



The Care Provider Alliance
Working together for excellence and sustainability in social care

EU EXIT CONTINGENCY PLAN TEMPLATE FOR CARE PROVIDERS

This brief template has been developed to support care providers in preparing Contingency Plans for care services as the UK prepares to exit the EU. It is a working document and not intended to be exhaustive. Its key purpose is to help providers ensure continuity in delivering care and support through a record of actions that may be necessary to deal with any possible disruption. **Quite simply a Contingency Plan involves preparing for a situation that may not happen but could have major impact if it did.** Contingency planning is a crucial part of the routine Business Continuity Planning process.

It is not possible to produce a single guide to cover the full range of different care and support services in adult social care and so this template is intended to be used simply as a framework to developing individual service Contingency Plans. Government advice has been clear that the UK should prepare for all scenarios relating to EU exit – including the option of ‘no-deal’. Communications and information have been issued to businesses and the public, by various Government departments, in support of preparations for the UK exiting the EU. This information can be accessed at: <https://www.gov.uk/government/brexit>

Getting ready

All local authorities are establishing Local Resilience Forums which include multi-agency representation as part of their efforts to coordinate local services. The health and social care sector are a vital part of this local infrastructure and you should check who is the Senior Responsible Officer for social care in your area. Consider whether you can engage with other local care providers and local authorities to share best practice, information and to collaborate where necessary. Encourage your staff to reassure people receiving care services that significant work has been, and continues to be done, to ensure as little disruption as possible when the UK exits the EU. Share relevant advice (for example on stockpiling or the EU settlement scheme) with people using care services and their relatives/friends. Other information and resources to develop Contingency Plans can be found on the Care Provider Alliance website: <https://www.careprovideralliance.org.uk/guidance.html> A checklist is included at the back of this outline plan.

Remember: Local Authority commissioners and CQC inspectors may request to see your EU Exit Contingency Plan. **Be ready to receive further guidance as we approach EU exit.**

Level of potential risk:

Red	Amber	Green
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Key theme	Business issue	Level of risk	Mitigating Actions	Action Required	Person responsible	Completion date
Workforce issues	Potential for disruption caused by departure of staff or difficulty in recruitment.	RAG	<ul style="list-style-type: none"> • EU Settlement Scheme – ensure relevant staff are supported to apply • Provide advice and reassurance to staff • Complete Skills for Care Workforce National Minimum Data Set for Social Care • Identify critical staffing levels, understand individual staffing restrictions and ensure necessary contact details are in one place 	Assess how many members of staff, in each service, are likely to be affected by EU exit and ensure that associated risks are identified so that appropriate action can be taken to mitigate risk.		
Supply of medicines	Potential for disruption in the supply of vital medicines		<ul style="list-style-type: none"> • Avoid stockpiling but consider mitigations such as earlier ordering 	Contact your supplier to seek reassurance that arrangements are in place to supply medicines in accordance with DHSC guidance of 6 weeks. Report issues to your community pharmacist. If this does not satisfactorily resolve the issue then contact the NSDR centre.		
Supply of medical devices and clinical consumables	Potential for disruption in supply		<ul style="list-style-type: none"> • Avoid stockpiling but consider mitigations such as earlier ordering 	Check with your supplier. Consider if alternative products may be available.		

			<ul style="list-style-type: none"> • Monitor stock positions and escalate issues at the earliest opportunity 	<p>Identify an alternative local supplier in the event of shortages.</p> <p>It is essential that ASC providers have continuity of supply for End of Life Care medicines and supplies – identify an alternative supplier and make contact, as necessary, with your hospital pharmacy or NHS supplies.</p> <p>If you know it's supplied by the NHS Supply Chain, check with NHS Supply Chain Contact. If this does not satisfactorily resolve the issue, then contact the NSDR centre.</p>		
Supply of non-clinical consumables, goods and services	Potential for disruption in supply (N.B. This may also include access to fuel or transport)		<ul style="list-style-type: none"> • Avoid stockpiling but consider mitigations such as earlier ordering • Identify risk areas in relation to essential supplies • Review contracts and engage with suppliers to identify any potential EU Exit issues 	<p>Check with your suppliers to ensure that they have the necessary arrangements in place to ensure continued supplies beyond a six-week timeframe.</p> <p>Arrangements made to ensure that ASC keyworkers can access petrol and transport.</p>		
Data sharing, processing and access	Potential for data transfer or access to be interrupted		<ul style="list-style-type: none"> • Consider ICO advice and actions for data sharing 	<p>Carry out an internal assessment on risks associated with data sharing</p>		

CHECKLIST FOR EU EXIT CONTINGENCY PLANS

Action	Tick box
Plan clearly states who is responsible for taking action and by when?	
Plan includes mitigating actions that can be undertaken in advance to minimise likelihood of problems or limit the impact if they do?	
Key information required for continuity of care is available in more than one way or location?	
Plan clearly identifies actions to be taken if problems arise?	
Risk-assessment has been carried out to identify risk areas in relation to supplies? The procurement of key items such as incontinence products, syringe drivers, PEG feeding tubes, catheters has been identified?	
Employees have been made aware of the latest guidance on the EU Settlement Scheme? Practical advice has been provided to enable relevant staff to be supported to apply?	
It has been agreed where the plan will be stored, in what format and how it will be accessed?	
Plan includes contact details for key suppliers, alternative suppliers as well as maintenance services?	
Plan includes contact details for key commissioners including local authorities, Care Quality Commission and local health services including, where relevant, out-of-hours contact details?	
There is provision within the plan to record (and budget) for any extra costs which result from the direct impact of EU exit?	
Plan makes clear where it is necessary to inform the Care Quality Commission, and other regulators (such as the Charity Commission etc.)?	
Support has been provided to people using your care and support services by sharing public awareness messages, signposting service users who are EU Citizens to the EU Settlement Scheme?	
In an emergency, it's important to keep a record of actions and decisions, and to debrief afterwards	

Action Log

Date	Action Taken

Record useful contact numbers, resources and sources of additional information

The Care Provider Alliance guidance on developing Contingency Plans can be found at:

https://www.careprovideralliance.org.uk/uploads/1/0/8/0/108055907/cpa_contingency_planning_guidance_180612.pdf

Department of Health and Social Care guidance for organisations involved in health and care about contingency plans for a no-deal Brexit can be found at: <https://www.gov.uk/government/collections/planning-for-a-possible-no-deal-eu-exit-information-for-the-health-and-care-sector>

<https://www.gov.uk/government/news/eu-workers-qualifications-will-be-recognised-after-eu-exit>