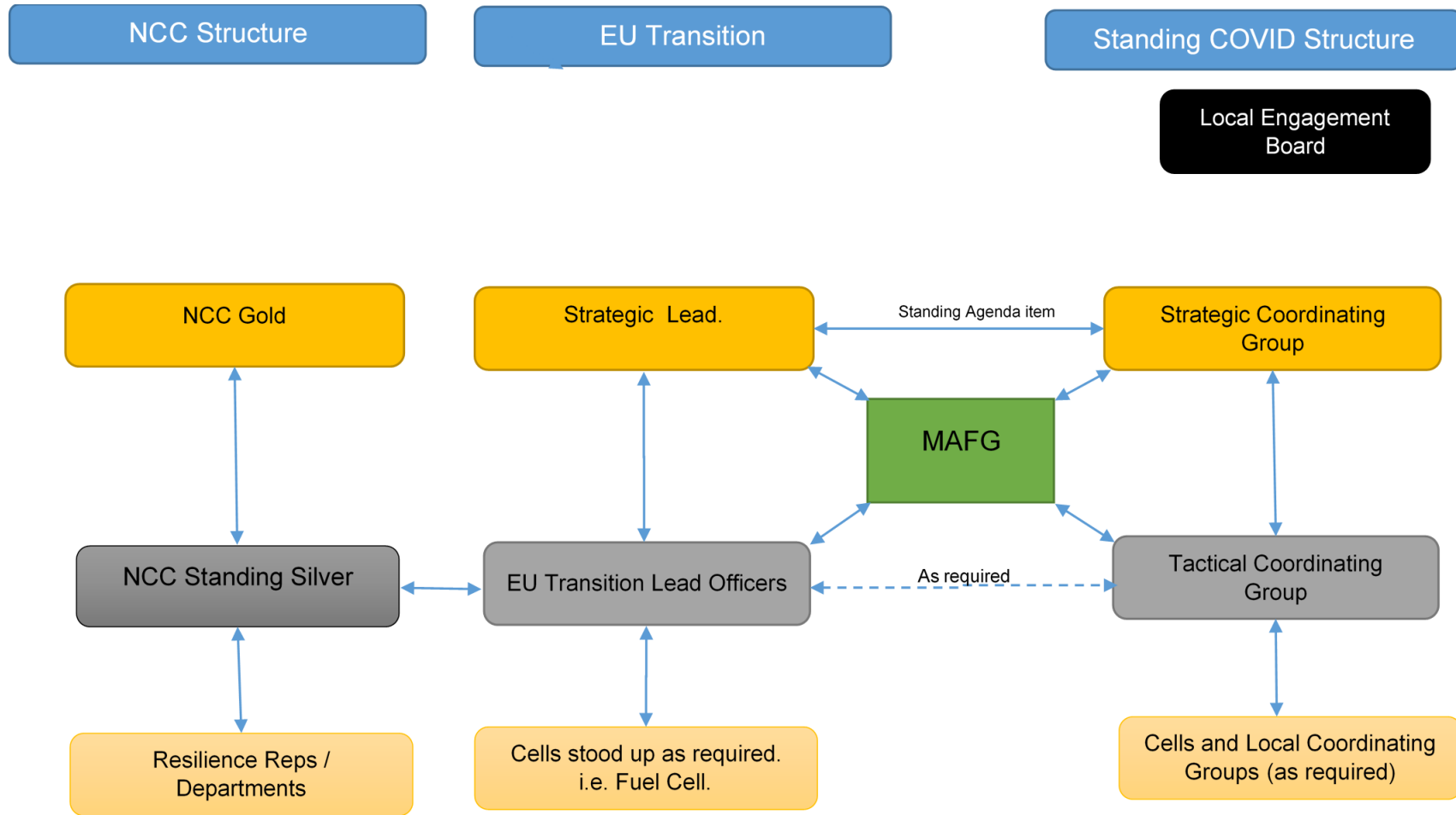
The NRF Communications strategy is shown in Appendix C.

Internal

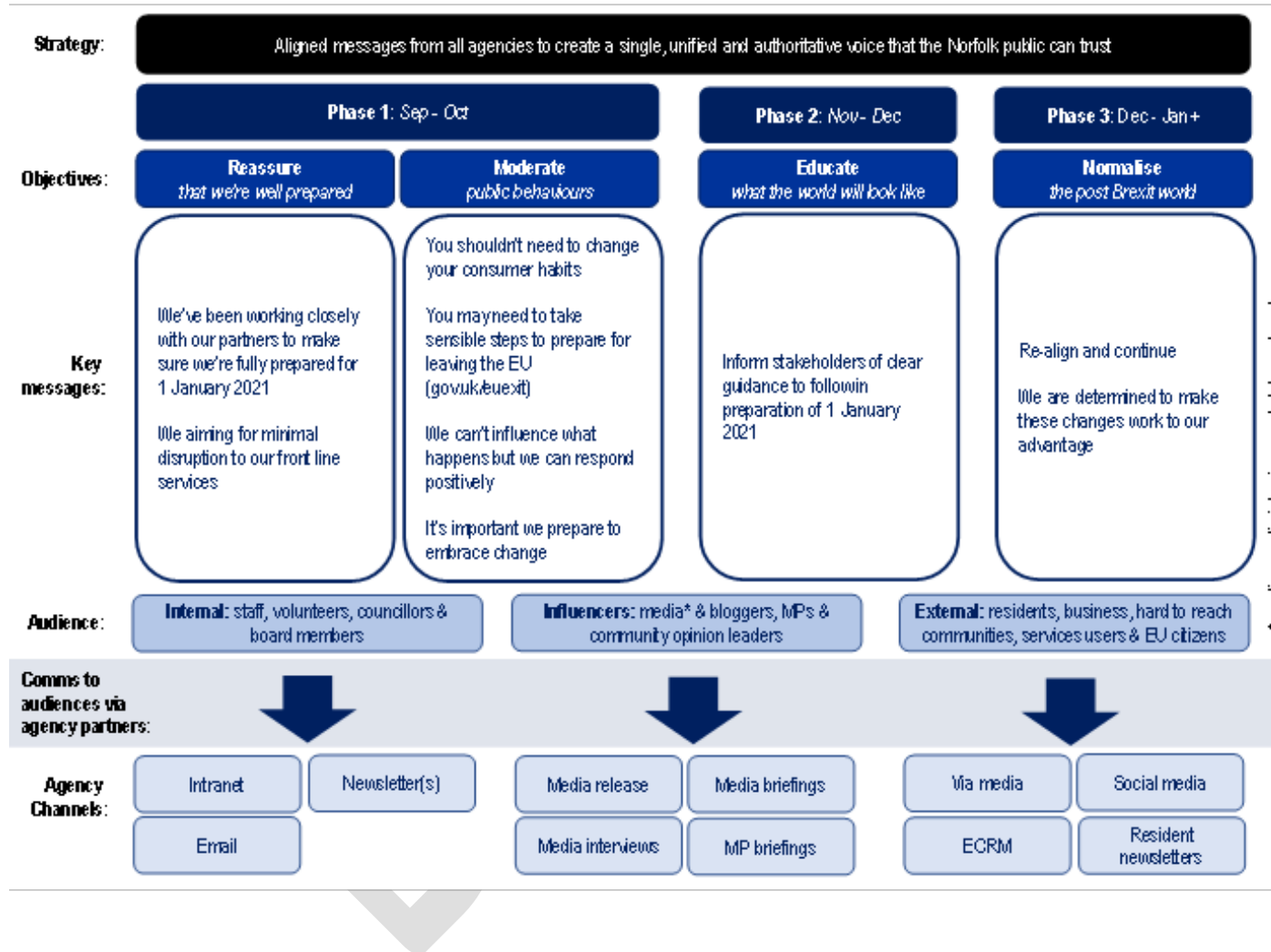
Our staff will be notified of Transition related issues on an as required basis. We will use myNet, global emails and bulletins, but only if required, and agreed by senior management.

Resilience Representatives will also be used to cascade messages to teams across NCC departments.

Appendix A - Coordination Structure



Appendix B NRF Communications Strategy



Appendix C NORFOLK RESILIENCE FORUM – BREXIT COMMUNICATIONS PLAN

10 December 2020

This is V5 of the BREXIT Comms Plan.

1. Introduction

On 31 December 2020, the withdrawal agreement which sets out the arrangement for the withdrawal of the United Kingdom from the EU will come to an end. From 1 January 2021 the way we trade with the EU will change. Rules around borders, movement, travel and employing staff from the EU will also change. The decision to leave the Single Market and the Customs Union means that to buy or sell from the EU businesses will need to follow new customs rules or they will not be able to continue to trade.

2. Background and content

The NRF is prepared for changes in legislation and is now ready to inform people of these changes.

The resources and guidance available at <https://www.gov.uk/transition> are added to daily by central government so that up-to-date information is available for both businesses and the public. There are also resources available on the New Anglia website which can offer more specific assistance. The best single place for businesses to go if they're not sure what they need to do is either the Government Transition site or this PDF: <https://newanglia.co.uk/wp-content/uploads/2020/10/Transition-Period-Master-Checklist.pdf>

New Anglia also have a list of webinars and update it each week <https://newanglia.co.uk/eu-exit/guidance-for-smes/>

Therefore, the best way to ensure that audiences are reading the most accurate information is to direct them to these websites in the first instance. They include a Transition Checker interactive tool to help individuals and businesses identify the actions they need to take.

3. Communication Goals

- Signpost businesses with the latest government/localised guidance so that they are informed of current and new legislation to prepare for the UK's withdrawal from the EU
- Signpost residents to the latest guidance so that they are aware of the changes that may happen when we leave the UK
- Ensure that all are considering how the changes may impact them

4. Key messages

- The UK has left the EU. We are now in a transition period, and that ends on 31 December 2020
- From 1 January the way we trade with the EU will change. The decision to leave the Single Market and the Customs Union means that to buy or sell from the EU businesses will need to follow new customs rules or they may experience organisational impacts.
- Personal and family circumstances may also be impacted.
- The Border Operating Model is a guide to how the border with the European Union will work from January 2021. The UK Government has taken the decision to introduce the new border controls in three stages up until 1 July 2021.
- It is essential that businesses and individuals understand the latest government guidance and take any steps to prepare their business for the end of the Transition Period.
- If businesses are already aware of the support they need, they should seek guidance. They can use the [gov.uk/transition](https://www.gov.uk/transition) website and for local support, contact the New Anglia Growth Hub for bespoke advice.
- Our key message to the majority of businesses and individuals in the lead up to end of December and into the beginning of January is to take time to check what you need to know – even if you don't think you will be affected.
- 'Do your business a favour and take some time to check' is our message – there are resources to help but there is a firm 31 December deadline and that will not be extended.

- For those that do have questions, there are specialists at the New Anglia Growth Hub who can help you answer them and navigate your way through
- Some businesses may not yet even be at the stage of knowing enough to ask a question, it is worth reviewing the information available and considering how it will impact you.
- Leaving the EU will affect most people in some way, so make sure you know how it could affect you.
- If you are unsure about further information – visit <https://newanglia.co.uk/wp-content/uploads/2020/10/Transition-Period-Master-Checklist.pdf>

5. Audience

- Norfolk residents (all)
- Norfolk businesses (additional focus on farming, agriculture and organisations with EU clients)
- Anyone trading with the EU (importing/exporting) so anyone who imports stock/materials or exports goods
- Members

6. Advice for Partners

Due to the ever-changing nature of Brexit – reproducing content from gov.uk increases the risk that audiences are exposed to information that is outdated. The safest option is to only signpost people directly to the gov.uk website.

Summarising or highlighting key points from gov.uk increases the risk that vital information is not passed communicated. Again, the safest option is to only signpost people directly to the gov.uk website or the localised information that New Anglia have taken from the government information. Both transition checker services are the best place to point businesses

7. Implementation & Delivery

Our Communications approach is:

1. Maintain our landing page on the NCC website directing residents and businesses to gov.uk
2. Also direct them to comprehensive resources already online at <https://newanglia.co.uk/eu-exit/> (These pages are updated at least weekly)
3. This includes useful sector factsheets - <https://newanglia.co.uk/eu-exit/sectors/>
4. Define the guidance that we do have from legislation relayed by the Government
5. Communicate with the businesses and the public directly via social media (using links to gov.uk and the links provided by New Anglia, see attached).
6. Highlighting New Anglia press release around business planning.
7. Share the lead piece in the New Anglia December newsletter.
8. Departments and partners to share information to their own contacts by directing them to gov.uk

A top line social media plan has been produced below – outlining key messages. This plan will continue to inform on government legislation. It is advised you combine this with the messaging from New Anglia.

DEFRA has begun a series of webinars to support the transition and to prepare importers and exporters on EU guidance on border controls. [The new Border Operating Model](#) is an extensive guide that all importers and exporters will need to follow from January 2021.

Webinars:

DEFRA plants team have scheduled a series of webinars for traders of plants and plant products between GB-EU/NI that start this week 23/11.

<https://planthealthportal.defra.gov.uk/latest-news/webinars-for-traders-of-plants-and-plant-products-between-gb-and-the-euni/>

An updated list of business webinars is also available here <https://newanglia.co.uk/eu-exit/guidance-for-smes/>

Please note – webinars already held as at 12 December 2020 have been removed. The programme is in the Comms Plan written by the NRF.

NOT PROTECTIVELY MARKED

DATE	Business – Data Protection	PLATFORM	POST
11/12	Business – Intellectual Property	Twitter	<p>If you're a business, here is the action you need to take regarding data protection and data flows with the EU/EEA in Jan 2021</p> <p>https://www.gov.uk/guidance/using-personal-data-in-your-business-or-other-organisation-after-the-transition-period</p>
11/12	Business-Trademarks	Twitter	<p>On 1 Jan 2021, protected international trademark registrations designating the EU will no longer be valid in the UK. See here for government guidance</p> <p>https://www.gov.uk/guidance/changes-to-international-trade-mark-registrations-after-the-transition-period</p>
14/12	Public – workplace rights	Twitter	<p>If your business holds an EU and UK trademark here's what you need to know before Jan 2021</p> <p>https://www.gov.uk/government/publications/trade-marks-and-designs-if-theres-no-brex-it-deal</p>
14/12	Public – mobile roaming	Twitter / Facebook	<p>Learn how your workplace rights could be affected from 2021. It's worth reading the latest information from government to see how you could be affected</p> <p>https://www.gov.uk/guidance/workplace-rights-from-1-january-2021</p>
14/12	Public – UK nationals	Twitter / Facebook	<p>Learn how leaving the EU affects mobile roaming in EU and other EEA countries.</p> <p>https://www.gov.uk/guidance/using-your-mobile-in-eu-and-eea-countries-after-the-uk-leaves-the-eu</p>
15/12	Public - driving	Twitter / Facebook	<p>UK nationals living abroad should read the latest advice about how Brexit could affect them from Jan 2021</p> <p>https://www.gov.uk/government/collections/overseas-living-in-guides</p>
15/12	Public - driving	Twitter / Facebook	<p>If you're planning to drive in the Europe and EEA from 2021 here's the latest advice from the government on what you may need to do</p> <p>https://www.gov.uk/driving-abroad</p>

NOT PROTECTIVELY MARKED

15/12	Public – travel	Twitter / Facebook	<p>The rules for international driving permits are changing. Check which type of IDP you need to legally drive when you visit another country from Jan 2021</p> <p>https://www.gov.uk/guidance/international-driving-permits-for-uk-drivers-from-28-march-2019</p>
16/12	Public – travel & healthcare	Twitter / Facebook	<p>If you're planning to travel to the EU from 2021, here's the essential info you need to read</p> <p>https://www.gov.uk/visit-europe-1-january-2021</p>
16/12	Public – package holidays	Twitter / Facebook	<p>If you're planning to travel to the EU from 2021, you'll need to be aware of changes to healthcare for UK residents whilst abroad</p> <p>https://www.gov.uk/guidance/uk-residents-visiting-the-eueea-and-switzerland-healthcare</p>
16/12	Public – passenger rights	Twitter / Facebook	<p>If you're travelling after 31 Dec your package holiday protection may be affected. Here's how</p> <p>https://www.gov.uk/buying-europe-1-jan-2021#package-holidays-bought-from-eu-companies</p>
17/12	Public – pets abroad	Twitter / Facebook	<p>If you're travelling to the EU, you need to know your rights as a passenger after 31 December 2020. See here for government guidance</p> <p>https://www.gov.uk/guidance/passenger-consumer-rights-when-travelling-to-the-eu-after-brexit</p>
17/12	Border Operating Model	Twitter / Facebook	<p>Planning to take your pet to an EU country from January 2021, make sure you read this</p> <p>https://www.gov.uk/guidance/pet-travel-to-europe-after-brexit</p>
18/12		Twitter/ Facebook	<p>The Border Operating Model is a full guide in what to expect and prepare for Jan 2021 and onwards, see here for more info</p> <p>The Border Operating Model - GOV.UK (www.gov.uk)</p>