

EU Exit Checklist

Background

This checklist was produced after consultation with representatives from the college sector with responsibility for EU Exit planning within their own institutions. Using the report produced by Keith McAllister, Head of Finance at South Lanarkshire College, areas of concern were agreed, and questions produced.

The intention of this document is to aid colleges in considering what impact the UK's exit from the EU will have on college strategy and operations.

Checklist

Has your college considered the impact of the UK's exit from the European Union?

- Do you have a document that can be shared?
- Do you have an exit plan?
- Is there a named person with responsibility for coordination of Brexit in your college?
- Has an impact checklist been produced and issued for each department (academic, finance, facilities, student support etc) to consider what the impact will be in their remit area? **NB** the questions in this checklist may provide a useful template for a departmental checklist.

The timeline for the UK's exit from the European Union

What are the pertinent dates for:

- Applying for support directly for each strand of funding (some may be different from others)?
- Receipts of funding: is there a cut off date by which colleges must claim directly?
- Will there be a 'hard' cut off that means claims and supporting evidence etc must be submitted by a specific date?
- What is the end date of direct funding from projects managed by the Scottish Funding Council?
- What is the end date of direct funding from projects managed by Skills Development Scotland?

Direct Income — what will be the financial impact on your college?

What do you currently receive in terms of EU funds?

- Directly from EU, split by project
 - Income
 - Number of participants, split staff / students.
- From SFC
 - Income
 - Number of participants, split staff / students.
- Infrastructure.

Map the above for the past ten years to illustrate long-term impact.

Indirect Income

- Do you have, tabulated across the last ten years, a breakdown of your college's exposure to European Union funded activity sourced via third parties?
- What scenario planning has been done for potential total loss of this income? What are the assessed impacts on:
 - Income?
 - Students?
 - Staff?
- What third party agency activity delivered by your college is funded by the European Union (e.g. Skills Development Scotland, CITB, Local Authorities)?
- Does your college hold and maintain a central list?
- Who would know this at the relevant agencies?

Financial Forecasting – Brexit and beyond

- To what extent has European Union funding been included in the college's financial forecasts? Does this reconcile with SFC guidance?
- Has your college prepared scenario planning for:
 - Disruption to key suppliers and supply chains?
 - Increased purchase costs due to disruption with supply chains?
 - Less European Union income coming from SFC either in terms of quantum or when it will cease?
 - Less European Union income coming from third parties such as SDS, CITB or via programmes such as Erasmus Plus?

Students

Student support

- Will there be any effect on funding for student support?
- Is any student support linked to courses funded by the European Union?
- Year on year, how many students have been in receipt of student support funded by the European Union?

Course Provision and Tuition Fees

- When will tuition paid by the Scottish Government for European Union students end?
- What courses have high uptake by European Union citizen students?
 - Post-Brexit, is there likely to be a skewed uptake impact on specific subjects?
 - Is any monitoring or tracking of this taking place institutionally or by SFC or Scottish Government?

Staffing

- How many European Union citizens currently work in the college?
- Has any scoping work identified where college staff have partners who are EU citizens?
- Is there a central source of information available for colleges to access which can provide guidance for EU citizens employed by the college?
- Has the college provided guidance to European Union citizen staff on, for example, applying for the right to remain? (**Please read the note at the end of this checklist paper*)
- Does the college have UK staff who only work on EU-funded projects?
 - Has this been quantified?
 - What is the FTE and cost implication?

The Future

- What scenario planning can be done immediately, irrespective of the arrangements for Brexit?
- If the college has European partners, would they be prepared to continue partnered work post-Brexit? What actions have been identified to maintain these links?
- Will the college continue to run projects that are currently funded via European Union funding?
 - Quantify the cost and split the funding between European Union and college match funding.
 - Will the college continue to run these projects? If so, at what level?
- Are there potential links that can be forged with local college or university partners with a view to developing a concerted regional strategy?

Institutional Brexit Readiness

- Using this checklist and having gathered responses back from each college department, have you produced a timeline for actions?

*Please ensure there is an institutional awareness of the [guidance from the Office of the Immigration Services Commissioner](#) on providing advice on immigration. While individuals may be acting with best intentions in passing on advice regarding immigration, the guidance states clearly that it is a criminal offence unless the individual giving advice is qualified to do so:

“It is a criminal offence for a person to provide immigration advice or services in the UK unless their organisation is regulated by the Office of the Immigration Services Commissioner (OISC) or is otherwise covered by the Immigration and Asylum Act 1999. Members of certain professional bodies may give immigration advice without registering with OISC.”