

DRAFT BREXIT PREPAREDNESS SELF-ASSESSMENT (Based on Audit Scotland Guidance) – Revised September 2019

PEOPLE & SKILLS	Under prepared	Partly prepared	Well prepared	PKC CURRENT POSITION	NEXT STEPS/ACTIONS	Lead
<p>How is the audited body communicating with staff about the potential impact of EU withdrawal and preparing to support any employees who may be affected?</p>	<p>The audited body has not communicated with staff on the potential implications of EU withdrawal for the organisation, the services it delivers or people's roles. The audited body has no plans in place to support non-UK EU national staff. The audited body does not know how many non-UK EU nationals it directly employs.</p>	<p>The audited body is communicating with staff occasionally on the potential implications of EU withdrawal for the organisation, the services it delivers and / or people's roles. The audited body is in the process of identifying how many non- UK EU national staff it directly employs. The audited body has prepared a plan to support non-UK EU national staff and is starting to implement this.</p>	<p>The audited body is communicating with staff regularly on the potential implications of EU withdrawal for the organisation, the services it delivers and people's roles. The audited body knows how many non-UK EU national staff it directly employs (if any). The audited body is taking action to support staff who may be affected by EU withdrawal. This could include: communicating up-to-date information about the rights of EU nationals to live and work in the UK after March 2019, and the next steps employees may need to take if they wish to continue working in the UK; provision of tailored advice through drop- in sessions; signposting to other forms of support.</p>	<p>WELL PREPARED</p> <p>Evidence: ERIC intranet page created, Inside News, emails to affected staff, survey of staff potentially affected. Open sessions with Ethnic Minorities Law Centre attended by 22 employees. 6 blocks of 1:1 sessions with EMLC were offered to PKC employees identified as non-UK Eu Nationals during 2018/19. A series of learning sessions were held to raise awareness of the EU Settlement Scheme in March 2019.</p> <p>Current position is that we have identified 101 non-UK EEA citizens (excluding Irish) , with a further 31 "unknown/to be confirmed" - the number of unknowns has steadily reduced and the target is to complete nationality checks by the end of September 2019</p> <p>Our aim is to ensure employees are informed and have access to all necessary advice and support to enable them to obtain settled status. This is intended to encourage non-UK EU staff to seek settled status so they will remain available to work within PKC. Regular discussion at the Employees Joint Consultative Committee involving elected members and trade unions, and the role the latter can play in raising awareness and supporting their members.</p> <p>Internal process now in place to ensure nationality is recorded on HR/Payroll system as part of onboarding process.</p> <p>Application profile for 2016/17 as compared to 2018/19 shows little change</p> <ul style="list-style-type: none"> Maintain and update eric pages with information on the EU Settlement Scheme. Clarify status of remaining 31 unknown staff – emails to employees & managers 8 March, 16 April, 10 June 2019 & 28.08.19. Still following up. Target to complete now 30 September 2019. (no new EU National identified since June) 	<p>Target to;</p> <ul style="list-style-type: none"> Complete the nationality checks by end of September 2019 Update the service profile/division/job/age profile Raise awareness of the drop in session being held in Civic Hall on 24 October 2019 – for non-UK EU Nationals & friends/family through targeted comms. Recording system and mechanisms to be further developed to enable EU nationals to update their status once COSLA/SG guidance is issued to clarify requirements on any continued Right to Work checks for individuals who obtain settled status. Targeted and general communications to advise EU nationals and raise awareness generally on how to apply for pre/settled status and the mobile 'phone app that can be used. 	<p>Sheila Munro</p>

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Which parts of the workforce (sectors/skills/services/regions) are most at risk from the impact of EU withdrawal?	The audited body has not undertaken any work to identify which areas of the workforce are most at risk from EU withdrawal.	The audited body is in the process of identifying what departments / service areas / regions non-UK EU national staff work in. The audited body is starting to assess risks to the workforce and identify actions to mitigate them.	The audited body knows what departments / service areas / regions non-UK EU national staff work in. The audited body has assessed the potential impact of any reductions in its workforce in these areas on service delivery. Any risks to the workforce arising from EU withdrawal are reflected in risk registers and actions to mitigate these risks are in operation. The audited body has considered any potential workforce risks in the context of any wider retention and recruitment pressures.	WELL PREPARED Evidence: We have a profile of the 101 staff by service/division/job role. The Corporate Workforce Plan has identified some risks to the workforce, particularly in respect of "hard to fill" roles; and has identified some actions to mitigate these risks. Profile by Service has been provided to Service SMT's.	<ul style="list-style-type: none"> Update will be provided to Service SMTs when nationality of remaining 31 unknown staff is complete. SMT's to take mitigating action focused on single person dependencies 	Sheila Munro SMTs
How is the audited body reflecting the implications of EU withdrawal in its long-term workforce planning?	Key workforce planning documents do not consider the long-term implications of EU withdrawal on the workforce. The audited body has not undertaken any analysis of the potential risks to its workforce.	Key workforce planning documents reflect potential risks to the workforce from EU withdrawal. The audited body is developing plans to respond to these risks.	Analysis of risks to the workforce as a result of EU withdrawal is being used to inform long-term workforce planning. This may include: Key workforce planning documents reflect risks to the workforce and include plans to respond. Actions to mitigate workforce risks are being discussed by the relevant people (e.g. consideration at the Board, committees, management teams). Modelling of potential changes and analysis of the impact of different scenarios on the workforce has been done.	WELL PREPARED Evidence: The Corporate Workforce Plan has identified some risks to the workforce, particularly in respect of "hard to fill roles". The workforce risks associated with Brexit are also identified within the Corporate Risk Register. Regular discussion at the Employees Joint Consultative Committee involving elected members and trade unions.	<ul style="list-style-type: none"> Implications of EU withdrawal to be considered in the review of the Corporate Workforce Plan 2018/19. 	Sheila Munro

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<p>What are the workforce implications for the third sector and private organisations that provide services in partnership with the audited body or on its behalf?</p>	<p>The audited body has not approached its partners in the third and private sectors for information on their workforce.</p>	<p>The audited body has identified the third and private sector organisations that provide services in partnership or on its behalf and is seeking information from them on their workforce and any potential risks associated with EU withdrawal.</p>	<p>The audited body has asked partners in the third and private sectors to identify how many non-UK EU national staff they employ and / or are directly involved in providing services on the audited body's behalf. Potential risks to service delivery by third and private sector partners are reflected in risk registers. The audited body has sought assurance from third and private sector partners about how they are mitigating these risks.</p>	<p>WELL PREPARED Evidence: We have asked the question of the various ALEO's Culture Perth & Kinross; Live Active Leisure, and Horsecross - response received from Culture PK. Culture PK have identified a very small no. of EU nationals in workforce (<3%) & are working with their HR provider to identify what support should/could be provided. They have identified Brexit within their Risk Profile & adjusted financial planning accordingly. ECS have also checked with external providers of key services (e.g. MITIE) and are re-assured that they are reviewing nos. of EU nationals within their workforces (evidence suggest these are relatively low). The Health & Social Care Partnership has also sought data from commissioned services including Care at Home & Care Homes & info has been received. There are some concerns around higher nos. of EU nationals in Care Homes & in some specialist provision</p>	<ul style="list-style-type: none"> Review and re-engage with partners and Commissioned Services to regularly monitor workforce implications Communicate with partners regarding Open Day Workshop on 24 October 2019, and providing support, communication with to partners. Services to factor into their BREXIT risk profiles 	<p>Sheila Munro David McPhee</p> <p>SMTs</p>
<p>How is the audited body reflecting the implications of EU withdrawal on the workforce in its local area in its economic strategies?</p>	<p>The audited body has not assessed the potential economic implications of EU withdrawal on its local workforce.</p>	<p>The audited body is in the process of assessing the potential economic implications of EU withdrawal on its local workforce. The audited body is developing plans to respond to these risks.</p>	<p>Economic impact assessments have been carried out to identify overall exposure to the local workforce from EU withdrawal.</p>	<p>WELL PREPARED Evidence - Research for the presentation to Elected Members/report to EOT outlined info. on key economic sectors which are more reliant on EU workforce. The risk is already referenced in the new Tay Cities Regional Skills Plan & has been reflected in the refreshed Tay Cities Deal Economic Strategy (which will act as our over-arching economic strategy as it has been agreed we will not have a purely Perth & Kinross Economic Strategy going forward).</p>	<ul style="list-style-type: none"> Further engagement with key local businesses/Chamber of Commerce around specific/local concerns around access to workforce. 	<p>Alison Seggie</p>

FINANCE	Under prepared	Partly prepared	Well prepared	PKC CURRENT POSITION	NEXT STEPS/ACTIONS	Lead
What level of funding does the audited body, and its partners, receive from the EU and through which funding streams (if any)?	The audited body does not know what EU funding it, and its partners, receive.	The audited body is in the process of identifying what EU funding it, and its partners, receive.	The audited body understands what EU funding it receives (if any), including: <ul style="list-style-type: none"> • how much • when and over what time period • what the EU funds • how it is delivered 	<p>WELL PREPARED</p> <p>Evidence: We have identified how much we currently receive & from which funding streams (£8.4M from the current 2013-2020 programme, including ERDF, ESF, and LEADER). This was referred to in the EU briefing given to Elected Members in Nov 2018, and March 2019.</p> <p>We have lobbied proactively via the Scottish Cities Alliance who have worked collaboratively with the UK Core Cities to produce a report “Deploying EU Successor Funding to Support our Cities & City Regions” – Final Report (May 2019).</p> <p>Financial risks identified along with mitigating actions.</p>	<ul style="list-style-type: none"> • We need to continue to lobby for replacement funding from the UK government through the proposed UK Shared Prosperity Fund. 	Alison Seggie
What financial risks are associated with any changes after the UK has left the EU, during any transition period and beyond?	The audited body has not assessed the potential impact of EU withdrawal on its funding and finances.	<ul style="list-style-type: none"> • The audited body is in the process of assessing the potential impact of EU withdrawal on its funding and finances. • The audited body is developing plans to respond to these risks. 	The audited body has assessed the potential impact of EU withdrawal on its funding and finances and identified any risks to the audited body, the services it provides and service users <ul style="list-style-type: none"> • any financial risks arising from EU withdrawal are reflected in risk registers and actions to mitigate these risks are in operation. 	<p>WELL PREPARED</p> <p>Not only will we lose any potential grant income; there is a wider potential impact due to the general economic uncertainty caused by Brexit may have on the Council & the Council area; through a lack of investment by businesses & a general slowdown in the economy. Examples include rising construction costs, food costs, price increases in other key supplies & possibly reductions in income from planning & building warrants. These risks have been reflected in a number of reports to Council (2017/18 Audited Annual Accounts, Mid Term Financial Plan Oct.18, Budget report Feb. 18, Investment Strategy Report & in the Quarterly Treasury Report).</p>	<ul style="list-style-type: none"> • Financial risks to be identified as part of next budget process and in the medium-term finance plan due in December 2019. • Review of budgetary impact from rising costs - particularly in relation to construction (capital and revenue impact) and food costs. Reflect in Service Risk Assessments. • Examine potential for increased labour costs in key services (e.g. care, construction) & reflect in Service Risk Assessments 	<p>Head of Finance</p> <p>All Services</p> <p>All Services</p>
How is the audited body reflecting the implications of EU withdrawal in its long-term financial planning?	<p>Key financial planning documents do not consider the long-term implications of EU withdrawal.</p> <p>The audited body has not undertaken any analysis of the potential long-term financial risks arising from EU withdrawal.</p>	<p>Key long-term financial planning documents reflect potential risks from EU withdrawal.</p> <p>The audited body is developing plans to respond to these risks.</p>	<p>Analysis of financial risks arising from EU withdrawal are being used to inform long-term financial planning.</p> <p>This may include:</p> <p>Key financial planning documents reflect any risks and include plans to respond.</p> <p>Ongoing actions to mitigate financial risks are being discussed by the relevant people (e.g. consideration at the Board, committees, management teams).</p> <p>Modelling of potential changes and analysis of the impact of different scenarios on the audited body's finances has been done.</p>	The potential financial risks have been reflected in our Med Term Financial Plan report in October 2018.	<ul style="list-style-type: none"> • Continue to reflect impact of UK EU withdrawal in medium term financial planning – next report due December 2019. 	Head of Finance

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<p>How is the audited body capitalising on opportunities to access alternative funds or redesign replacement funding streams?</p>	<p>The audited body has not ways in which it could access funds or influence the replacement funding streams.</p>	<p>The audited body is seeking on alternative funding streams monitoring developments replacement funding streams.</p>	<p>The audited body is engaging in alternative or replacement funding streams has an interest in. This may include: other public bodies / organisations with an interest in the same funding streams; participating in forums/ working groups to share views and make recommendations; Scottish/UK Parliament on proposed EU funding replacements (e.g. UK Shared Prosperity Fund)</p>	<p>WELL PREPARED We are constantly seeking new sources of funding e.g. Tay Cities Deal. Some ERDF/ESF will still be available up to 2023. We are also actively monitoring what may happen with the proposed new UK fund to replace EU funding. We have fed in responses to consultation documents & are liaising with key networks/partners through Scottish Cities Alliance, COSLA & ESEC. Significant funding for projects in the Perth & Kinross area has been secured via the Tay Cities Deal & work on reaching the Full Deal Agreement is on-track for a November agreement, with funding hopefully starting to flow from early 2020.</p>	<p>We need to continue to lobby for replacement funding from the UK government through the UK Shared Prosperity Fund and explore any other potential sources of funding for Council and partner projects.</p>	<p>Alison Seggie</p>

RULES & REGULATIONS	Under prepared	Partly prepared	Well prepared	PKC CURRENT POSITION	NEXT STEPS/ACTIONS?	Lead
<p>What are the potential implications of changes to trade and customs rules on the audited body's supply chains and the cost and availability of products and services?</p>	<p>The audited body does not know which products and services that are vital for the operation of the organisation and service delivery are sourced from the EU.</p>	<p>The audited body has identified the products and services sourced from the EU that are vital for the operation of the organisation and service delivery (e.g. food, medicine, medical equipment). The audited body is in the process of assessing the potential impact of any changes to the cost and /or accessibility of products and services; The audited body is developing contingency plans to respond to potential outcomes.</p>	<p>The audited body has identified the products and services sourced from the EU that are vital for the operation of the organisation and service delivery (e.g. food, medicine, medical equipment, building supplies). The audited body has undertaken modelling / scenario planning of the potential impact of any changes to the cost and /or accessibility of products and services. The audited body has contingency plans for potential outcomes (e.g. an increase in costs or the need to find alternative supplies of specific products and services).</p>	<p>WELL PREPARED Evidence: Procurement Team advised that In key ranges we have been looking at substitution of products to ensure continued supply. We have done cost analysis and are aware in some cases of cost increases (e.g. paper, food). We are liaising proactively with Scotland Excel through whom we purchase a % of key goods/supplies. We have also sought re-assurances from partner organisations such as Tayside Contracts that they have contingency arrangements in place - again majority of their supplies come via Scotland Excel; except for fruit, veg & bakery which are sourced locally. Scotland Excel gave a presentation to a COSLA workshop, which provided some re-assurance that key suppliers have been reporting on mitigating actions. There may be some shortages of fresh products & reduced choice in some product areas. However, some concerns re potential for panic buying by the public (SG aware of need to consistent communications around this.) Service leads have reviewed own areas of expenditure and no new risk issues identified.</p> <p>Contact has been made with local food banks to establish information sharing, and support to them</p> <p>Scottish Government – Social Care Contingency Planning Contact being made with all Internal/External providers/Commissioned Services as part of a reassurance approach they have considered supply of all EU Exit Clinical consumables; guidance from Scottish Government a minimum of 6 week supply to be purchased. Internal/External providers and Commissioned Services to consider given to food supplies and workforce.</p> <p>All EU Nationals will be still be entitled to health, housing, education and social security until December 2020 (even if they have not applied for permanent settled status)</p>	<ul style="list-style-type: none"> Continue engagement through national Procurement Groups & Scotland Excel to monitor & plan for any possible scenarios. Continuing engagement with Local Resilience Partnership planning meetings. SMTs to monitor as part of Risk Management Plans. Monitor impact on vulnerable groups as a result of food shortages and increased pricing. e.g. reduce availability and increased demand at Food Banks etc. Health & Social Care Partnership to continue to monitor & plan for potential scenarios. 	<p>Alan Harrow</p> <p>Keith Colville</p> <p>Service SMT's</p> <p>David McPhee</p> <p>Health & Social Care Partnership SMT</p>
<p>What EU regulations/legislation are directly relevant to the audited body's role, such as monitoring compliance (if any)?</p>	<p>The audited body does not know which EU regulations / legislation directly apply to the operation of the organisation or the services it provides.</p>	<p>The audited body is in the process of identifying which EU regulations / legislation directly apply to the operation of the organisation or the services it provides.</p>	<p>The audited body knows which EU regulations / legislation directly apply to the operation of the organisation or the services it provides (if any) (e.g. procurement rules, recognition of professional qualifications, environmental regulations, food safety standards).</p>	<p>PARTLY PREPARED Evidence: The regulatory framework will remain initially as per current situation as we understand that all EU legislation will be transcribed into UK legislation; to then allow a process of review over the coming years.</p> <p>Some concerns re increased requirements around Food Safety/increased checking & for Trading Standards potentially; particularly if we exit in a NO DEAL scenario. Food Standards Scotland (FSS) are actively consulting with food authorities regarding a suite of legislative packages to accommodate a 'no deal' so that legislation will be in place no matter the outcome with minor modifications needed only.</p> <p>The biggest impact is likely to be Export Certificates issued by the food authority which will be delivered as a briefing session by the FSS at the end of January.</p>	<ul style="list-style-type: none"> Review impact of additional export and import certification (currently being considered at national level). Particular areas for concern include food & consumer goods. 	<p>Robert Lyle</p>

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What impact would potential changes to regulations/legislation have on how the audited body delivers services and on its service users?	The audited body has not considered the impact of potential changes to EU regulations / legislation on service delivery or service users.	The audited body is in the process of assessing the potential impact of changes to EU regulations / legislation on service delivery and service users under different scenarios. The audited body is developing plans to respond to any risks.	The audited body has assessed the potential impact of changes to EU regulations / legislation on service delivery and service users under different scenarios. Any risks to service delivery or service users arising from changes to EU regulations / legislation are reflected in risk registers and actions to mitigate these risks are in operation. Operational and service delivery plans reflect any risks and include plans to respond, and this is being discussed by the relevant people (e.g.	WELL PREPARED The regulatory framework will remain initially as per current situation as we understand that all EU legislation will be transcribed into UK legislation; to then allow a process of review over the coming years. Data storage in the EU and the EEA – IT has been reviewing occurrences and liaising with suppliers to gathering information on contingency/back up locations for data storage etc. HSCP – meeting w/c 9 Sept to discuss impact on medicines and services for HSCP.	Service Risk Register & Delivery Plans to reflect any risks & plans to respond. Review impacts on data storage risks.	SMTs Kate Barron
How is the audited body capitalising on opportunities to streamline or improve the regulatory environment?	The audited body has not considered any ways in which it could engage with others or influence discussions on improving the regulatory environment.	The audited body is discussing ways in which the regulatory environment could be improved internally (e.g. in teams, committees) and identifying ways to feed in its views more widely.	The audited body is engaging in discussions on the regulatory environment in areas it has an interest in. This may include: participating in forums/ working groups to share views and make recommendations; providing evidence to the Scottish/UK Parliament on ways to streamline or improve the regulatory environment.	WELL PREPARED In the short term, there is unlikely to be any significant change as EU law will continue to have effect until the UK actually leaves the EU. The European Union Withdrawal Act came into force on 26 June 2018 and is designed to convert all EU law into UK law, as well as creating temporary powers for Parliament to fill any gaps or amend legislation to better fit the UK framework.	Keep under review and action where appropriate.	Keith McNamara
How is the audited body planning for the possibility that the UK Government and the EU fail to reach an agreement on arrangements for the UK's exit from the EU?	The audited body has not considered the potential implications of a 'no deal' scenario on the organisation or the services it delivers.	The audited body has identified and prioritised the risks to the organisation and the services its delivers if the UK and the EU fail to reach an agreement on arrangements for the UK's exit from the EU (i.e. a 'no deal' scenario). The audited body is developing contingency plans to respond to the possibility of a 'no deal' scenario.	The audited body has identified and prioritised the risks to the organisation and the services its delivers if the UK and the EU fail to reach an agreement on arrangements for the UK's exit from the EU (i.e. a 'no deal' scenario). The audited body has contingency plans in place that identify the immediate action that will need to be taken in the event of a 'no deal' scenario. This may include identifying how resources will be diverted to manage any immediate risks. Ongoing contingency planning is being actively discussed by the relevant people (e.g. consideration at the Board, committees, management teams).	PARTLY PREPARED PKC are considering & discussing the implications of Brexit including a no deal Brexit. Our Draft Brexit Preparedness Assessment has been updated and reviewed & discussed at the Executive Officer Team in January, and also presented to Elected Members in March 2019. PKC represented at COSLA workshop 23 Jan. PKC actively involved in the Local Resilience Partnership Brexit Planning - next meeting 20 September.	Further reports/presentations for Elected Members - Elected Member Briefing scheduled for 30 th September. Ongoing participation with Local Resilience Partnership, COSLA & nationally organised events. Participate in new Fortnightly pan-Scotland Brexit LA leads conference call – facilitated by COSLA (starts 17 Sept.) Raise with CPP Board	Alison Seggie Keith Colville Keith McNamara Alison Seggie Keith McNamara

OTHER ACTIVITY (ADDED BY PKC)	Under prepared	Partly prepared	Well prepared	PKC CURRENT POSITION	NEXT STEPS/ACTIONS	Lead
<p>What other activity/actions are being taken to help prepare for Brexit (including partnership activity)?</p>				<p>PARTLY PREPARED</p> <p>Internal Reporting Report submitted to Executive Officer Team (2 October 2018) with regular subsequent updates to EOT</p> <p>Presentation delivered to Elected Members (20 November 2018).</p> <p>This report considered by SMT's during January 2019 then to EOT 29 January 2019.</p> <p>Full Council on 18 December 2018</p> <p>Working with Council Services/SMT's All services asked to review all business continuity plans; particularly in light of potential No Deal scenario.</p> <p>Working with Communities EU Settlement Scheme sub group established as part of Equalities Strategic Forum. Group has agreed communications plan around EU Settlement Scheme including dedicated page on PKC website which is updated when new information becomes available. Home Office posters and factsheets printed for distribution and social media communication plan.</p> <p>Community Information event held with Home Office on 14 February 2019. Culture PK working with EU settlement scheme for libraries to become a "We Are Digital" location. Third Sector organisations, CAB and PKAVS have received external funding to provide additional support around the Scheme. Staff Awareness sessions around the scheme have been held. Vulnerable Groups Report shared. Attended events with EU Citizens Rights Project Scotland. Uptake to be monitored when Home Office regionalized data becomes available and priority actions to be identified at that stage</p> <ul style="list-style-type: none"> • Review impact on vulnerable people, eg, food, fuel, medical/healthcare including impact associated with rurality. • EU Settlement Scheme Sub-Group now meeting monthly – action plan in place • IT approval requested for digital scanning equipment to allow Registrars to offer ID Document Scanning Service • Social media files now being finalized to promote scheme locally along with support available • Regular newsletter articles/bulletins/info shared with partners. <p>Resilience The Tayside Local Resilience Partnership held a Brexit workshop in January 2019. Resilience readiness checklist prepared in March 2019. Now being revisited, in view of revised Planning assumptions</p> <p>CMG members have been asked to review their business continuity plans and BREXIT risks</p> <p>Engaging with Business Community/partners around Business resilience/planning We have shared & encouraged local business to use the Prepare for Brexit website & resources developed by the Scottish Government & SE. Ltd. direct engagement with businesses. Discussions have taken place with neighbouring local authorities Dundee City, Angus, NHS Tayside to share information.</p>	<p>Internal Reporting/Working with PKC Services</p> <ul style="list-style-type: none"> • Further presentation/discussions with Elected Members; • Review risk log • Support to SMTs to consider their risks and business continuity plans • Complete review of Business Continuity Plans • Engagement with ALEOS, and CPP partners to share readiness 	<p>Keith McNamara</p> <p>Keith McNamara</p> <p>Keith Colville</p> <p>SMTs</p>

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