

SRP Sub-Group 'No Deal' Civil Contingencies Preparation – Meeting 1 - Agenda

**Scottish Resilience Partnership (SRP) sub-group
Multi-agency Civil Contingencies Preparation for
a 'No Deal' European Union Exit
Meeting 1 – 16 November 2018 – 1000 to 1300**

Chair – [REDACTED]

Apologies – [REDACTED]

Attendees – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Purpose of Meeting 1

- To gain a shared understanding of the range of work being undertaken and/or planned by Scottish Government, Category 1 responders and Regional Resilience Partnerships (RRPs) to prepare for a no deal exit
- To review the purpose and membership of the SRP sub-group (as set out in the draft outline) to ensure it is right and understood
- To determine key activities for the SRP sub-group and how these will be achieved (including when meetings should be scheduled)

Agenda

1. Welcome and introductions – Chair.

Part 1 – Shared Situational Awareness

2. Overview of work being undertaken by Scottish Government policy leads, Scottish Government agencies as well as Category 1 responders to develop Scottish Planning Assumptions based on the [REDACTED] – [REDACTED] (Head of Risk and Improvement Unit, Scottish Government Resilience Division).
3. Overview of the Public and Media Communications approach being undertaken by Scottish Government – [REDACTED] (Communications Manager, Scottish Government Resilience Division).
4. Overview of UK Government C3 (Command, Control and Co-ordination) Arrangements for Operation [REDACTED] and Scottish Government's C3 plans – [REDACTED] (Head of Response and Policy Engagement Unit, Scottish Government Resilience Division).
5. Overview of Category 1 and RRP no deal civil contingency preparations – each SRP sub-group member. The overview should focus on:
 - Key risks (and consequences of these risks) for the organisation/sector/RRP
 - Plans (current and/or emerging) for managing these key risks and consequences including command/management structures

SRP Sub-Group 'No Deal' Civil Contingencies Preparation – Meeting 1 - Agenda

- Critical activity and timeframe for key decisions
- Key concerns for the organisation/sector/RRP

Part 2 – SRP sub-group purpose, membership and key activities

6. SRP sub-group purpose and membership (reference draft SRP sub-group outline):

- What should the SRP sub-group objectives be? Are they achievable? How will they be measured?
- Is there a need to extend the language from a 'no deal' exit to Brexit Contingency Planning because there will be consequences to potentially manage if there is a deal (and through the transition arrangements) or a no deal?
- Who else needs to be a member of the SRP sub-group and/or invited to attend SRP sub-group meetings?

7. SRP sub-group – next steps:

- What are the key activities for the SRP sub-group?
- Is there a need for a facilitated session to develop a greater understanding of the potential landscape of a no deal exit to assist preparations and ensure interdependencies have been identified? (see the following page for a flavour of what this could cover)
- How will the key activities be achieved? What meeting schedule and reporting arrangements would assist this?
- What 'communication messages' should be disseminated about the SRP sub-group work – how and to whom?

8. AOB.

SRP Sub-Group 'No Deal' Civil Contingencies Preparation – Meeting 1 - Agenda

Additional Information**Approx timings**

Agenda No.	Subject	Approx Timings
1	Introductions – Chair	1000 (5 mins)
2	Planning Assumptions – [REDACTED]	1005-1015 (10 mins)
3	Public and Media Communications – [REDACTED]	1015-1025 (10 mins)
4	C3 Arrangements – [REDACTED]	1025-1035 (10 mins)
5	Category 1 and RRP Preparations – Police Scotland, SFRS, SAS, Health, Local Authorities, SEPA, MCA, RRP East, RRP West	1035-1130
	<i>Break</i>	<i>1130-1140</i>
5 (cont)	Category 1 and RRP Preparations – Police Scotland, SFRS, SAS, Health, Local Authorities, SEPA, MCA, RRP East, RRP West	1140-1200 (A total of 75 mins for the agenda item)
6	SRP purpose and membership	1200-1220
7	SRP sub-group next steps	1220-1245
8	AOB	1245

Facilitated session to develop a greater understanding of the potential landscape of a no deal exit

Understanding the potential landscape:

- How will a no deal exit impact on the people on Scotland's streets – eg. health and wellbeing, inconvenience (**society**)?
- How will it impact on Scotland's businesses – eg. jobs and livelihood, wealth, poverty, supply issues (**economy**)?
- How will it impact on essential services – safety and security, environmental, energy, care for people, health etc (**essential delivery**)?

What are the interlinks between these 3 key elements?

What can Resilience Partnerships/Category 1 responders collectively:

- "Control" (maybe things like sharing of info/escalation/identification of interdependencies/any shared solutions)?
- "Influence"?
- What do Resilience Partnerships/Category 1 responders collectively need an awareness of in order to determine what they should focus on (the landscape/context they are operating in now, and in March)?

**SRP Sub-Group – Multi-agency Civil Contingencies Preparation for an
European Union (EU) Exit - Summary of discussion and actions from meeting
16 November 2018**

In attendance - [REDACTED]

[REDACTED]

Sub-group secretariat - [REDACTED]

Apologies received - [REDACTED]

[REDACTED] welcomed everyone to the meeting and explained the background to the group's formation.

Agenda item 6 – SRP sub-group purpose, membership and key activities

[REDACTED] suggested that it would be sensible to deal with agenda item 6 prior to other agenda items as this would lay the foundations for the discussions today.

The questions contained within the agenda were posed to the group: what should the SRP sub-group objectives be; is there a need to extend the language from a “no-deal” exit to Brexit contingency planning; and who else needs to be a member of the SRP sub-group and/or invited to attend meetings?

Discussion summary

- what should the SRP sub-group objectives be?

The group agreed that the main objective for the group was to deliver a collective civil contingencies plan based around a “threat and risk assessment” using Scottish-specific planning assumptions.

- is there a need to extend the language from a “no-deal” exit to Brexit contingency planning?

The group agreed that there was a need to extend the language as regardless of the outcome of the EU-exit there would be an impact on “business as usual” operations. In relation to describing the exit the group would refer to “EU-exit” rather than “Brexit”.

- who else needs to be a member of the SRP sub-group and/or invited to attend meetings?

The group discussed the possibility of other interests being represented - such as the voluntary sector (in particular, the British Red Cross), Transport Scotland, Scottish Government Health Resilience (commonly known as NHS Resilience), and Scottish Water – but it was agreed that their interests were represented sufficiently elsewhere either through policy leads within the Scottish Government and/or other structures.

Membership of the sub-group would be kept under review, with agreement that organisations/sectors should be brought in as required.

It was agreed that sub-group membership should include military input through the Joint Regional Liaison Officer (JRLO) – [REDACTED]

Actions

1. The SRP sub-group secretariat to review the SRP sub-group outline to ensure it reflects the meeting's discussion and agreed change of terminology from 'No Deal EU Exit' to 'EU Exit'.
2. The SRP sub-group secretariat to establish contact with the JRLO for the purpose of being represented at the sub-group.
Update post-meeting – Action complete. [REDACTED] will join the sub-group at its next meeting.

PART 1 – SHARED SITUATIONAL AWARENESS

Agenda item 2 – Planning assumptions

[REDACTED] provided an overview of the work being undertaken by his Unit and others within the Scottish Government and partner agencies to develop Scottish planning assumptions based upon the [REDACTED]. He explained that the development of Scottish planning assumptions will rely heavily on information from policy leads and responders. He advised that a narrative will be produced which will be more expansive than a risk assessment on its own and which will give a better flavour of what the landscape may look like.

[REDACTED] explained that his team were working on maintaining and developing four products: [REDACTED], Scottish planning assumptions, the narrative referred to above, and a weekly situational report. He also gave an update on the meeting structures currently in place between the Scottish and UK-governments and also internally within the Scottish Government [REDACTED] is the name the UK Government is using to describe its programme of work looking at Civil Contingency planning around a 'no deal' exit from the EU. [REDACTED]

Discussion summary

[REDACTED] It was acknowledged that RRP's had been asked to consider the implications of Brexit as part of their work going forward (in a letter from [REDACTED] to the RRP Chairs) and that they had been verbally briefed at their last round of meetings, but that this communication was some time ago. It was agreed that a communication should be issued to

partnerships advising them of the [REDACTED] and an update on the work being carried out by the SRP sub-group.

The group discussed the need to develop a “threat and risk assessment” and the mechanics for creating one. It was agreed that although the Scottish Government would take the lead in producing the assessment it was essential for partners to feed into its creation. [REDACTED]. It was agreed that following upon that workshop a meeting should be held to progress the development of Scottish planning assumptions and a narrative.

Actions

3. [REDACTED] and Senior RRP Co-ordinators to draft a communication to RRP to be issued from the SRP sub-group chair – by 23 November.
4. [REDACTED] to progress a meeting with SG policy colleagues and partner organisations to develop the [REDACTED] into a picture/narrative that reflects Scottish issues.

Update post-meeting – Scottish Government and Police Scotland are meeting on 27 November to discuss what process could be used to create the Scottish risk picture (risk assessment) and Scottish planning assumptions as requested by the sub group. It is suggested that the second SRP sub-group meeting may be an opportunity to involve all partners in this development and discussion.

Agenda item 3 – Public and Media Communications

[REDACTED] provided an overview of the approach being taken by the Scottish Government in relation to communications. [REDACTED] explained that the Scottish and UK-governments are in discussions regarding public information campaigns in the event of a “no-deal” exit, but that plans were not yet finalised. Any campaigns would not be focused solely around civil contingency aspects. We anticipate that the Scottish Government would be contacting partner communications leads by early-December 2018 to update them on plans.

It was noted that Scottish Enterprise have already launched a business-focused campaign: <https://www.prepareforbrexit.scot/>

[REDACTED] also confirmed that Scottish Government response-phase Communications will be addressed as part of [REDACTED] C3 planning, but that undoubtedly the RRP Public Communications Groups will be expected to stand-up and play a key role. There is an extra-ordinary meeting of the National Resilience Communications Group in January 2019 to update partners on plans.

Discussion summary

It was agreed that the sub-group has a role in ‘flagging up information’ that they have received and/or given and, any gaps in information which the SRP might assist in addressing. This should be a Standing Agenda Item for the sub-group.

The increase in the number of Freedom of Information (FOI) requests was also discussed and it was accepted that there was often an inconsistent approach in the language used when replying to FOIs. It was suggested that it may be useful to draft some standardised FOI response lines and/or develop a standardised template for use across the sub-group. While it was agreed that this may be useful, it may require significant work and may not be achievable within the timeframes.

Action

5. For each SRP sub-group meeting to have a Standing Agenda Item to allow for each organisation to flag up any issues in their sector regarding the information received regarding EU Exit planning.
6. For SRP sub-group members to consider if standardised FOI response lines can be developed within their organisation/sector.

Agenda item 4 – C3 Arrangements

[REDACTED], SGoRR had limited readily available resources, and that a call for new volunteers would be made to ensure that SGoRR could be stood-up in similar terms to [REDACTED] to deal with all major civil contingency issues.

[REDACTED] also highlighted that:

- There is a need to confirm what the mechanisms will be between SGoRR, COBR, the MACC (Multi-Agency Coordination Centre) and Resilience Partnerships – and how each can escalate or de-escalate (as appropriate)
- We already have well defined documents and processes but there will be a need to tailor and test these
- There is likely to be a 'UK-wide test' of arrangements early to mid-February 2019 – and Scottish Government would also be looking at Scotland-specific training and exercising

- [REDACTED]

Discussion summary

A discussion took place around areas of work that may need to be re-scheduled to later in 2019 to allow responders and partners to concentrate on urgent EU-exit related planning. There was a discussion surrounding whether or not the SRP could provide "permission" to the partners to allow these decisions to be made. It was noted that the role of the SRP is not as a decision-making body and it was accepted that the SRP could not direct parties to re-prioritise duties, but rather it may be able to provide reassurance that it is in order to do so. [REDACTED]

[REDACTED]

[REDACTED]

Action

7. For the Senior RRP Coordinators to co-ordinate the review of the RRP work programmes to determine what activities need to be changed (increased or decreased in priority; paused; stopped) to create capacity and capability to focus on EU Exit preparedness. For reporting back at the next SRP sub-group meeting.

Agenda item 5 – Category 1 and RRP preparations

Each SRP sub-group member gave an update on their state of preparations. The information provided complemented the individual papers submitted and distributed at the meeting.

Police Scotland update

[REDACTED] provided a brief update to supplement his paper. He informed the group that a designated “Brexit Contingency” team had been newly established. The team had worked on [REDACTED] and had created a spreadsheet which could be shared with partners when redacted. The spreadsheet may assist in the development of the risk scenario work. [REDACTED]

[REDACTED] He advised that an Information Coordination Hub would be established which would allow multi-agency coordination of information flows to ensure shared situational awareness for consequence management.

Maritime and Coastguard Agency

[REDACTED] provided a brief update to supplement his paper. He advised that the MCA had a smaller scale of impacts when compared to other partners. [REDACTED]

Action

8. [REDACTED] to check that MCA intelligence is being shared as part of the working relationships between Department of Transport and Transport Scotland.

National Health Service Territorial Boards

██████████ advised the group that the question of EU qualifications not being recognised had been addressed. A staff survey was underway to ascertain the numbers of EU staff employed within NHS Scotland. ██████████

██████████ Given this, it was agreed that it would be useful to have representation from the Health and Social Care partnerships on the sub-group.

There is a generic NHS paper going to Boards at the end of November outlining risks and risk mitigation.

Action

9. The SRP sub-group secretariat to invite the Chair of the Health and Social Care Partnerships Group (or a representative) to be a member of the sub-group.

Scottish Ambulance Service *(corrected text provided by ██████████ 28 Nov)*

██████████ provided a brief update to supplement his paper. He advised that currently the number of EU nationals within the organisation was thought to be very low and this was a low risk area for the service. ██████████

██████████ An internal co-ordination group was being set up to investigate risks and contingency plans at a more granular level.

Scottish Fire and Rescue Service

██████████ provided a brief update to supplement his paper. A cross organisational strategic co-ordination group has been established. Three main areas were being addressed: ██████████

Scottish Environment Protection Agency

[REDACTED] updated the group on SEPA's current position. The strategic management team had been briefed and were ready to stand-up. [REDACTED]

[REDACTED]. [REDACTED]. Action plans are being developed for identified and emerging risks.

Scottish Local Authorities

[REDACTED] updated the group on the position of the local authorities to supplement the paper he had submitted. [REDACTED]

[REDACTED]. There were strengths in the current state of business continuity plans, C3 structures and generic plans (although there may be a need to develop subject-specific plans). He explained that a dashboard had been created showing readiness levels within the 32 authorities. [REDACTED]

[REDACTED] also asked the question 'who is linking with the private sector' and 'how do we communicate with Scotland pre and during the response'. These questions are or will be addressed through Public and Media Communication work that [REDACTED] and [REDACTED] are linked with.

Actions

10. [REDACTED]

11. For each SRP sub-group member to consider what an EU Exit Readiness Dashboard may look like for their agency.

PART 2 – SRP SUB-GROUP PURPOSE, MEMBERSHIP, AND KEY ACTIVITIES

Agenda item 6 – SRP sub-group purpose and membership

This item was discussed at the start of the meeting.

Agenda item 7 – SRP sub-group next steps

The group agreed that it had three main next steps:

1. to develop the [REDACTED] into a picture/narrative that reflects Scottish issues;
2. to develop a multi-agency civil contingencies plan based on the planning assumptions and narrative;

3. to communicate with resilience partners about the work being done to prepare for an EU exit and flag up any issues in their sector regarding the information received

The group agreed to meet in three weeks' time, on Friday 7 December 2018.

Update post-meeting – the next meeting will now be Tuesday 4 December 2018 (1330 to 1630).

Action

12. The SRP sub-group secretariat to distribute contact details of the SRP sub-group members.

Agenda item 8 – AOB

There was no other business noted.

Action log

Action	Owner	Timeframe
1. The SRP sub-group secretariat to review the SRP sub-group outline to ensure it reflects the meeting's discussion and agreed change of terminology from 'No Deal EU Exit' to 'EU Exit'.	[REDACTED]	23 November 2018
2. The SRP sub-group secretariat to establish contact with the JRLO for the purpose of being represented at the sub-group.	[REDACTED]	23 November 2018
3. [REDACTED] and Senior RRP Co-ordinators to draft a communication to RRP's to be issued from the SRP sub-group chair.	[REDACTED]	23 November 2018
4. [REDACTED] to progress a meeting with SG policy colleagues and partner organisations to develop the [REDACTED] into a picture/narrative that reflects Scottish issues.	[REDACTED]	4 December 2018
5. For each SRP sub-group meeting to have a Standing Agenda Item to allow for each organisation to flag up any issues in their sector regarding the information received regarding EU Exit planning.	[REDACTED]	For next meeting - and then ongoing
6. For SRP sub-group members to consider if standardised FOI response lines can be developed within their organisation/sector.	SRP sub-group members	For review at the next meeting
7. For the Senior RRP Coordinators to co-ordinate the review of the RRP work programmes to determine what activities need to be changed (increased or decreased in priority; paused; stopped) to create capacity and capability to focus on EU Exit preparedness. For reporting back at the next SRP sub-group meeting.	Senior RRP co-ordinators [REDACTED]	For updating at the next meeting
8. [REDACTED] to check that MCA [REDACTED] is being shared as part of the working relationships between Department of Transport and Transport Scotland.	[REDACTED]	For updating at

		the next meeting
9. The SRP sub-group secretariat to invite the Chair of the Health and Social Care Partnerships Group (or a representative) to be a member of the sub-group.	[REDACTED]	23 November 2018
10. [REDACTED]	[REDACTED]	For updating at the next meeting
11. For each SRP sub-group member to consider what an EU Exit Readiness Dashboard may look like for their agency.	SRP sub-group members	For review at the next meeting
12. The SRP sub-group secretariat to distribute contact details of the SRP sub-group members.	[REDACTED]	23 November 2018

**Scottish Resilience Partnership (SRP) sub-group - Civil Contingencies Preparation
for an European Union (EU) Exit
Meeting 2 – 4 December 2018 – 1430 to 1630**

Chair – [REDACTED]
Apologies – [REDACTED]
Attendees – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Purpose of Meeting 2

- To review action taken to address the agreed 3 key next steps from meeting 1:
 - To develop EU-exit Scottish Planning Assumptions
 - To develop a National/Multi-agency Civil Contingencies Plan
 - To communicate with Resilience Partners
- To review other action agreed from meeting 1
- To maintain shared situational awareness of EU-exit civil contingency preparations

Agenda

1. Welcome, introductions, opening remarks, and review of notes and actions from 16 Nov 2018 meeting – Chair.

EU-exit Scottish Planning Assumptions and an EU-exit Scottish Risk Assessment

2. Update from the EU-exit Scottish Risk Picture workshop (addressing Action 4 from the 16 Nov meeting) – [REDACTED].

3. Role of the Regional Resilience Partnerships (RRPs) and Local Resilience Partnerships (LRPs) in EU-exit Civil Contingencies Preparation (including contribution/completion of EU-exit Risk Assessments – [REDACTED] [REDACTED] [REDACTED]).

4. Managing FOI (Freedom of Information) requests relating to the EU-exit Civil Contingencies Preparation in particular the EU-exit Scottish Risk Assessment, as well as picking up any points re. Action 6 from the 16 Nov meeting – [REDACTED] to update re. EU-exit Scottish Risk Assessment FOI request management; SRP sub-group members to contribute re. Action 6.

A National/Multi-agency Civil Contingencies Plan/Framework based on the EU-exit Scottish Planning Assumptions

5. Update on development of C3 (Command, Control and Co-ordination) Arrangements for Scotland/Resilience Partnerships - [REDACTED] [REDACTED] [REDACTED].

6. Update on the proposed work of the Scottish Resilience Communications Group network, and the Public and Media Communications approach being undertaken by Scottish Government – [REDACTED].

Communicating with Resilience Partners

7a. Feedback from distribution of 22 Nov 2018 letter from [REDACTED] (addressing Action 3 from the 16 Nov meeting) and overview of next steps to communicate with resilience partners – Sub-group members and [REDACTED].

7b. Any additional issues from sub-group members regarding the EU-exit planning and preparation information received (addressing Action 5 from the 16 Nov meeting) – Sub-group members.

Additional Actions

8. EU-exit Readiness Dashboards (addressing Action 11 from the 16 Nov meeting) – Sub-group members.

Shared situational awareness of EU-exit civil contingency preparations

9. Information, updates and/or concerns – Sub-group members.

AOB

10. AOB

11. Confirmation of next steps – including next meeting(s).

Approx timings

Agenda No.	Subject	Approx Timings
1	Welcome, opening comments, review of notes and actions	1430-1445
2	Update from EU-exit Scottish Risk Picture workshop	1445-1455
3	Role of the RRP/LRPs in [REDACTED]	1455-1510
4	Managing FOI requests – in particular re. Scottish Risk Assessment	1510-1520
5	Update on C3 arrangements	1520-1530
6 & 7	Communication with resilience partners – and any issues	1530-1540
8	EU-exit Readiness Dashboards	1540-1555
9	Maintaining shared situational awareness – info, updates, concerns	1555-1620
10 & 11	AOB and confirmation of next steps	1620-1630

SRP EU-exit Sub-group – Civil Contingencies Preparation for an European Union (EU) Exit - Summary of discussion and actions from meeting 4 December 2018 (1445 to 1630)

In attendance - [REDACTED]

Sub-group secretariat - [REDACTED].

Apologies received - [REDACTED]
(meeting venue not suitable for teleconference).

Agenda Item 1 – Welcome, introductions, opening remarks and review of notes and actions from 16 Nov 2018 meeting

- 16 Nov 2018 meeting notes approved (Version 2 of the meeting notes are on Resilience Direct to reflect corrections submitted earlier by [REDACTED] re. Scottish Ambulance Service update)
- There were 12 actions from the 16 Nov 2018 meeting with these all complete or good progress being made (see below table)

16 Nov 2018 Meeting Actions	Status (as at 4 Dec 2018)
1. The SRP sub-group secretariat to review the SRP sub-group outline to ensure it reflects the meeting's discussion and agreed change of terminology from 'No Deal EU Exit' to 'EU Exit'.	Complete.
2. The SRP sub-group secretariat to establish contact with the JRLO for the purpose of being represented at the sub-group.	Complete.
3. [REDACTED] and Senior RRP Co-ordinators to draft a communication to RRP's to be issued from the SRP sub-group chair.	Complete.
4. [REDACTED] to progress a meeting with SG policy colleagues and partner organisations to develop the [REDACTED] into a picture/narrative that reflects Scottish issues.	Complete.
5. For each SRP sub-group meeting to have a Standing Agenda Item to allow for each organisation to flag up any issues in their sector regarding the information received regarding EU Exit planning.	Complete.
6. For SRP sub-group members to consider if standardised FOI response lines can be developed within their organisation/sector.	For further discussion at 4 Dec meeting.

<p>7. For the Senior RRP Coordinators to co-ordinate the review of the RRP work programmes to determine what activities need to be changed (increased or decreased in priority; paused; stopped) to create capacity and capability to focus on EU Exit preparedness. For reporting back at the next SRP sub-group meeting.</p>	<p>For further discussion at 4 Dec meeting.</p>
<p>8. ██████████ to check that MCA ██████████ is being shared as part of the working relationships between Department of Transport and Transport Scotland.</p>	<p>Complete.</p>
<p>9. The SRP sub-group secretariat to invite the Chair of the Health and Social Care Partnerships Group (or a representative) to be a member of the sub-group.</p>	<p>Invitation made to ██████████ ██████████ Chair of the Health and Social Care Partnerships Chief Officers Group. Are waiting for response. For follow-up and then review at 19 Dec meeting.</p>
<p>10. ██████████ to seek support (via ██████████ as SRP SOLACE representative) to commission 'national deep dive sectoral impact assessments' utilising the Local Authority national subject matter experts for such areas as Procurement, Trading Standards and Human Resources.</p>	<p>Complete. Will complete the Local Authority EU-exit Risk Assessment utilising these 'national deep dive sectoral impact assessments'.</p>
<p>11. For each SRP sub-group member to consider what an EU Exit Readiness Dashboard may look like for their agency.</p>	<p>For further discussion at 4 Dec meeting.</p>
<p>12. The SRP sub-group secretariat to distribute contact details of the SRP sub-group members.</p>	<p>Complete.</p>

Agenda Item 2 – EU-exit Scottish Planning Assumptions and an EU-exit Scottish Risk Assessment

██████████ updated the Chair on the EU-exit Scottish Risk Picture workshop held prior to the SRP sub-group meeting and the agreed next steps. In addition to these next steps, there may be a need to run individual workshops (maybe in January 2019) to address specific issues highlighted at the workshop.

It was also suggested that a follow-up workshop be held with all those who attended (SRP sub-group members, Scottish Government policy areas and agencies, representation from the Crown Office and Scottish Prison Service) towards the end of Jan 2019 in recognition that the Scottish Planning Assumptions will be refined as more becomes known, and that the workshop provided a rich exchange of information.



Actions:

1. Scottish Planning Assumptions (high-level and strategic) to be developed from the information shared and discussed at the workshop – [REDACTED] (lead) - by 7 Dec 2018.
2. Individual EU-exit Risk Assessment template to be completed by each Category 1 responder and sent to [REDACTED] - by 14 Dec 2018.
3. EU-exit Scottish Risk Assessment to be developed for discussion at the next SRP sub-group meeting – [REDACTED] and Police Scotland (leads) – by 19 Dec 2018.

Agenda Item 3 - Role of the Regional Resilience Partnerships (RRPs) and Local Resilience Partnerships (LRPs) in EU-exit Civil Contingencies Preparation

It was agreed that there is benefit in completing the RRP Risk and Preparedness Assessment (RPA) at the RRP/LRP level and that should happen alongside the EU-exit Scottish Risk Assessment work. Such work will also assist the ongoing refinement of the EU-exit Scottish Planning Assumptions and EU-exit Scottish Risk Assessment.

Action:

4. The 3 RRP Senior Coordinators ([REDACTED], [REDACTED], [REDACTED]) to work with Resilience Partnerships on using the RPA principles to assist EU-exit Civil Contingencies preparations.

Agenda Item 4 - Managing FOI (Freedom of Information) requests relating to the EU-exit Civil Contingencies Preparation

It was agreed that concerns about FOIs should not restrict the need to share information and to communicate provided:

- Advice on handling Official-Sensitive material is followed including making a risk-based assessment when sharing information
- There is an awareness of any FOI requests, and the response/outcome to those requests

Action:

5. SRP sub-group secretariat (in correspondence with SRP sub-group members) to determine the best mechanism for developing and maintaining awareness of FOI requests and outcomes.

Agenda Item 5 – Update on development of C3 arrangements

[REDACTED] confirmed that Scottish Government are still designing the C3 process to reflect specific Scottish needs but also to fit in, where appropriate, with the UK Government's COBR planning. [REDACTED]

██████████ confirmed that the single MACC (Multi Agency Coordination Centre) will be set up at Bilston Glen. Work is underway to confirm interactions and information flows between the MACC and SGoRR as well as how Resilience Partnerships will be linked in. This will be reflected in the EU-exit Civil Contingencies Plan/Framework currently being developed

Action:

6. An outline of the EU-exit Civil Contingencies Plan to be presented to the SRP sub-group at the next meeting on 19 Dec – ██████████, ██████████, ██████████).
██████████).

Agenda Item 6 - Public and Media Communications

██████████ led a discussion to explore the extent to which the RRP Public Communication Groups (PCGs) are engaged and being considered as part of the EU-exit RRP (and wider) planning and response arrangements.

The role of the PCGs and how they will operate in the overall co-ordination structures will be included in the EU-exit Civil Contingencies Plan/Framework (see Action 6).

If required, there is an opportunity for the SRP sub-group Chair to speak the National Communications Group meeting on 14 Jan 2019 to provide further context.

Action:

7. ██████████ to provide draft words for inclusion in the next communications bulletin to resilience partners from the SRP sub-group Chair confirming the importance of PCGs to be included in planning as well as the importance of PCGs considering their own preparedness, particularly for what may be a sustained response.

Agenda Item 7 - Communicating with Resilience Partners

The letter from the SRP sub-group Chair (dated 22 Nov) provided reassurance, guidance and direction to resilience partners. This format should continue. In addition, there may be an opportunity to use the Resilience Direct 'Forum' function to assist two-way communications.

Actions:

8. Communication bulletin (based on this SRP sub-group meeting) to be developed and distributed – ██████████
██████████

9. ██████████ to explore Resilience Direct 'Forum' function potentially utilising the already established SRP sub-group Resilience Direct page (with links to ██████████).
██████████).

Agenda Item 8 - Additional Actions

Based on the Local Authority EU-exit Readiness Dashboard [REDACTED] presented at the 16 Nov 2018 meeting, [REDACTED] presented the Police Scotland Graduated No-Deal Readiness Dashboard.

Action:

10. For all SRP sub-group organisations to feedback back their own Readiness Dashboard/Assessment at the next SRP sub-group meeting on 19 Dec.

Agenda Item 9 - Shared Situational Awareness

SRP sub-group members provided relevant information, updates and concerns. Key points and actions are as follows.

Training and Exercising

Action:

11. [REDACTED], [REDACTED] to meet to confirm the EU-exit Training and Exercising approach and potential programme to support and assess preparations – before the next SRP sub-group meeting on 19 Dec.

SGoRR – broader planning and preparation – and Local Government links

[REDACTED]

[REDACTED]

Prioritisation of activities

[REDACTED]. It was agreed that this action is not yet required but each SRP sub-group member should consider exercise planning and delivery commitments for further discussion at the next SRP sub-group meeting.

Action:

12. Each SRP sub-group member to consider if any action is required to address exercise planning and delivery commitments over the next 4-6 months – for further consideration at the 19 Dec SRP sub-group meeting.

Sharing of information received by the JRLO

[Redacted]

Maintaining shared situational awareness

It was agreed that regular updates and sharing of information would assist everyone maintain a common understanding and narrative. Several options were discussed including weekly teleconferences and/or a ‘Look back/Look forward’ template to capture critical points.

Action:

13. To consider moving to regular updates and sharing of information, and the best way of achieving this – SRP sub-group members – January 2019.

Agenda Items 10 and 11 – AOB and Next Steps

- Agreed (and carried forward) actions from the 4 Dec 2018 meeting are as set out below
- The next SRP sub-group meeting will be on Wed 19 Dec 2018 (1100 to 1400 – as per e-calendar request)

Action Log – from 4 Dec 2018 meeting

No.	Action	Lead	Timeframe
1	Develop Scottish Planning Assumptions (high-level and strategic) from the information shared and discussed at the 4 Dec 2018 workshop	[Redacted]	7 Dec 2018
2	Complete Individual EU-exit Risk Assessment template and send to [Redacted]	Each Category 1 responder plus SG	14 Dec 2018
3	Develop EU-exit Scottish Risk Assessment based on the Individual EU-exit Risk Assessments	[Redacted] and Police Scotland ([Redacted] and team)	For presentation and discussion at the 19 Dec 2018 SRP sub-group meeting
4	Work with Resilience Partnerships on using the RPA principles to assist EU-exit Civil Contingencies preparations	[Redacted]	January 2019

5	Determine the best mechanism for developing and maintaining awareness of FOI requests and outcomes	SRP sub-group secretariat – [REDACTED] (in correspondence with SRP sub-group members)	For review at the 19 Dec 2018 SRP sub-group meeting
6	Develop outline of the EU-exit Civil Contingencies Plan/Framework	[REDACTED]	For presentation and discussion at the 19 Dec 2018 SRP sub-group meeting
7	Draft words for inclusion in the next communications bulletin confirming the importance of PCGs to be included in planning as well as the importance of PCGs considering their own preparedness, particularly for what may be a sustained response	[REDACTED]	6 Dec 2018
8	Develop and distribute next communications bulletin (based on this SRP sub-group meeting)	[REDACTED]	7 Dec 2018
9	Explore Resilience Direct 'Forum' function potentially utilising the already established SRP sub-group Resilience Direct page	[REDACTED]	January 2019
10	Prepare individual organisational/partnership Readiness Dashboard/Assessment	Each SRP sub-group Category 1 member	For review at the 19 Dec 2018 SRP sub-group meeting
11	Confirm the EU-exit Training and Exercising approach and potential programme to support and assess preparations	[REDACTED]	For updating at the 19 Dec 2018 SRP sub-group meeting
12	Consider if any action is required to address exercise planning and delivery commitments over the next 4-6 months	All sub-group members – including RRP Senior Coordinators (re. Action 7 from 16 Nov 2018 meeting)	For further discussion at the 19 Dec 2018 SRP sub-group meeting
13	Consider moving to regular updates and sharing of information, and the best way of achieving this	All sub-group members	January 2019

Carried forward action (from 16 Nov 2018 meeting)

9	Follow-up 26 Nov invitation made to Chair of the Health and Social Care Partnerships Chief Officers Group for tactical representation	SRP sub-group secretariat – [REDACTED]	For review at the 19 Dec 2018 SRP sub-group meeting
---	---	--	---

**Scottish Resilience Partnership (SRP) sub-group - Civil Contingencies Preparation
for an European Union (EU) Exit
Meeting 3 – 19 December 2018 – 1100 to 1400**

Chair – [REDACTED]

Attendees – [REDACTED]

Apologies – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Purpose of Meeting 3

- To discuss and agree an EU-exit Scottish Risk Assessment based on the Individual EU-exit Risk Assessments completed
- To review Individual Organisational Readiness Dashboards/Assessments with the aim of developing a collective SRP Category 1 responder Graduated EU-exit Readiness Dashboard
- To review all other actions agreed from meeting 2 (as well as the one action carried forward from meeting 1)
- To maintain shared situational awareness of EU-exit civil contingency preparations
- To determine date of next meeting(s)

Agenda

1. Welcome, opening remarks, and review of notes and actions from 4 December 2018 meeting – Chair.

EU-exit Scottish Risk Assessment (re. Actions 1, 2 and 3 from 4 Dec meeting) and Risk Mitigation

2. Discuss and agree an EU-exit Scottish Risk Assessment based on the Individual EU-exit Risk Assessments completed – [REDACTED]

3. Risk mitigation – [REDACTED]

EU-exit Civil Contingencies Plan (re. Action 6 from 4 Dec meeting)

4. Outline of the EU-exit Civil Contingencies Plan – [REDACTED]
[REDACTED] re. Scottish Government C3 arrangements).

Individual Organisational Readiness Dashboard/Assessment (re. Action 10 – plus Action 4 - from 4 Dec meeting)

5. Review Individual Organisational Readiness Dashboards/Assessments – all Category 1 SRP sub-group members plus be updated from the 3 RRP Senior Coordinators re. LRP proposed approach (re. Action 4 from 4 Dec meeting).

Training and Exercising (re. Action 11 – plus Action 12 - from 4 Dec meeting)

6. Update of proposed multi-agency EU-exit Training and Exercising approach and programme – ██████████ (ScoRDS). Update and discussion to include sub-group members and RRP Senior Coordinators indicating if action is required to address exercise planning and delivery commitments over the next 4-6 months (re. Action 12).

Additional Actions

7. Review of all other actions:
- Log of FOI requests (Action 5 from 4 Dec meeting) – ██████████
 - Resilience partners communication (Actions 7-9 from 4 Dec meeting) – ██████████
 - Review of RRP programmes to determine what activities need to be changed (increased or decreased in priority; paused; stopped) to create capacity and capability to focus on EU-exit preparedness (Action 7 from 16 Nov meeting). This is in addition to reviewing exercise planning and delivery commitments (to be discussed under the T&E agenda item) – ██████████
 - Health and Social Care Partnerships representative on the sub-group (Action 9 from 16 Nov meeting) – ██████████

Shared situational awareness of EU-exit civil contingency preparations

8. Information, updates and/or concerns – All sub-group members – including update from ██████████ re. Voluntary Sector EU-exit preparations (based on the Voluntary Sector Resilience Partnership meeting held 17 Dec 2018).

AOB

9. AOB
10. Confirmation of next steps – including next meeting(s).

Approx timings

Agenda No.	Subject	Approx Timings
1	Welcome, opening comments, review of notes and actions	1100-1110
2	EU-exit Scottish Risk Assessment	1110-1140
3	Risk Mitigation	1140-1150
4	EU-exit Civil Contingencies Plan	1150-1200
5	Individual Organisational Readiness Dashboards/Assessments	1200-1220
6	Training and Exercising	1220-1230
7	Additional Actions	1230-1240

ANNEX F
SRP EU-exit Sub-Group – Meeting 3 - Agenda

8	Maintaining shared situational awareness – info, updates, concerns	1240-1300
9 & 10	AOB and confirmation of next steps	1300-1310
Lunch	Additional discussion time as required	1310-1400

SRP EU-exit Sub-group – Civil Contingencies Preparation for an European Union (EU) Exit - Summary of discussion and actions from meeting 19 December 2018 (1100 to 1400)

In attendance - [REDACTED]

Sub-group secretariat – [REDACTED]
and [REDACTED]

Apologies received – [REDACTED] SRP secretariat

Agenda Item 1 – Welcome, introductions, opening remarks and review of notes and actions from 4 December 2018 meeting

- 4 December 2018 meeting notes approved.
- [REDACTED]
- There were 13 actions from the 4 December 2018 meeting and one carried over from 16 November 2018 meeting. - see below table for current status. Those in grey have been completed.

Action Log – from 4 December 2018 meeting

No.	Action	Status (at 19 December 2018)
1	Develop Scottish Planning Assumptions (high-level and strategic) from the information shared and discussed at the 4 Dec 2018 workshop	For discussion at meeting 19 December 2018 (agenda item 2 and 3)
2	Complete Individual EU-exit Risk Assessment template and send to [REDACTED]	Completed
3	Develop EU-exit Scottish Risk Assessment based on the Individual EU-exit Risk Assessments	For discussion meeting 19 December 2018 (agenda item 2 and 3)

SRP EU-exit sub-group 19 Dec 2018 meeting notes and actions

4	Work with Resilience Partnerships on using the RPA principles to assist EU-exit Civil Contingencies preparations	Ongoing – January 2019 (agenda item 4)
5	Determine the best mechanism for developing and maintaining awareness of FOI requests and outcomes	For discussion meeting 19 December 2018 (agenda item 7)
6	Develop outline of the EU-exit Civil Contingencies Plan/Framework	For discussion at meeting 19 December 2018 (agenda item 4)
7	Draft words for inclusion in the next communications bulletin confirming the importance of PCGs to be included in planning as well as the importance of PCGs considering their own preparedness, particularly for what may be a sustained response	Completed
8	Develop and distribute next communications bulletin (based on this SRP sub-group meeting)	Completed and ongoing action
9	Explore Resilience Direct 'Forum' function potentially utilising the already established SRP sub-group Resilience Direct page	January 2019 (agenda item 7)
10	Prepare individual organisational/partnership Readiness Dashboard/Assessment	For discussion at 19 December 2018 meeting (agenda item 4)
11	Confirm the EU-exit Training and Exercising approach and potential programme to support and assess preparations	For discussion at 19 December 2018 meeting (agenda item 6)
12	Consider if any action is required to address exercise planning and delivery commitments over the next 4-6 months	For discussion 19 December 2018 meeting (agenda item 6)
13	Consider moving to regular updates and sharing of information, and the best way of achieving this	January 2019 (agenda item 8)

Carried forward action (from 16 Nov 2018 meeting)

9	Follow-up 26 Nov invitation made to Chair of the Health and Social Care Partnerships Chief Officers Group for tactical representation	SRP sub-group secretariat – [REDACTED]	For discussion 19 December 2018 meeting (agenda item 7)
---	---	--	---

EU-exit Scottish Risk Assessment and Risk Mitigation**Agenda Item 2 – Discuss and agree an EU-exit Scottish Risk Assessment**

[REDACTED] presented the most recent set of Scottish Planning Assumptions (dated 19 December 2018) to the group. These updated planning assumptions included the latest UK government information which had been shared with partners on 18 December 2018.

[REDACTED]

[REDACTED]

In general, it was accepted that the Planning Assumptions would be updated regularly with information as it was received and that items could be re-visited - nothing was set in stone.

[REDACTED]

[REDACTED] asked each organisation to compare their assessments against the others and suggested that it would be helpful to workshop the risks in January 2019.

The group also discussed the general risk assessment landscape, both internally within the Scottish Government and externally with responders and other stakeholders, recognising that not all were concerned with civil contingency aspects.

Actions:

1. Update the Scottish Planning Assumptions (dated 19 December 2018) [redacted] – by 21 December 2018
2. [redacted] – by 7 January 2019
3. Share each organisations' risk assessments to the wider SRP sub-group – [redacted] – by 21 December 2018.
4. Arrange a workshop in January 2019 to examine the individual risk assessments in detail and align responses - [redacted] – by 9 January 2019.

Agenda Item 3 – Risk Mitigation

[redacted] Police Scotland had completed their return and this could be used as an exemplar. This work could be discussed at the proposed risk assessment workshop and also the RRP workshops which are planned for the new year. It was recognised that Police Scotland Divisional leads should be having discussions regarding risk assessments with LRPs in advance of the regional workshops.

Action:

5. Engage with Police Scotland Divisional Leads to introduce discussions on risk assessment in advance of regional workshops – [redacted] – 21 December 2018

EU-exit [redacted]

Agenda Item 4 – Outline of the [redacted] and update on Scottish Government C3 arrangements.

[redacted] opened the discussion on the work being done in relation to the MACC arrangements at Bilston Glen. The premises were suitable for purpose and IT was being upgraded over the next month. [redacted] asked that partners advise him if co-location will be required and also of the commitment that could be made in relation to providing a resource and a daily agency report. He advised that an SGLO would be required. It was suggested that Local Authorities should identify a suitable strategic

representative in the MACC to update on behalf of all thirty two Local Authorities. He also advised that reporting will be by exception and the platform for reporting would be Resilience Direct (RD). [REDACTED]

[REDACTED] then provided the group with an update on the Scottish Government C3 arrangements and the proposed COBR timetables. [REDACTED]

[REDACTED]. He noted that a substantial number of volunteers had come forward for SGoRR activation training [REDACTED]

[REDACTED] The picture was a rapidly changing one across government and a rapid response group had been set up. Daily situation reports would be prepared but we were not yet at the scaling-up stage.

[REDACTED] also touched upon the voluntary sector in his update (agenda item 8). He advised that some initial work had been done by larger VS players on organisational level preparedness and that sustainability will be a key issue for volunteers as they often find it difficult to take extended periods off work. The sector would welcome more information on anticipated impacts. It will be important that VS organisations are integrated into Resilience Partnership level planning as it rolls out in the new year. [REDACTED] suggested that LRPs might want to invite the VS in EU-exit planning.

[REDACTED] raised the possibility of the SRP meeting in January 2019 rather than its next meeting in March 2019 to address EU-exit business.

Actions:

6. Single agencies to consider whether their representatives need to be physically accommodated at the MACC at Bilston Glen and advise Police Scotland – all SRP sub-group members – by 11 January 2019.
7. Develop and disseminate reporting protocols and architecture for use on Resilience Direct – [REDACTED] – by 18 January 2019.
8. All single agencies to consider their Resilience Direct training and access requirements and feedback to Police Scotland – all SRP sub-group members – by 18 January 2019.
9. Enquire about the possibility of rescheduling the next SRP meeting earlier than the current date in March to January 2019 – [REDACTED] – by 21 December 2019.

Individual Organisational Readiness Dashboard/Assessments

Agenda Item 5 – Review individual organisational readiness dashboards/assessments

[REDACTED] updated the group on the Local Authority dashboard returns. [REDACTED]. It was agreed that [REDACTED]

██████████ the SRP SOLACE representative might be the best SRP-contact to highlight the importance of the work to COSLA at their meeting on 23 January 2019.

Action:

10. All Category 1 organisations to complete a readiness dashboard – ██████████ ██████████ to co-ordinate – by 11 January 2019.

Training and Exercising

Agenda Item 6 – Update on proposed multi-agency EU-exit training and exercising approach and programme.

██████████ updated the group on the work being done on the training and exercising front. Firstly, it was recognised that training would be required to be carried out on Resilience Direct and it was noted that the Learning & Development RRP co-ordinators can assist with this and conduct “train the trainer” sessions within their partnerships. Secondly, it was noted that a meeting of the Training & Exercising Forum was taking place on 8 January 2019 to plan for the RRP workshops. The question was asked if a national table-top exercise event would be required in addition to the regional workshops. ██████████

██████████ It was suggested that a date could be identified in any event and a decision could be made on whether to proceed in due course. Group members were asked to consider a date in the second week in February 2019 and offer a suitable venue as accommodation was proving difficult to find.

Actions:

11. Consider if national table top exercise is necessary and identify a suitable venue in the Central Belt – all SRP sub-group members – by 11 January 2019

Additional Actions

7. Review of all other actions

- **Log of FOI requests** – ██████████ had previously issued the group with a suggested log for organisations to use to monitor the number and scope of civil contingency related FOI requests. The group noted their agreement of the form’s style. ██████████ advised that this form will be held on RD.
- **Resilience Partners Communications** – Regular communication updates were following from each SRP sub-group meeting.
- **Review of RRP activities** – ██████████

also suggested that it may be helpful for each organisation to have a

chronological analysis of risk in order to assist workloads and address the feeling of being overwhelmed.

- **Health and Social Care Partnership** – [REDACTED] advised the group that [REDACTED], Director of South Lanarkshire Health and Social Partnership, would be interested in joining the sub-group. [REDACTED]. *Post-meeting note – [REDACTED] will be the tactical representative of the Chief Officer's Health and Social Partnership Group.*

Actions:

12. The FOI log to be available on Resilience Direct – [REDACTED] – by 21 December 2018.
13. Develop and distribute next communications bulletin (based on this SRP sub-group meeting) – [REDACTED] and senior RRP co-ordinators – by 21 December 2018.
14. [REDACTED] – by 11 January 2019.
15. Enquire as to Health and Social Care Partnership representative – [REDACTED] – by 21 December 2018.

Shared situational awareness of EU-related civil contingency preparations

Agenda Item 8 – information and updates (including voluntary sector)

[REDACTED] had previously updated on the voluntary sector agenda item.

[REDACTED] provided an update on communications. Messaging was being given to all public bodies but currently excluded Police Scotland and local authorities. There were no other updates from other SRP sub-group members.

AOB

Agenda Item 9 – AOB

[REDACTED] raised the issue of readiness and the fact that currently the focus was on individual organisation preparedness but that there should perhaps be more focus on LRP level readiness. This is work that could be carried out at the workshops in the new year. There was an agreement to issue a template slightly in advance of the workshops. This could be considered in the workshop's design.

It was agreed that it would be useful to create a national calendar detailing all EU Exit activity to assist with co-ordination and clarity for SRP sub-group use.

Action:

16. Create a national calendar showing all SRP sub-group organisational activity (meetings and workshops, etc.) – [REDACTED] to co-ordinate – by 11 January 2019.

Agenda Item 10 – Confirmation of next steps and next meeting.

It was agreed that momentum required to be maintained and that, if possible, a meeting of the SRP sub-group might take place week commencing 7 January 2019. This was largely dependent on whether or not a SGoRR ministerial meeting would take place that week. The SRP secretariat would issue a new meeting date as soon as possible.

Action:

17. Advise when the next SGoRR (M) is taking place week commencing 7 January 2019 – [REDACTED] – by 21 December 2018.

Action Log from 19 December 2018

No.	Action	Lead	Timeframe
1.	Update the Scottish Planning Assumptions (dated 19 December 2018) to remove reference to [REDACTED] and to acknowledge the difference between [REDACTED]	[REDACTED]	21 December 2018
2.	[REDACTED]	[REDACTED]	7 January 2019
3.	Share each organisations' risk assessments to the wider SRP sub-group	[REDACTED]	21 December 2018
4.	Arrange a workshop in January 2019 to examine the individual risk assessments in detail and align responses	[REDACTED]	9 January 2019.
5.	Engage with Police Scotland Divisional Leads to introduce discussions on risk assessment in advance of regional workshops	[REDACTED]	21 December 2018
6.	Single agencies to consider whether their representatives	all SRP sub-group members	11 January 2019

SRP EU-exit sub-group 19 Dec 2018 meeting notes and actions

	need to be physically accommodated at the MACC at Bilston Glen and advise Police Scotland		
7.	Develop and disseminate reporting protocols and architecture for use of Resilience Direct		18 January 2019.
8.	All single agencies to consider their Resilience Direct training and access requirements and feedback to Police Scotland –	all SRP sub-group members	18 January 2019
9.	Enquire about the possibility of rescheduling the next SRP meeting earlier than the current date in March to January 2019		21 December 2018
10.	All SRP sub-group members to complete a readiness dashboard.		11 January 2019
11.	Consider if national table top exercise is necessary and identify possible venue in the Central Belt	All SRP sub-group members	11 January 2019
12.	The FOI log to be available on Resilience Direct		21 December 2018
13.	Develop and distribute next communications bulletin (based on this SRP sub-group meeting)		21 December 2018
14.			11 January 2019
15.	Enquire as to Health and Social Care Partnership representative		21 December 2018
16.	Create a national calendar showing all SRP sub-group organisational activity (meetings and workshops, etc.)		11 January 2019

17.	[REDACTED]	[REDACTED]	21 December 2018
-----	------------	------------	------------------

pSRP EU-exit Sub-group – Civil Contingencies Preparation for an European Union (EU) Exit – Meeting 4 – 10 January 2019 – 1000 to 1200

Chair – [REDACTED]

Attendees – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Agenda

1. Welcome, opening remarks and apologies - Chair
2. Review of notes and actions from 19 December 2018 (and outstanding actions carried forward from 4 December 2018 meeting) - Chair
3. EU-exit Scottish Risk Assessment update (risk workshop to follow meeting at 1230) – [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. Communications update – [REDACTED]
7. Training and Exercising (including Resilience Direct training) update – [REDACTED] (provisional)
8. Shared situational awareness/readiness dashboard – each organisations' representative
9. AOB
10. Confirmation of next steps – including next meeting(s)

SRP EU-exit Sub-group – Civil Contingencies Preparation for an European Union (EU) Exit - Summary of discussion and actions from meeting 10 January 2019 (1000 to 1200)

In attendance - [REDACTED]

Sub-group secretariat – [REDACTED], [REDACTED] [REDACTED].

Apologies received – [REDACTED] [REDACTED] [REDACTED] [REDACTED].

Agenda Item 1 – Welcome, opening remarks and apologies

[REDACTED] welcomed everyone to the meeting including [REDACTED] who was attending his first SRP sub-group meeting. He also wished the group a happy new year. He noted the challenges the group still faced over the coming months.

Agenda item 2 – Review of notes and actions from 19 December 2018 meeting and outstanding actions from 4 December 2018 meeting

- 19 December 2018 meeting notes approved.
- In future, action log bullet points will run numerically for all meetings, not separately per meeting. The first action point from today's meeting will be number 43. A full action log will be issued soon.
- The full SRP will meet on 16 January 2019 for an extraordinary EU-exit agenda.
- There were 17 actions from the 19 December 2018 meeting and 5 carried over from 4 December 2018 meeting – those will be discussed throughout the agenda. Those in grey have been completed. The MCA update for today's meeting has been added in red.

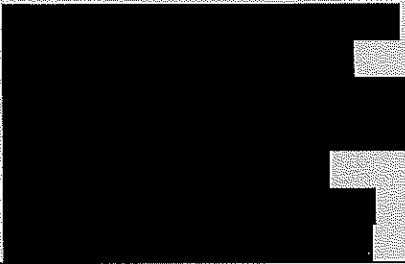
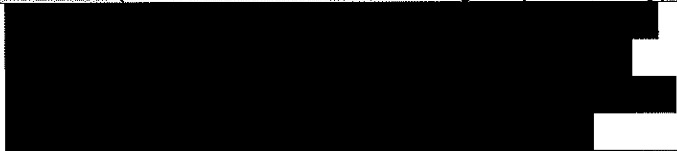

Action Log – from 19 December 2018 meeting

No.	Action	Status (at 10 January 2019)
1.	Update the Scottish Planning Assumptions (dated 19 December 2018) to remove reference to [REDACTED] and to acknowledge the difference between [REDACTED]	Completed
2.	[REDACTED]	For update at meeting 10 January 2019 – agenda item 3

SRP EU-exit sub-group 10 January 2019 meeting notes and actions

3.	Share each organisations' risk assessments to the wider SRP sub-group	Completed
4.	Arrange a workshop in January 2019 to examine the individual risk assessments in detail and align responses	Completed
5.	Engage with Police Scotland Divisional Leads to introduce discussions on risk assessment in advance of regional workshops	For update at meeting 10 January 2019 – agenda item 7
6.	Single agencies to consider whether their representatives need to be physically accommodated at the MACC at Bilston Glen and advise Police Scotland	For update at meeting 10 January 2019 – agenda item 5 MCA – not proposing to physically locate an officer from HMCG at the MACC – can be kept under review and altered dynamically if required
7.	Develop and disseminate reporting protocols and architecture for use of Resilience Direct	For update at meeting 10 January 2019 – agenda item 8
8.	All single agencies to consider their Resilience Direct training and access requirements and feedback to Police Scotland	For update at meeting 10 January 2019 – agenda item 8 MCA – access to SRP sub-group page requested and granted for additional resilience team officers. Need to determine if the same officers would also request access to the EU-exit response page.
9.	Enquire about the possibility of rescheduling the next SRP meeting earlier than the current date in March to January 2019	Completed
10.	All SRP sub-group members to complete a readiness dashboard	For update at meeting 10 January 2019 – agenda item 8 MCA – Completed – set to “developing”
11.	Consider if national table top exercise is necessary and identify possible venue in the Central Belt	For update at meeting 10 January 2019 – agenda item 7

SRP EU-exit sub-group 10 January 2019 meeting notes and actions

12.	The FOI log to be available on Resilience Direct	Completed 
13.	Develop and distribute next communications bulletin (based on this SRP sub-group meeting)	Completed
14.		For update at meeting 10 January 2019
15.	Enquire as to Health and Social Care Partnership representative	Completed
16.	Create a national calendar showing all SRP sub-group organisational activity (meetings and workshops, etc.)	Completed
17.		Completed

Outstanding Action Log – from 4 Dec 2018 meeting

No.	Action	Status (at 10 January 2019)
4.	Work with resilience partnerships on using the RPA principles to assist EU-exit civil contingencies preparations	For update at meeting 10 January 2019 – agenda item 7
6.	Develop outline of the EU-exit Civil Contingencies Plan/Framework	For update at meeting 10 January 2019 – agenda item 4
9.	Explore Resilience Direct 'Forum' function potentially utilising the already established SRP sub-group Resilience Direct page	For update at meeting 10 January 2019 – agenda item 7
11.	Confirm the EU-exit Training and Exercising approach and potential programme to support and assess preparations	For update at meeting 10 January 2019 – agenda item 7
12.	Consider if any action is required to address exercise planning and delivery commitments over the next 4-6 months	For update at meeting 10 January 2019 – agenda item 7
13.	Consider moving to regular updates and sharing of information, and the best way of achieving this	For update at meeting 10 January 2019

[REDACTED] provided an update on action point number 14 from the meeting of 19 December 2018 - [REDACTED]

[REDACTED] – he advised that he has asked agencies to provide this information by Wednesday 16 January 2019. This can remain as an outstanding action.

Agenda Item 3 – EU-exit Scottish Risk Assessment update

[REDACTED]. He thanked the group for the completed organisational individual risk templates. He advised that a workshop would follow today's meeting and its purpose would be to condense the information contained within the individual templates with the longer-term aim of creating a risk assessment akin to the format used for national risks.

[REDACTED] the group (action 2 from 19 December 2018 meeting) on information he received from Transport Scotland. He advised that they were holding a workshop on interdependencies on Tuesday 15 January 2019. He advised that Forth Ports have recently invested in a new dockside crane that will improve the efficiency of both loading and unloading of container vessels while in port. Equally, recent introduction of a vehicle booking system has significantly reduced waiting times within and around the port and allows them to influence the flow of traffic through the port in a more efficient manner. [REDACTED]

[REDACTED] He agreed to check if the council could absorb the numbers.

[REDACTED] agreed to provide a presentation or paper to the SRP in relation to what the sub-group had achieved and what was still going to be achieved in order to provide the level of audit and assurance the SRP would require of the working group.

[REDACTED]. It was also

emphasised that the focus of the SRP sub-group was on civil contingencies, not all things Brexit. Nevertheless, the SG Risk and Assurance Team agreed to assess if any additional information can be disseminated that could assist address any gaps.

[REDACTED]

[REDACTED] asked if there was a visual that could capture all that was going on in the resilience community/government regarding the EU-exit. It was agreed that no visual could encapsulate easily all that was going on.

Actions:

43. [REDACTED]
[REDACTED] – [REDACTED] – by 18 January 2019

44. [REDACTED]
[REDACTED] – by 15 January 2019

45. Present to SRP on work of SRP sub-group/risk position – [REDACTED] – by 16 January 2019

46. Consider how links between policy and practice can be enhanced being mindful of civil contingencies parameters – [REDACTED] – by 18 January 2019

Agenda Item 4 – EU-exit civil contingency plans update

[REDACTED] issued a draft civil contingencies plan to the group and asked for feedback on its format and content. It was hoped that this plan would be shown to the SRP at its meeting on 16 January 2019. [REDACTED]

[REDACTED]

Action:

47. Partner agencies to provide feedback to Police Scotland on the draft civil contingencies plan – all SRP sub-group members – by 12 noon on Tuesday 15 January 2019

Agenda Item 5 – Scottish Government C3 arrangements update

[REDACTED]

[REDACTED] provided an update on the C3 arrangements. He advised that a draft C3 document would be integrated into the contingency plan document that [REDACTED] had

issued at the meeting. [REDACTED] [REDACTED]
[REDACTED]. Staff training would commence week commencing 14 January 2019.

Action:48. [REDACTED]
[REDACTED]**Agenda Item 6 – Communications update**

[REDACTED] advised that public communications were taking place over three phases and the SG was presently in the first phase. [REDACTED]

[REDACTED] The UKG has moved into this phase and has created a public information website together with radio advertisements. [REDACTED] advised that he would share this information with the group. [REDACTED]

[REDACTED] advised that there was a Police Scotland national communications strategy document which he would share with [REDACTED]

Actions:

49. Share links to website and radio adverts – [REDACTED] – by 11 January 2019 (post meeting note - links shared by [REDACTED] by email on 10 January - <https://euexit.campaign.gov.uk/>; https://www.thedrum.com/news/2019/01/08/uk-government-airs-radio-ads-preparing-brits-no-deal-brexite?utm_content=&utm_campaign=social&utm_source=twitter)

50. Share Police Scotland communications document with [REDACTED]
[REDACTED] – by 18 January 2019

Agenda Item 7 – Training and Exercising update

[REDACTED] provided an update to the group on training and exercising. She advised that dates had been agreed for the RRP workshops. The first workshop, for the EoS RRP is taking place on 17 January 2019. It was anticipated that this would be a “test” workshop in that the workshops following this would be finessed as lessons are learned. Each workshop would follow the same structure for the sake of consistency. It was agreed that the underlying workshop messages should be one of encouragement and support with the emphasis on effective 2-way (up-down and across) communication being key.

The national table top exercise was then discussed and the practicalities of it. It would be held provisionally week commencing 18 February 2019 for an estimated 50 or 60 key regional delegates. The exercise would communicate the national picture and test overall connectivity. [REDACTED]

[REDACTED]

The issue of Resilience Direct training was discussed. Police Scotland would host the response framework on their EU-exit page and manage requests for access. Each organisation needs to determine who needs a Resilience Direct log-on and whether they currently are users. A guidance document would be produced by Police Scotland to assist use of the Resilience Direct EU-exit page. [REDACTED] offered to supplement this guidance with a short "how to" video or e-learning package.

[REDACTED] advised that he would provide [REDACTED] with a contact from MHCLG (Ministry of Housing, Communities and Local Government) to provide feedback on the delivery of 8 LRF workshops in England. He also suggested that the RRP Senior Coordinators consider inviting a small number of people from border LRFs to their regional workshops.

[REDACTED] advised that SEPA were having an internal exercise on 27 February 2019 and requested sight of the scenario to be used at the RRP workshop and also assistance with a presentation by SG, if possible.

Actions:

51. Create a guidance note/video on how to use the EU-exit response reporting framework page on Resilience Direct – [REDACTED] – by 31 January 2019
52. Forward MHCLG contact details to [REDACTED] – by 14 January 2019
53. Forward RRP workshop scenario to [REDACTED] – by 18 January 2019

Agenda Item 8 – Shared situational awareness/readiness dashboard

[REDACTED] then asked each member to share any matters that hadn't been addressed in the meeting discussions.

[REDACTED] advised that he had briefed all CEOs on the latest planning assumptions and resilience arrangements which were proving challenging for the Territorial Boards.

[REDACTED] advised that he had briefed his senior leaders' team on 9 January 2019 and an action plan had been devised linked to the STRA that had been sent to the SG Risk and Assurance team [REDACTED]. A briefing had also been given to the RRP representatives and a cross-directorate team.

[REDACTED] advised that a risk assessment had been developed internally to cover identified gaps and that engagement will take place with all the workshops that were being held, such as the three for health. Work was being done to engage and energise the senior management team.

██████████ advised that a business continuity plan had been drafted including references to projects, response plans, environmental impacts, and a high level communications statement. ██████████

██████████ advised that there would be a ██████████ planning update brief on 15 January 2019. If anything relevant comes from that he would contact ██████████. He confirmed that there would be a physical presence at the MACC. He advised that there would be a significant overseas commitment required for most of February 2019.

Agenda item 9 – AOB

There was no other business raised.

Agenda Item 10 – Confirmation of next steps (including next meetings)

The proposed dates were given for next SRP-sub-group meetings, all to be held in Edinburgh. Calendar requests would be issued without delay:

- 24 January 2019 1130 to 1330
- 5 February 2019 1000 to 1200
- 21 February 2019 1030 to 1230
- 19 March 2019 1030 to 1230

Action:

54. Establish telephone meeting group arrangements – SRP secretariat – by 16 January 2019

Summary of Actions (to be incorporated into the Master Action Log):

43. ██████████

– by 18 January 2019

44. ██████████

by 15 January 2019

45. Present to SRP on work of SRP sub-group/risk position – ██████████ – by 16 January 2019

SRP EU-exit sub-group 10 January 2019 meeting notes and actions

46. Consider how links between policy and practice can be enhanced being mindful of civil contingencies parameters – [REDACTED] – by 18 January 2019
47. Partner agencies to provide feedback to Police Scotland on the draft [REDACTED] [REDACTED] – all SRP sub-group members – by 12 noon on Tuesday 15 January 2019
48. [REDACTED] [REDACTED] [REDACTED] – by 15 January 2019
49. Share links to website and radio adverts – [REDACTED] – by 11 January 2019
50. Share Police Scotland communications document with [REDACTED] – [REDACTED] [REDACTED] – by 18 January 2019
51. Create a guidance note/video on how to use the EU-exit response reporting framework page on Resilience Direct – [REDACTED] – by 31 January 2019
52. Forward MHCLG contact details to [REDACTED] – by 14 January 2019
53. Forward RRP workshop scenario to [REDACTED] – by 18 January 2019
54. Establish telephone meeting group arrangements – SRP secretariat – by 16 January 2019

**Scottish Resilience Partnership (SRP) sub-group - Civil Contingencies Preparation
for an European Union (EU) Exit
Meeting 6 – 24 January 2019 – 1130 to 1330**

Chair – [REDACTED]

Attendees – [REDACTED]

[REDACTED] (Agenda Item 5)

Apologies – [REDACTED]

Tbc – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Agenda

1. Welcome and opening remarks – including feedback from SRP meeting – Chair.
2. Review of 10 January 2019 meeting notes and actions – and review of all other actions due – Chair.

10 Jan 2019 actions (12 actions in total):

- [REDACTED] – by 18 January 2019
- Investigate the numbers applying for housing in [REDACTED] – [REDACTED] – by 15 January 2019
- Present to SRP on work of SRP sub-group/risk position – [REDACTED] – by 16 January 2019
- Consider how links between policy and practice can be enhanced being mindful of civil contingencies parameters – [REDACTED] – by 18 January 2019
- Partner agencies to provide feedback to Police Scotland on the draft [REDACTED] [REDACTED] – all SRP sub-group members – by 12 noon on Tuesday 15 January 2019
- To ensure the Scottish Resilience Division Concept of Operations (CONOPS) [REDACTED] was reflective and considered the [REDACTED] – by 15 January 2019
- Share links to website and radio adverts – [REDACTED] – by 11 January 2019
- Share Police Scotland communications document with [REDACTED] [REDACTED] – by 18 January 2019
- Create a guidance note/video on how to use the EU-exit response reporting framework page on Resilience Direct – [REDACTED] – by 31 January 2019
- Forward MHCLG contact details to [REDACTED] – by 14 January 2019
- Forward RRP workshop scenario to [REDACTED] – by 18 January 2019

- Establish telephone meeting group arrangements – SRP secretariat – by 16 January 2019

Actions yet to be signed off as 'complete' from 19 Dec 2018 meeting:

- Single agencies to consider whether their representatives need to be physically accommodated at the MACC at Bilston Glen and advise Police Scotland – [REDACTED] to confirm if any single agencies are yet to advise Police Scotland
- Develop and disseminate reporting protocols and architecture for use of Resilience Direct – [REDACTED] to update on work being done
- All single agencies to consider their Resilience Direct training and access requirements and feedback to Police Scotland – [REDACTED] to confirm if any single agencies are yet to feedback to Police Scotland (with acknowledgement that this may not be possible until reporting protocols and architecture for use of Resilience Direct is known)
- Collate information on regulated exercises and any other regulatory requirements in order to make enquiries with [REDACTED] to update on information received and proposed next steps

Action yet to be signed off as 'complete' from 16 Jan 2019 TC:

- Find out how Local Authorities are briefing elected members and involving them in communicating EU-exit civil contingencies – [REDACTED] to update SRP sub-group
3. EU-exit Scottish Risk Assessment update (including action taken to address policy-practice gap) – [REDACTED].
 4. EU-exit Contingency Plan version 2 – [REDACTED] to lead discussion. Discussion to also include how EU-exit Contingency [REDACTED] particularly for [REDACTED] can be explored – as raised at the 16 Jan 2019 SRP meeting.
 5. EU-exit Training and Exercising Programme update – and outline of proposed national workshop/exercise – [REDACTED].
 6. EU-exit Readiness Dashboard (as updated and issued on 15 Jan 2019) – SRP sub-group Category 1 responders. Followed by overview of proposed LRP Readiness Statements – [REDACTED].
 7. Gaps between policy and practice; gaps between national, regional and local workstreams – given the work being done, are there still gaps? If so - what are they; can they be addressed; how? For general discussion/review – Chair and SRP sub-group members.
 8. Information, updates and/or concerns – All SRP sub-group members – including update from [REDACTED] SGoRR C3 (Scottish Resilience Division Concept of Operations (CONOPS)) [REDACTED] re. Public Communications.
 9. SRP sub-group meetings and documents – SRP sub-group secretariat.
 10. AOB.

Approx timings for 24 Jan 2019 meeting:

Agenda No.	Subject	Approx Timings
1	Welcome and opening comments	1130-1135
2	Review of actions	1135-1150
3	EU-exit Scottish Risk Assessment update	1150-1205
4	EU-exit Contingency Plan v2	1205-1220
5	EU-exit Training and Exercising Programme	1220-1230
6	EU-exit Readiness Dashboard/LRP Statements	1230-1245
7	Policy-practice gaps; national-regional-local gaps	1245-1300
8	Maintaining shared situational awareness – info, updates, concerns	1300-1320
9	SRP sub-group meetings and documents	1320-1325
10	AOB	1325-1330

SRP sub-group meeting schedule:

Meeting No.	Date	Meeting Type (TC or SRP sub-group)	Notes
7	Tues 29 Jan (1500-1530)	TC in preparation for SGoRR (M) scheduled for Wed 30 Jan at 1515.	SRP sub-group Cat 1 members plus SG (Risk and Comms).
8	Tues 5 Feb (1000-1200)	SRP sub-group meeting. SGoRR (M) scheduled for Wed 6 Feb at 1500.	No TC available.
	w/c 11 Feb	No SGoRR (M) at this stage.	
9	Thurs 21 Feb (1030-1230)	SRP sub-group meeting. SGoRR (M) scheduled for Thurs 21 Feb at 1430.	No TC available.
10	Wed 27 Feb (1030-1100)	TC in preparation for SGoRR (M) scheduled for Wed 27 Feb at 1430.	SRP sub-group Cat 1 members plus SG (Risk and Comms).
11	██████ March (0900 to 0930)	TC in preparation for SGoRR (M) scheduled for ██████ March at 1500.	SRP sub-group Cat 1 members plus SG (Risk and Comms). ██████ to chair.
12	██████ March (1100 to 1300)	SRP sub-group meeting. Note – not able to schedule this meeting earlier in the week to link with SGoRR (M) because of ██████ availability.	TC available. ██████ to chair.
	w/c 11 March	No SGoRR (M) at this stage.	
14	██████ March (1030 to 1230)	SRP sub-group meeting. SGoRR (M) scheduled for ██████ March at 1500.	No TC available.

15	[REDACTED]	TC and/or SRP sub-group meeting in preparation for [REDACTED] scheduled for [REDACTED] at 1315.	Tbc. [REDACTED] diary is holding 0930 to 1230.
----	------------	---	--

SRP EU-exit Sub-group - Key notes and actions from 24 January 2019 meeting

Attendees

[REDACTED]

Apologies

[REDACTED]

SRP sub-group secretariat

[REDACTED]

Review of 10 January 2019 meeting notes and actions

- 10 January 2019 notes accepted – and 12 actions from that meeting reviewed along with other actions due (see Action Log).

Feedback from SRP

- Impressed and very pleased with the work of the sub-group.
- 3 particular areas the SRP would like the sub-group to focus on: Addressing any policy-practice gaps; Exploring what Civil Contingency Recovery may look like; [REDACTED]. Next SRP EU-exit Assurance meeting is 22 February 2019.

EU-exit Scottish Risk Assessment

- Update from [REDACTED]. Key points to note:
 - No changes to the Scottish Planning Assumptions but continue to assess if changes are required based on information/analysis received.
 - Planning to hold a partner (including relevant Local Authorities) and policy workshop (by mid-February) to further explore the Rural and Remote Scotland Planning Assumption.

[REDACTED] Partner risk mitigation information now received. [REDACTED]

- A reminder to keep each other informed of any FOIs received and to update the FOI log on Resilience Direct. Note – [REDACTED]

EU-exit Contingency Plan

- Update from [REDACTED] **Action (No. 62):** Provide feedback on Version 2 to [REDACTED] – all SRP sub-group members by 31 Jan. In providing feedback please note that the following 2 key points were addressed:
 - Proposed strategy (8 bullet points on page 2) - confirmation that ‘critical services’ relates to ‘critical services’ as identified in Business Continuity plans. Need to also include a bullet point re. ‘essential services’.
 - Confirmation that there will be 12 Resilience Partnerships (consistent with resilience doctrine) rather than 13 (as originally proposed based on Police Scotland’s Territorial Divisions). Police Scotland will internally manage how this will be achieved (with support from partners).
- Need to define “Recovery” to ensure it focuses on the civil contingencies consequences of an EU-exit, not all consequences of an EU-exit. **Action (No. 63):** Identify a SRP EU-exit Local Authority representative to lead on Recovery – [REDACTED] – by 4 Feb.

EU-exit Training and Exercising

- Update from [REDACTED] – in particular the proposed objectives and target audience for the national workshop/exercise scheduled for 20 February 2019 [REDACTED] Confirmation that strategic understanding of the use of Resilience Direct will be covered at the national workshop/exercise, but testing of Resilience Direct will be done separately.

EU-exit Readiness Dashboard

- No change to the Category 1 Responder Readiness Dashboard (as at 15 January 2019) noting that Local Authorities are moving to ‘Developing’ once they participate in their LRP/RRP EU-exit civil contingencies workshop, and that an Aggregated NHS Territorial Health Boards assessment will be included post the 3 NHS EU-exit workshops.
- [REDACTED] outlined the proposed LRP Readiness Statements. **Action (No. 64):** Proposed LRP Readiness Statements to be circulated to SRP sub-group members for information and feedback – [REDACTED] – by 4 Feb.

Discussion – gaps between policy and practice; gaps between national, regional and local workstreams

- See agreed actions re. proposed development of a National Mitigation Plan to assist local resilience planning; and proposed partner-policy Rural and Remote Scotland workshop.
- [REDACTED] asked that if a National Mitigation Plan can be developed, it is shared with the Voluntary and Community Sector who may be able to contribute to the mitigation activities.

Information, updates and/or concerns

Public Comms:

- [redacted] updated on Public Comms work – in particular the ongoing briefings of Comms groups/leads. He asks that SRP sub-group members involve their communication leads in planning discussions, and think of communications as a mitigation activity.
- The Warning and Informing Section of the EU-exit Contingency Plan was discussed. **Action (No. 65):** Draft Comms structures for inclusion in the [redacted] - Police Scotland Comms and [redacted] – by 31 Jan 2019 (for Version 3 of the Plan).

Partner Updates:

- [redacted]
- [redacted] **Action (No. 66):** [redacted] – by 4 Feb 2019.

SRP sub-group meetings and documents

- Agreed to streamline meeting notes to key points and actions only.
- Next SRP sub-group TC in preparation for SGoRR (M) -Tues 29 Jan (SRP sub-group Cat 1 responders and SG – Risk and Comms).
- Next SRP sub-group meeting – Wed 5 Feb (all SRP sub-group members or nominated deputies).
- Resilience Partners Update 5 to be drafted by RRP Senior Coordinators – with the aim of issuing it either Tues 29 Jan or Wed 30 Jan.

Hi SRP sub-group members on the 29 Jan TC call

A quick note of the TC.

Chair – [REDACTED]

On the call – [REDACTED]

Apologies – [REDACTED]

Key points:

- [REDACTED] to progress the meeting between Resilience and Readiness – as discussed at the recent SGoRR(M).
- [REDACTED] working on v3 of the Contingency Plan. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED] working on concurrent risk planning – and would like to know if other partners are doing something similar.

No specific actions.

[REDACTED]

[REDACTED]

Head of ScoRDS (Scottish Resilience Development Service), Resilience Division, Scottish Government
Strathearn House, Broxden Business Park, Lamberkine Drive, Perth PH1 1RX

**Scottish Resilience Partnership (SRP) sub-group –
Civil Contingencies Preparation for an European Union (EU) Exit
5 February 2019 – 1000 to 1200**

Chair – [REDACTED]

Attendees – [REDACTED]

Apologies – [REDACTED]

SRP sub-group secretariat – [REDACTED]

Agenda

1. Welcome and opening remarks – Chair
2. Review of 24 January 2019 meeting notes - and review of all other actions due (as detailed in the Master Action Log) – Chair
3. EU-exit Scottish Risk Assessment – [REDACTED]
4. EU-exit Contingency Plan version 3 (and Resilience Direct guidance) – [REDACTED]
5. Update – SGoRR arrangements – [REDACTED]
6. Public Communications – [REDACTED]
7. Update – EU-exit Training and Exercising Programme – [REDACTED]
8. Update - EU-exit Readiness Dashboard – SRP sub-group Category 1 responders
9. Information, updates and/or concerns – All SRP sub-group members
10. AOB

Approx timings for 5 Feb 2019 meeting:

Agenda No.	Subject	Approx Timings
1	Welcome and opening comments	1000-1005
2	Review of actions	1005-1015
3	EU-exit Scottish Risk Assessment	1015-1035
4	EU-exit Contingency Plan v3	1035-1100
5	SGoRR arrangements	1100-1105
6	Public Communications	1105-1115
7	EU-exit Training and Exercising Programme	1115-1120
8	EU-exit Readiness Dashboard/LRP Statements	1120-1125

9	Maintaining shared situational awareness – info, updates, concerns	1125-1145
10	AOB	1145-1200

SRP sub-group meeting schedule:

Meeting No.	Date	Meeting Type (TC or SRP sub-group)	Notes
Note	w/c 11 Feb	[REDACTED]	
7	Tues 19 Feb (1000-1130)	[REDACTED]	TC available.
TC	Wed 27 Feb (1030-1100)	[REDACTED]	SRP sub-group Cat 1 members plus SG (Risk and Comms). Will arrange back-up chair if needed.
TC	[REDACTED] March (0900 to 0930)	[REDACTED]	SRP sub-group Cat 1 members plus SG (Risk and Comms). [REDACTED]
8	[REDACTED] March (1100 to 1300)	[REDACTED]	TC available. [REDACTED]
Note	w/c 11 March	[REDACTED]	
9	[REDACTED] March (1030 to 1230)	[REDACTED]	No TC available.
Tbc	[REDACTED] March	[REDACTED]	Tbc. [REDACTED] diary is holding 0930 to 1230.

SRP EU-exit Sub-group - Key notes and actions from 5 February 2019 meeting

Attendees

[REDACTED]

Apologies

[REDACTED]

SRP sub-group secretariat

[REDACTED]

Review of 24 January 2019 meeting notes and actions

- 24 Jan 2019 notes accepted
- The 16 'open' actions reviewed - 9 from previous meetings and 7 agreed at the 24 Jan 2019 meeting (see Action Log)

EU-exit Scottish Risk Assessment

- [REDACTED] advised that the EU-exit Scottish Risk and Mitigation Picture document will be available on Thurs (7 Feb) – based on Scottish Planning Assumptions and individual agency risk assessments. This document will assist resilience partnerships prepare their own multi-agency plans.
- [REDACTED] outlined the Local Risk and Mitigation template and the LRP Preparedness Checklist the RRP Senior Coordinators have developed. It was agreed that these should be incorporated into the EU-exit Scottish Risk and Mitigation Picture document. **Action 67:** Each LRP to be asked to complete a LRP EU-exit Preparedness Checklist and provide their initial checklist update to the SRP sub-group by the end of February.
- There is an 8 Feb meeting scheduled between SG Readiness, SG Resilience and SRP sub-group chair. Need to establish (now that the risk picture is clearer and issues raised) what mitigation is in place and who owns the actions. **Action 68:** Run a workshop on mitigation planning inviting both resilience partners and SG policy leads (similar to the 4 Dec workshop that developed the Scottish Planning Assumptions).

[REDACTED]

EU-exit Contingency Plan version 3 (and Resilience Direct guidance)

- [REDACTED] presented v3 of EU-exit Contingency Plan and draft Resilience Direct guidance.

[REDACTED]

Action 70: SRP sub-group members

to provide feedback on v3 and the draft Resilience Direct Guidance by 12 Feb.

- A reminder that Police Scotland have asked that those who require access to the Police Scotland Resilience Direct (RD) EU-exit Response site provide them details by 8 Feb.

SGoRR arrangements and Public Communications

Update from [REDACTED] Key points:

- Cabinet Secretary, Michael Russell, to launch a new public information website as part of his statement to Parliament on 5 Feb. Will include links to the website and Mr Russell's statement in the Update letter.
- [REDACTED] asked if there was an expectation for SEPA to dial into SGoRR. Confirmation (post-meeting) that this would not be expected for all SGoRR meetings – only the ones where there was an issue to be discussed in which SEPA had a direct interest or responsibility for.
- A question was raised re. involvement of Health and Social Care Partnerships (H&SCP). **Action 71:** SRP sub-group secretariat to ask [REDACTED] and [REDACTED] for their view on H&SCP involvement.

EU-exit Training and Exercising Programme

- [REDACTED]

Information, updates and/or concerns

- Partners provided verbal updates to the sub-group.

Upcoming SRP sub-group activities and meetings

- Resilience Partners Update 6 to be drafted by RRP Senior Coordinators – with the aim of issuing it by Fri 8 Feb.
- Next SRP sub-group TC in preparation for SGoRR (M) – Wed 13 Feb (SRP sub-group Cat 1 responders and SG – Risk, Comms and Resilience Partnerships lead).
- Next SRP sub-group meeting – Tues 19 Feb (all SRP sub-group members or nominated deputies).
- National workshop – Wed 20 Feb.