

Message

**From:** Smith, Sarah (Office for Product Safety and Standards) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=252FD2554AE744C59F5F075554DAE086-SMITH, SARA]  
**Sent:** 24/03/2020 17:55:59  
**To:** Russell, Graham (Office for Product Safety and Standards) [graham.russell@beis.gov.uk]; Samant, Jaee (BEIS) [jaee.samant@beis.gov.uk]; Gillatt, Debbie (Business Frameworks) [debbie.gillatt@beis.gov.uk]; Market Frameworks Group Directors [economicsmarketsdirectors@beis.gov.uk]; **I&S**  
**CC:** **NR** DG Market Frameworks Office); **NR** @beis.gov.uk]; **NR** (Business Frameworks); **NR** @beis.gov.uk]; **NR** @beis.gov.uk]; **NR** Business Frameworks); **NR** @beis.gov.uk]; **NR** business Frameworks); **NR** @beis.gov.uk]  
**Subject:** RE: Communications to Staff / Ministers' Meetings

Yes here they are:

- Secretary of State approved the non-legislative 'easements' on measures to secure the supply of cleansing products and personal protective equipment
- He was keen these were taken forward in a measured way that continued to offer high levels of protection for consumers and workers (particularly NHS workers)
- He wants these measures to be focused on businesses that will deliver quality and safety to maintain supplies of essential products (thinking about brewers/distillers being able to meet demand for hand sanitisers) and not opening up a free for all for the disreputable
- Keen we are very joined up with impacted OGD's and Regulators – emphasised we were
- Asked that these positive measures are announced – Press Office aware

Sarah Smith  
Office for Product Safety and Standards

**I&S**

[See recipients listed above]

**Subject:** RE: Communications to Staff / Ministers' Meetings

Sarah  
Can you do 3 or 4 bullets on product safety lines for Jaee following SoS meeting?

Graham Russell  
Chief Executive, Office for Product Safety & Standards  
Dept for Business, Energy & Industrial Strategy

**I&S**

[See recipients listed above]

[See recipients listed above]

**Subject:** RE: Communications to Staff / Ministers' Meetings

Thanks Debbie. We should shortly have some information about what's needed from Private Office.

I welcome bullet point updates via email too.

Many thanks,

NR

I&S

[See recipients listed above]

**Subject:** RE: Communications to Staff / Ministers' Meetings

NR

I'm meant to be chairing another meeting at 9am, but would suggest possibly that NR updates Jaee on our "easements" work, since he has been keeping tabs on our work with Insolvency Service and Companies House colleagues, able assisted by NR and NR. There is also some easements work going on between the FRC and FCA, which NR (also copied) can provide an update on. I'm wondering whether bullet points by email might be easier??

Debbie

I&S

[See recipients listed above]

**Subject:** FW: Communications to Staff / Ministers' Meetings

All,

The weekly BEIS weekly Ministers and DGs meeting is taking place tomorrow from 10-11am. The proposed agenda is below.

In terms of preparing Jaee for this meeting, should she be able to be working tomorrow, we can put an update call in the diary for first thing tomorrow morning (9am) so you can update her on your workstreams ahead of this meeting. Let me know if you think there's a better way to do this – appreciate things are moving quickly.

If there are any documents she should have please do send them over.

The team organising the meeting are still working on the choreography of how best to do the Departmental update to the SoS, so I will let you know if any further information comes through that might change our approach. But I wanted to flag this to you in the meantime.

Many thanks,

NR



Department for  
Business, Energy  
& Industrial Strategy

NR

Head of Office to Jaee Samant –  
Director General, Market Frameworks Group

NR

NR

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**Subject:** RE: Communications to Staff / Ministers' Meetings

Hi Ben,

You've messaged separately, but copying all for speed of communications. SoS would be keen for tomorrow's ministerial meeting to run:

1. Covid update from the department – can you let me know how you want to run that, I think it would make sense to have one person presenting an overview, then updates from workstreams. Could I ask you to choreograph that?

2. Engagement update from Ministers – each Minister to talk about the engagement work they have been doing on Covid, key feedback, etc

3. BAU work from Ministers – as noted on separate prioritisation read out, Ministers to say whether there is any BAU work they think they still need to do on the run up to June (not to necessarily endorse it, but as input to SoS letter to PM on prioritisation)

Then for the daily call, this would need to be more of a mini version of this bigger meeting I think, with the department its daily update (who would you recommend does that?), then ministers giving their update from their work/engagement.

You suggested the dashboard as a helpful input to this meeting, that does sound sensible, though I confess I've completely lost track of the various products that circulate and what is intended for Ministers – is this perhaps something that your team could also clarify by email to private offices, to make sure Ministers are seeing the right products? I'm aware of the Daily Ministerial Workstream update (is that the dashboard?), the CRIP, the Sit Rep, the engagement report – are there others?

**NR** – we should pick up separately, but I think I've seen somewhere a recommendation to do the all staff MS Teams meeting next week, personally I think it should be this week – but let's pick up, and sorry if I have crossed wires.

Many thanks  
Jacqui



Department for  
Business, Energy  
& Industrial Strategy

Jacqui Ward  
Principal Private Secretary to the Secretary of State, and Head of the  
Ministerial & Parliamentary Support Team

**Irrelevant & Sensitive**

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