

EU SETTLEMENT SCHEME INTRODUCTION FOR LOCAL AUTHORITIES



For more information on the EU Settlement Scheme, including the support available, visit [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

September 2020

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, supplier payments, and customer orders. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial records. This includes comparing current performance with historical data and industry benchmarks. The document also discusses the importance of regular audits and reconciliations to catch any errors or discrepancies early on. It provides a step-by-step guide for conducting these audits, from the selection of samples to the final reporting of findings.

The final part of the document addresses the reporting and communication of the results. It explains how to prepare clear and concise reports that provide a comprehensive overview of the financial situation. It also discusses the importance of transparency and how to communicate the findings to stakeholders, including management and investors. The document concludes with a summary of the key points and a call to action for continuous improvement in financial record-keeping.

CONTENTS

Introduction: supporting EU citizens	2
Materials for you to use	3
Local authority: your role	4
Offering assistance: adults	5
Offering assistance: ID documents	6
Services you can provide	7
Other organisations	8
Access further information	9
Information for EU citizens	10
Flowchart: application process for EU citizens	11
Flowchart: ID verification for EU citizens	12

INTRODUCTION

SUPPORTING EU CITIZENS

EU Settlement Scheme

EU citizens¹ and their **family members** (including non-EU citizens) need to apply to the EU Settlement Scheme to continue living in the **UK beyond 30 June 2021**. **Children** need to secure an immigration status as well as adults. For more information visit: gov.uk/eusettlementscheme



The EU Settlement Scheme allows EU citizens resident in the UK by 31 December 2020, and their family members, to get the immigration status they need to continue to **live, work and study** in the UK beyond 30 June 2021. This status means they will continue to be eligible for **public services**, such as healthcare and schools, as well as public funds and pensions. They will also be eligible for British citizenship, if they meet the requirements and want to apply.



The **online application** form can be accessed using a computer, tablet or mobile phone. There are three key parts to the application:

- **identity**
- **residence** in the UK
- **criminality**

The application deadline is **30 June 2021**.



Local authorities are responsible for making applications to the EU Settlement Scheme **on behalf of looked-after children** in their care. For more information, visit: gov.uk/settled-status-local-authorities-toolkit

Help us to help EU citizens

- **As a local authority**, you are a major provider of information affecting people's everyday lives and you are often the first point of contact for a diverse range of people on many important issues. You also have responsibilities for some vulnerable groups. You can **help provide assistance** to those EU citizens who need support to apply to the EU Settlement Scheme – particularly EU citizens that are most vulnerable and hard-to-reach.
- We value your **strong networks** and hope you will work in collaboration with us to make sure EU citizens in your area are informed about the EU Settlement Scheme and how to apply.
- You can **support vulnerable or at-risk EU citizens** by raising awareness and providing information, as well as signposting them to the appropriate support services to meet their needs.
- You can also access translated communication materials and guidance on gov.uk/settled-status-translations. You can also request alternative formats.
- We recommend you **get in touch with Grant Funded Organisations** in your area to explore how you can work together to support EU citizens.

¹ All references to 'EU citizens' in this document include EEA and Swiss citizens, who can all apply to the EU Settlement Scheme. EU citizens do not need to apply if they have indefinite leave to remain or enter, or are an Irish citizen, but they can if they want to.

MATERIALS FOR YOU TO USE

Download the materials below at gov.uk/settled-status-local-authorities-toolkit to use with EU citizens. To access the EU Settlement Scheme web shop for **free printed materials** email eusettlementscheme@homeoffice.gov.uk

Toolkit item 	Purpose 	Recommended use 
PowerPoint presentation	Provides key information about the EU Settlement Scheme including support available.	Use in meetings and drop-in sessions with EU citizens about the EU Settlement Scheme.
Leaflet (A5)	Provides key information on what EU citizens need to do and the support available.	Distribute at community events and local drop-in centres, and share with relevant organisations.
Poster (A3)	Raises awareness of important dates and actions.	Display in communal and public areas in your organisation and share with relevant organisations.
Factsheet (A5)	Provides the key points of the EU Settlement Scheme on one side, and lists the support available on the reverse.	Distribute at community events and local drop-in centres, and share with relevant organisations.
Translated materials: <ul style="list-style-type: none"> • Factsheet (A5) • Poster (A3) • Video 	Provides information in 25 European languages and Welsh.	Distribute at community events and local drop-in centres, and share with relevant organisations.
Digital and social media assets (e.g. videos and graphics). Further social media assets are also available to download via the online platform Brandworkz .	Raises awareness of the scheme in a visual and engaging format and provides key information.	Upload to internal portals, share via email and on social media accounts (e.g. Facebook, Twitter and LinkedIn).



Translated information on GOV.UK

EU Settlement Scheme guidance and materials have been translated into 25 European languages and Welsh. For translated guidance, visit gov.uk/settled-status-translations. For translated materials, visit gov.uk/settled-status-translated-materials

LOCAL AUTHORITY YOUR ROLE

Applying on behalf of looked-after children, children in care and care leavers



Governments in the UK have confirmed that local authorities (and social care trusts in Northern Ireland) will make **EU Settlement Scheme applications on behalf** of looked-after children in their care.

For other categories of children in care and care leavers, **local authorities should inform relevant parties and support** with applications as necessary.



The Home Office is **directly engaging** with local authorities, social workers, and those making applications on behalf of looked-after children, children in care and care leavers to provide support and information. For more information, view the guidance at: [gov.uk/settled-status-local-authorities-toolkit](https://www.gov.uk/settled-status-local-authorities-toolkit)



If you have any questions about how your local authority is carrying out this work for children, please contact your Director of Children's Services.

If you have any questions about a specific child and their EU Settlement Scheme application, or would like to speak to someone about the scheme and how best to support children in care, contact the **EU Settlement Resolution Centre** on **0300 790 0566**. Find out about call charges on [gov.uk/call-charges](https://www.gov.uk/call-charges)



You can also signpost to the information the government is providing at [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

OFFERING ASSISTANCE ADULTS

Assisting adults with care and support needs

- Adults with care and support needs includes adults in various care settings with a range of vulnerabilities.
- The Home Office will publish bespoke guidance for those caring for eligible citizens who need help navigating the EU Settlement Scheme.



We recommend that you **engage with your relevant service leads**, cabinet members, local charities and community groups or representatives to explore opportunities to work together and assist adults with care and support needs in applying to the EU Settlement Scheme.



You can also signpost to the information the government is providing at gov.uk/eusettlementscheme

Mental capacity

- Where someone who **lacks mental capacity** has appointed a legal representative with Lasting Power of Attorney, or has a deputy appointed by the Court of Protection, their legal representative should **make an application on their behalf**.
- If someone's **mental capacity fluctuates** then their **consent** should be sought, when they are able to give it, for **an appropriate third party** to make an application on their behalf if they are unable to apply themselves.
- In each case, the person acting on behalf of the individual will need to be satisfied that they:
 - **have the authority** (in the general sense of permission or consent) to do so
 - are acting in the **best interests of the individual** in accordance with the **Mental Capacity Act 2005**
- Those signing the declaration on behalf of someone without mental capacity should **upload a letter** in the evidence section of the application form to inform caseworkers of the individual's circumstances.

OFFERING ASSISTANCE IDENTITY DOCUMENTS

Assisting those with no identity documents

- The Home Office is aware that some EU citizens, or their family members, cannot provide evidence of their identity and nationality in the form of a passport, national identity card or biometric residence card.
- The Home Office may accept **alternative evidence of identity and nationality** if applicants cannot produce the required documents due to **circumstances beyond their control**, or due to compelling practical or compassionate reasons.
- To discuss individual cases and to access the paper application form for those who are unable to obtain an identity document please call the **EU Settlement Resolution Centre** on **0300 790 0566**. Find out about call charges on [gov.uk/call-charges](https://www.gov.uk/call-charges)



In the first instance you should work with those individuals and their embassies to apply for a **valid identity document**.

SERVICES YOU CAN PROVIDE

Providing an Assisted Digital service

Support is available to those who need digital assistance to complete their application form. Our delivery partner, We-Are-Digital, is offering an Assisted Digital service for EU citizens and their family members who do not have the appropriate skills, access or confidence to complete the online application form.

Support is offered in the following ways:



Over the phone



Face-to-face support in a local centre



In-home tutors



Sign up to become a delivery partner of this service and provide face-to-face support in your local authority by contacting HomeOffice@We-Are-Digital.co.uk or calling **03333 445 675**. To check availability of this service and for more information, visit: gov.uk/eu-assisted-digital

Offering an ID document scanning service



As part of the application process applicants can prove their identity using the **EU Exit: ID Document Check app**, available on compatible iPhone and Android phones.



The ID document scanning service **offers applicants an alternative way** to get their passport, national identity card or biometric residence card verified if they are unable to use the app, or are struggling with this part of the application process.



As a local authority, you can **sign up to provide this in-person service**, giving applicants access to compatible iPhones and Android phones. A fee can be collected for each applicant you help by providing this service.

- We would like more local authorities across the UK to offer this service, particularly in areas with the largest EU populations. Training and assistance to set up the service is provided. To check availability of this service and for more information on locations, visit gov.uk/eu-id-scanner-locations
- This service is operated within Registration Services, at the first tier of County Councils. If you are from a District Council, you can check if your County Council has already registered to offer this service.



Contact paul.dumke@southwark.gov.uk, the Vice Chair of the National Panel for Registration, if you are **interested in providing this service**.

OTHER ORGANISATIONS

Office of the Immigration Services Commissioner (OISC) regulation

All organisations providing **immigration advice** must have the **appropriate OISC regulation** level in line with the services they are providing. For further information on how council staff can obtain accreditation through the OISC EUSS Level 1, visit the OISC website: [gov.uk/government/publications/guidance-for-the-community-and-voluntary-sector](https://www.gov.uk/government/publications/guidance-for-the-community-and-voluntary-sector)

Organisations do not necessarily need to be OISC-regulated in order to get involved with providing help and support to EU citizens about the EU Settlement Scheme.



As a local authority, you can provide the following services without the need for regulation:



Providing the Assisted Digital service



Providing the ID document scanning service



Making applications on behalf of looked-after children for which a local authority has a care order, and holds parental responsibility

Grant Funded Organisations

- In 2019, the Home Office awarded £9 million of funding to 57 charities across the UK who have helped hundreds of thousands of vulnerable citizens to apply to the EU Settlement Scheme.
- A further £8 million of funding to help vulnerable EU citizens apply to the scheme for the 2020-2021 financial year was announced in 2020.
- In October 2020, a new cohort of Grant Funded Organisations was announced for the remainder of the 2020-2021 financial year, ensuring hard-to-reach people are able to access important information. This competitive process was open to both charities and local authorities.
- A full **list of awarded organisations** is available on [GOV.UK](https://www.gov.uk), as well as a postcode checker showing local support: [gov.uk/help-eu-settlement-scheme](https://www.gov.uk/help-eu-settlement-scheme). You may want to share the details of the Grant Funded Organisations with EU citizens who might use their services.



We recommend you get in touch with Grant Funded Organisations in your area to explore how you can **work together to support EU citizens**. These organisations will be an excellent resource in your area for making referrals, particularly in offering advice and application assistance to vulnerable EU citizens.

ACCESS FURTHER INFORMATION

We have set up various channels for you to access information about the EU Settlement Scheme.



Sign up to receive a regular **Community Bulletin** from the Home Office for updates on future engagement opportunities e.g. training events and teleconferences. Search 'EUSS community bulletin' online.



Attend local authorities engagement events to **stay informed with updates and support** from the Home Office.



View the local authorities toolkit at [gov.uk/settled-status-local-authorities-toolkit](https://www.gov.uk/settled-status-local-authorities-toolkit) and download local authority communication materials to share with EU citizens.

Digital and social media assets are available to download via the online platform **Brandworkz**.

- Access translated communication materials and guidance at [gov.uk/settled-status-translations](https://www.gov.uk/settled-status-translations). You can also request alternative formats.
- If you have any questions about supporting EU citizens to apply to the EU Settlement Scheme you can contact the specific **EU Settlement Resolution Centre** number by calling **0300 790 0566**. Find out about call charges on [gov.uk/call-charges](https://www.gov.uk/call-charges)



EU Settlement Scheme guidance can be found at [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

INFORMATION FOR EU CITIZENS

To support EU citizens in your community you can signpost the support services below:



EU Settlement Resolution Centre

For questions about their application, EU citizens can call:

0300 123 7379 (from inside the UK)

+44 (0) 20 3080 0010 (from outside the UK) (Mon–Fri, 8am–8pm and Sat–Sun, 9.30am–4.30pm)

Find out about call charges at [gov.uk/call-charges](https://www.gov.uk/call-charges)



Translated information

EU Settlement Scheme guidance and materials have been translated into 25 European languages and Welsh. For translated guidance, visit [gov.uk/settled-status-translations](https://www.gov.uk/settled-status-translations). For translated materials, visit [gov.uk/settled-status-translated-materials](https://www.gov.uk/settled-status-translated-materials)



Assisted Digital

This free service is available over the phone and in person if applicants do not have the right access, skills or confidence to complete the online application form. Contact We-Are-Digital by calling **03333 445 675** (Mon–Fri, 9am–5pm). To check availability of this service and for more information, visit: [gov.uk/eu-assisted-digital](https://www.gov.uk/eu-assisted-digital)



ID document scanning service

This service is available to complete the proof of identity step if applicants do not have access to the EU Exit: ID Document Check app. There may be an administrative fee to use this service. To check availability of this service and for more information, visit [gov.uk/eu-id-scanner-locations](https://www.gov.uk/eu-id-scanner-locations)

Contact paul.dumke@southwark.gov.uk, the Vice Chair of the National Panel for Registration, if you are interested in providing this service.



Community support

If applicants need more help with their application, they can contact a support organisation. A full list of funded organisations is available on [GOV.UK](https://www.gov.uk). There is also a postcode checker showing local support, visit [gov.uk/help-eu-settlement-scheme](https://www.gov.uk/help-eu-settlement-scheme)



For more information about the EU Settlement Scheme, including the support available, visit [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)

FLOWCHART APPLICATION PROCESS

EU citizens¹ resident in the UK by 31 December 2020, and their non-EU family members, should visit [gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme) to apply to the EU Settlement Scheme. The deadline for applications is **30 June 2021**.

Start your 3-step application

Provide basic information such as your name, date of birth, contact details and nationality.



Proof of identity

Using a valid passport, national identity card, or biometric residence card (if you are a non-EU citizen) you can verify your identity in several ways:

- Use the EU Exit: ID Document Check app on compatible iPhone and Android phones
- Send your identity document by post to the Home Office
- Visit an ID document scanning service location. For a list of locations offering this service, visit [gov.uk/eu-id-scanner-locations](https://www.gov.uk/eu-id-scanner-locations)

You will also need to provide a digital photo of yourself, so it can be checked against your identity document.



Proof of residence

Provide your National Insurance number, if you have one.

If you do not have one, do not worry, a list of suggested evidence that is accepted can be found at [gov.uk/eu-evidence-of-residence](https://www.gov.uk/eu-evidence-of-residence)



Criminality check

Declare any criminal convictions. Only serious or persistent criminality will affect your application.

This will not affect the vast majority of EU citizens and their family members.

Approval

Subject to application checks, you will be granted settled or pre-settled status, depending on how long you have lived in the UK.

You will get digital proof of your status through an online service. For the latest estimated processing times for applications, visit [GOV.UK](https://www.gov.uk). You can track the progress of your application online or by contacting the EU Settlement Resolution Centre.

Once you receive your status, details will be provided by email on how to access it on [GOV.UK](https://www.gov.uk).

Pre-settled status

If you have **less than 5 years** continuous residence in the UK, you will usually be eligible for pre-settled status (also known as limited leave to remain or enter). This means you can stay in the UK for a period of 5 years, until you are eligible for settled status.

Settled status

If you have **5 years or more** continuous residence in the UK, you will be eligible for settled status (also known as indefinite leave to remain or enter). This means there is no time limit on how long you can stay in the UK.

¹ In this document 'EU citizens' includes EEA and Swiss citizens, who can all apply to the EU Settlement Scheme.

FLOWCHART ID VERIFICATION

To prove your identity you can:



Use the EU Exit: ID Document Check app:

Scan your identity document¹ and upload a photo of yourself using the app, which is available on compatible iPhone and Android phones.

Check whether you can get the app on your phone, and see step by step instructions: gov.uk/guidance/using-the-eu-exit-id-document-check-app

You can use a friend or family member's phone if yours is not compatible with the app.

If you do not have access to the EU Exit: ID Document Check app, or if you prefer, you can:



Visit an ID document scanning service location:

Visit an ID document scanning service location which provides access to the EU: Exit ID Document Check app, so you can complete the identity verification step.



Send your identity document to the Home Office by post:

If you prefer not to use the app, or if you do not have a biometric identity document, you can post your identity document to the Home Office to complete the ID verification step. Once you start your application you will be provided with the address. The Home Office will return your document.



A wide range of support is available for applicants to the EU Settlement Scheme. Please see page 10 of this document.

¹ To use the EU Exit: ID Document Check app, you must have either a biometric passport or a national ID card which contains an interoperable biometric chip, from an EU country, Iceland, Liechtenstein, Norway or Switzerland, or a UK residence card with a biometric chip if you're the non-EU family member of an EU, EEA or Swiss citizen.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses and income. The document provides a detailed list of items that should be tracked, such as inventory levels, customer orders, and supplier invoices. It also outlines the procedures for recording these transactions, including the use of specific forms and the assignment of responsibilities to different staff members.

The second part of the document focuses on the analysis of the recorded data. It describes various methods for identifying trends and anomalies in the financial performance. This includes comparing current data with historical trends, analyzing seasonal fluctuations, and identifying areas where costs are higher than expected. The document also discusses the importance of regular reviews and reports to management, providing a clear and concise summary of the financial situation. It includes a sample report format and a list of key performance indicators (KPIs) that should be monitored.

The final part of the document provides a summary of the key findings and recommendations. It highlights the areas where the most significant improvements can be made and provides a clear action plan for the future. This includes suggestions for streamlining processes, reducing waste, and improving customer service. The document concludes with a statement of confidence in the accuracy of the data and a commitment to ongoing monitoring and improvement.

For information on the support available, visit
[gov.uk/eusettlementscheme](https://www.gov.uk/eusettlementscheme)