



Ministry of Housing,  
Communities &  
Local Government

**Rt Hon Robert Jenrick MP**

*Secretary of State for Housing, Communities and  
Local Government*

**Ministry of Housing, Communities and Local  
Government**

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[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

06 August 2019

I was honoured to be appointed as the Secretary of State. I am looking forward to meeting you and to working with you.

The UK will be leaving the European Union on 31 October. Although we would prefer to leave with a deal, we are making all necessary preparations to leave without a deal if the EU refuses to negotiate a new arrangement.

Local Government has a vital role in ensuring our departure is as smooth as possible. I want to thank you, your councillors and your officers for all the hard work you have already done, particularly in advance of the March and April deadlines. Just as central government is urgently intensifying preparation in advance of 31 October, it is right that together we work to do the same in every community.

To help us to better co-ordinate our efforts, I am asking all of you to designate a senior officer in your authority as Brexit Lead Officer.

That officer's role should include:

- Ensuring the council has taken all reasonable steps, in line with relevant guidance and messaging coming from Government and its agencies, to prepare for our exit from the EU on 31 October. This should include clear communication to local residents and businesses to support their own preparations for Brexit and a plan for how the council would communicate important messages to stakeholders;
- Ensuring the council has a team in place which is equipped to support the delivery of Brexit, ready for the period around 31 October;
- Overseeing the expenditure of the specific Brexit funding allocated to their council and ensuring it is effectively contributing to local preparations;
- Playing a full part in your Local Resilience Forum to ensure that its plans for No Deal take account of relevant local circumstances and potential impacts on local communities. I will be writing separately to all LRF chairs to set out how I propose to work with them to prepare for Brexit and to ask that they liaise with you to assess relevant impacts;
- Bringing together local public service providers, the voluntary and community sector, community groups and businesses to effectively prepare for the potential local impacts of leaving the EU without a deal;

- Acting as the principal contact point for your regional lead chief executive and central Government; and
- Proactively raising with central Government or your regional chief executive representative any emerging trends, issues and other local intelligence that might assist in No Deal preparations.

**Please provide the name and contact details for your Brexit Lead Officer to [LSEngagement@communities.gov.uk](mailto:LSEngagement@communities.gov.uk) by 16 August 2019.**

On Saturday, I announced £20 million of funding for all local authorities in England to aid Brexit preparations, which will support the work of this critical post. The Government recognises that certain areas face more acute pressures, and I am currently considering how best to allocate this funding. This is in addition to the £40 million previously allocated to all local authorities.

I am keen to listen to your ideas and concerns and to promote collaboration and best practice on how councils can effectively prepare for Brexit. To kick things off, I will be hosting the first of a series of webinars next week for all Leaders, Chief Executives and Brexit Lead Officers on 13 August at 9.00am. My officials will circulate details of how to participate shortly. I would encourage as many of you as possible to attend. I want to ensure the Government communicates with you in a co-ordinated and clear manner and that your legitimate concerns and queries are answered as swiftly as possible.

I look forward to working closely with you on this important issue.

A handwritten signature in black ink that reads "Robert Jenrick". The signature is written in a cursive style and is positioned above a short horizontal line.

**RT HON ROBERT JENRICK MP**