

EU Exit Self-Assessment Checklist

Delete this section before use:

*This list contains suggestions for voluntary organisations to review / assess their planning activities around EU Exit. The suggestions are written so they could be applied to a broad range of settings so you should **adapt the wording to suit your organisation's remit**. You may wish to engage across a number of functions in your organisation when reviewing your preparedness against this checklist. There is no requirement to submit any return.*

CATEGORIES	SUGGESTED ASSURANCE	COMMENT
GOVERNANCE, RISK AND RESILIENCE	Our governance arrangements and senior management team have been briefed, and are aware of the risks and plans for mitigation in place in respect of EU Exit.	
	We understand the context of potential disruption and we are using this to support our planning.	
	We have reviewed and mapped our business continuity arrangements and organisational resilience against some of the potential EU Exit impacts.	
	We have established a process for maintaining a continuing overview of risk related to EU exit.	
	We are in a position to horizon scan/ monitor/ track any emerging trends within our services that could arise as a result of EU Exit, and potentially share this with partners and Scottish Government to understand the wider picture.	
TRAINING AND EXERCISING	We have considered training and exercising requirements arising out of EU exit, and have familiarised ourselves with the range of scenarios that could arise.	
RESPONSE ARRANGEMENTS	We have considered how we might resource our response arrangements (so we are in a position to provide information and report as required into any regional or national structures), and thought about how these can be made enduring and sustainable in the context of normal pressures.	
PARTNERSHIP WORKING	We have discussed risks with key partners (e.g. local authorities, partners in the voluntary and private sector, Health and Social Care	

	Partnerships and local and Regional Resilience Partnerships), so that interdependences can be recognised, and collective solutions identified (if appropriate).	
	We have engaged as relevant with local or sector partners (e.g. other Boards, other local authorities, partners in the voluntary and private sector, Health and Social Care Partnerships and local and Regional Resilience Partnerships) to focus effort on supporting and reducing the impact on vulnerable people.	
SUPPLY CHAIN	We understand what our supply chain looks like, and have conducted assurance as relevant. We have escalated any concerns as appropriate within our own governance structures and within the sector or to national groups.	
WORK AND VOLUNTEER FORCE	We have identified our non-UK EU work and volunteer force, and can spot any emerging patterns in recruitment and retention in light of EU Exit.	
	We have kept our non-UK EU workforce informed of any relevant developments and are providing supporting as appropriate	
	We have considered working with sector partners (other Boards, other local authorities) to address recruitment and retention issues.	
	We have ensured that staff are familiar with any arrangements put in place for reciprocal healthcare.	
COMMUNICATIONS	We have ensured that our communications and messaging leads have clear lines into any local partner groups, Scotland-wide arrangements, and into Scottish Government (where relevant).	