

# Guidance: submitting evidence

## ***Introduction***

Camden has launched a review into the impact of Brexit on the borough. To lead the review we've established a cross-party, Member-led Brexit working group that will gather and analyse evidence to understand what potential impact Brexit will have on the borough, and secure the best possible deal for Camden-based businesses, organisations from different sectors, and people living and working in the borough.

More general information about the Camden Brexit working group can be found on the Camden website

Public evidence will form a key part of our review. We are therefore inviting written submissions on the potential impact of Brexit on the borough. We will also invite a list of witnesses to submit oral evidence as part of a scheduled series of hearings.

This Guide is for individuals and organisations who have been asked, or who wish, to give evidence to the Brexit working group.

Please contact [keith.morgan@camden.gov.uk](mailto:keith.morgan@camden.gov.uk), +44207 974 1537 if you have any specific questions on the information in this Guide or if you would like to know more about the Brexit working group.

## ***Call for written evidence***

The call for evidence will be publically announced on our web page in April as well as through a press release. The announcement will outline the main themes of the review, our terms of reference, and will invite interested parties to submit written evidence. This is an open public invitation, but we will only accept written submissions that focus on the reviews terms of reference. We will not deal with individual problems, concerns or complaints about Council services. If we receive them, we will forward them to the relevant department.

We may also separately invite specific individuals or organisations to submit written evidence on particular aspects of the review.

To successfully make a submission via the online form on our webpage, documents need to:

- Be less than 5 MB in size
- Be in Word (doc, docx, rtf, txt ooxml or odt format, not PDF)
- Contain as few logos or embedded pictures as possible
- Contain no macros
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document

It will also help if written evidence submitted to the Group follows the guidelines below:

- State clearly who the submission is from, i.e. whether from yourself in a personal capacity or sent on behalf of an organisation, for example, the submission could be headed 'Written evidence submitted by xxx'. If you prefer, we can publish your evidence without including your details in it. Please make your preference clear when you submit your evidence to us.
- Be concise – we recommend no more than 1,000 words in length
- Explain any jargon, abbreviations or technical terms used
- Begin with an executive summary in bullet point form of the main points made in the submission
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence
- Include any factual information you have to offer from which we might be able to draw conclusions, or which could be put to other witnesses for their reactions
- Include any recommendations for action which you would like us to consider

Those making a submission should note the following:

- Material already published elsewhere should not form the basis of a submission, but may be referred to within or attached to a submission, in which case it should be clearly referenced, preferably with a hyperlink.
- You should be careful not to comment on matters currently before a court of law, or matters in respect of which court proceedings are imminent.

We would strongly advise that all written submissions are made via our electronic form on our webpage. However, we can also accept written evidence posted or delivered to Committee Services, London Borough of Camden, Room 220 Town Hall, Judd Street, London WC1H 9JE.

We will read most written evidence submitted and publish it on our webpage for public view. However, we are not obliged to accept all written evidence as part of the review or publish it on our webpage. We may choose not to read or publish written evidence if it is too long or contains inappropriate or irrelevant material.

Ideally, all evidence considered should be made available to the public. However, if there are particular reasons why you require some or all of your evidence to remain private, please clearly state this in the written submission and explain your reasons.

#### Data protection

The personal information you supply will be processed in accordance with the provisions of the Data Protection Act 1998 for the purposes of attributing the evidence you submit and contacting you as necessary in connection with its processing.

If you have any queries or concerns about the collection and use of this information please let us know as soon as possible.

## ***Call for oral evidence***

A series of hearings will be conducted from April to July 2017 based on the following themes in relation to the potential impact of Brexit:

- Legislative changes - EU national status, freedom of movement, and EU employment laws
- Creative sector – potential impact on creative industries
- Knowledge sector – potential impact on the knowledge economy
- Employment and skills - impact on skills and workforce capacity

We have compiled a list of witnesses from across a range of different sectors. These witnesses will be invited to submit oral evidence to the Brexit working group based on the thematic issue being discussed at the meeting. Hearings will take place in Camden Town Hall, and will be held in public. Witnesses may be accompanied by colleagues (four in total) who can effectively contribute to the session.

If you have been invited to a hearing you will receive a letter detailing;

- General purpose and objectives of the review
- Terms of reference
- Date, time and venue for the hearing

If you wish someone other than yourself to attend the hearing session, please could you provide the name, telephone number and address of this contact to [vicky.wemyss-cooke@camden.gov.uk](mailto:vicky.wemyss-cooke@camden.gov.uk), and all subsequent correspondence will be sent to him or her.

### On the day of the hearing

Witnesses will be invited to submit oral evidence based on their knowledge and expertise of the themes in scope of our review.

We will be working to tight timescales and so we won't be able to rearrange meetings if witnesses are unable to attend. Therefore, it is important to attend on the day requested. If you cannot attend, you can nominate another person to come on your behalf. Or, it may be possible for the Group to consider a written submission from you, with the option to ask further questions at a later date. This is something you can discuss with Keith Morgan, Principal Officer, [keith.morgan@camden.gov.uk](mailto:keith.morgan@camden.gov.uk).

You should let us know immediately if you know that matters which may come up in your evidence are currently before a court of law, or court proceedings are imminent.

If you have a particular requirement it is helpful to let us know as soon as possible so that reasonable adjustments can be considered. For example, the provision of BSL interpretation can be arranged, or a member of staff can meet a witness to assist them to the committee room.

Hearings will generally be conducted in public. However, in some circumstances, we are able to take evidence in private. If you have particular reasons as to why you need to give some or all of your evidence in private, you should let us know as soon as possible.

The purpose of the evidence session is for us to gain a better understanding of how Brexit will impact on the witness and the organisation they represent by. In limited circumstances, it may be appropriate for witnesses to make an opening statement before questioning commences. Witnesses should therefore consider whether material to be covered in an opening statement can instead be provided to us in writing.

If you do not have the information to answer a question immediately to hand, you may offer to come back to us in writing on a particular point.

### After the hearing

If you have provided oral evidence at a hearing session, you may be asked to send further information. This information is ordinarily treated as written evidence and published alongside other written evidence received.

If you have become aware that you need to make corrections of any matters of fact or interpretation to ensure that the final record of what you said to us is accurate and complete, you should let us know immediately.

We will conclude our inquiry by agreeing a report to Camden Cabinet. As a valued contributor to the panel, we will try to keep you informed on the progress of the review. If you gave oral or written evidence as part of the review you may receive a copy of the report.