Enfield Brexit Panel: Roundtable meeting

Date: **9th April 2019**

Timing: **1500-1600hrs**

Venue: **Room 5.1, 5th Floor, Civic Centre**

Invitees:

Cllr Daniel Anderson (Chair), Shaun Rogan, Peter Alekkou, Julie Mimnagh, Petra Lazar (SPOC – Police), Helen Papadopoulos, Jayne Middleton-Albooye, Jill Harrison (Enfield CAB), Fay Hammond, Despina Johnson (Enterprise Enfield), Stuart Lines, Steve West (LFB), Tony Theodoulou, Sarah Cary, David Greely, Lee Shelsher, Gemma Young, Andrea Clemons

A G E N D A

1 Welcome and actions from last meeting (Item 1 attached)

2 Latest position on Brexit process (UK/EU and leaving date)

3 Resilience and preparedness updates

- Resilience, EU Exit and reporting requirements (Helen Papadopoulos)
- Update from Metropolitan Police – verbal update (Petra Lazar)
- Latest feedback from NHS – verbal update (Stuart Lines)
- Update from NLCCE/Enterprise Enfield – verbal update (Despina Johnson)
- Workforce engagement and support – verbal update (Julie Mimnagh)

4 Enfield Council Brexit Communications: verbal update (David Greely)

5 Update on preparations for community offer and option to allocate dedicated advice resources from Brexit resources

- Libraries and community offer (Lee Shelsher)
- Business case: Dedicated additional independent advice and support for EU National registration period: paper attached (Shaun Rogan/Fay Hammond)

6 Any other business (Inc. date of next meeting)

- Date of next meeting 23/24 April 2019 (tbc)
- Workstream and risk register updates for agenda at next meeting

Enfield Brexit Panel: Action Note

Date: **26th March 2019**

Timing: **1300-1400hrs**

Venue: **Room 5.1, 5th Floor, Civic Centre**

Attendees:

Cllr Daniel Anderson (Chair), Sarah Cary, David Greely, Jill Harrison (Enfield CAB), Despina Johnson (Enterprise Enfield), Stuart Lines, Jayne Middleton-Albooye, Julie Mimnagh, Helen Papadopoulos, Claire Reilly, Shaun Rogan, Lee Shelsher, Tony Theodoulou and Gemma Young

Apologies: Andrea Clemons, Fay Hammond, Petra Lazar (Met Police – SPOC), and Steve West (LFB)

Draft Actions

1 Welcome and actions from last meeting (Item 1 attached)

- All items were noted, actions had been taken forward and were reported into the meeting.

Action point: Jill Harrison to utilise her contacts at Warburtons on behalf of the panel to seek a response as to their business planning around Brexit as a large employer in the Borough.

Update: Jill has contacted Warburtons – further response awaited from them

2 Political update on Brexit process

- No further actions on this item identified

3 Regional resilience update

- No further actions identified, watching briefing and further updates to follow

4 Brexit Communications review (attached)

Action: HR to consider best approach to ensure Council workforce who are EU Nationals receiving communications on registration process and those who may need assistance are offered it. **(Julie Mimnagh)**

Action: Adult Social Care colleagues to confirm that partner delivery organisations are content that planning is in place to prevent any disruption to their workforce. **(Tony Theodoulou)**

Action: David Greely and Lee Shelsher to discuss future communications content on community offer and FAQ's for website/libraries to assist local people with an update to come back to the next meeting. This to consider the different types of settled status (more than 5 years/less than 5 years). Also, to consider the offer in the light of the new guidance from Government on what library offers can consist of and what may need formal accredited advice provision from the CAB.

Update: Item on the agenda for meeting 9th April 2019

Action: Despina Johnson to share details of free consultation offer to local businesses/start ups via surgeries at Enterprise Enfield to be publicised via Council website. **(Despina Johnson/David Greely/Shaun Rogan)**

Update: Item on agenda for update 9th April 2019.

5 Options for allocation of dedicated Brexit resources (attached)

Action: Whilst broad areas of interest contained in the paper for the item were well-received more work on detail to be carried out. This to include: **Fay Hammond, Julie Mimnagh and Shaun Rogan** to consider how an additional internal staffing resource could be best configured/costed to meet organisational demand. Also, **Shaun Rogan and Jill Harrison** to consider how additional CAB resources could be deployed using the grant to support local people needing advice and support. Updates on both to come to next meeting.

Action: Consideration to be given to wider training needs in the VCS to assist local people facing challenges arising from Brexit. **(Jill Harrison/Shaun Rogan)**

Update: Item on agenda for meeting on 9th April 2019.

6 Any other business (Inc. date of next meeting)

The panel would meet again in 2 weeks (9 April 2019). Arrangements made via Fay Hammonds office.

Actioned: Next meeting is Tuesday 9 April at 3.00pm in Room 5.7.

Region	Theme	Issue	Response
National Key Trend	Regulatory Controls	**Regulatory Services.** LAs require guidance on a greater regulatory burden. They are concerned that there has been little formal direction and that there is little time for additional recruiting and training.	There is a Trading Standards and Import Controls workshop to take place on 11 March (https://www.eventbrite.co.uk/myevent?eid=57409725033). It's aim is to address concerns and offer guidance to LAs on steps to take in the run up to 29 Mar. An updated partnership pack: 'Preparing for changes at the UK border after a no deal exit' was released on 6 Feb 19. This gives guidance and links to help prepare for changes to cross border activity between the UK and EU and is found here: https://www.gov.uk/government/publications/partnership-pack-preparing-for-a-no-deal-eu-exit All concerns regarding Regulatory Services have been logged in the action tracker and are being followed up. The questions sent on Friday to all 8 CEX will help us to frame our questions and to provide you with the level of detail that you need.
National Key Trend	Workforce	**Adult Social Care.** Concerns around loss/internal migration of workforce and subsequent wage inflation within ASC sector.	DHSC state that 'the current expectation is that there will not be a significant degree of health and care staff leaving around exit day. Organisations can escalate concerns through existing reporting mechanisms to ensure there is regional and national oversight'. However it is clear that there is considerable concern amongst LAs that a small loss of workforce will have a considerable impact. MHCLG will be meeting DHSC shortly to look at what additional planning and guidance can be released. Further information will be provided ASAP
National Key Trend	Statutory Instruments	**Statutory Instruments.** LAs are concerned that the loss of certain SIs under a No Deal scenario would leave them unable to carry out their role effectively.	Open: This has been marked as a priority issue. An update will provided at next Wednesday's CEX round table.
National Key Trend	Funding	**UKSPF.** There are concerns across LAs that there has been no further information since the initial announcement. Is there a timetable in place to ensure that there is no funding gap?	This government recognises the importance of local growth funding in supporting our communities. We have heard repeatedly from stakeholders on the importance of ensuring there is no gap in funding between the current and future programmes. Under the terms of the withdrawal agreement, the UK will continue to take part in European Structural Funds until the end of the current programme. In the event of a no deal, our guarantee of European Structural Funds assures stakeholders that they will also continue to receive this investment. We recognise the need to provide clarity on the future of local growth funding after leaving European Structural Funds. This government will make sure all institutions are equipped with the information they need in sufficient time to prepare for the UK Shared Prosperity Fund. Final decisions on the UK Shared Prosperity Fund are due to be made at Spending Review

Region	Theme	Issue	Response
National Key Trend	Supply chains	**Supply Chain Shortages.** Is there a national plan for supply chain issues? How will services be supported if there are shortages? Particularly food and medicines	Significant cross government planning has been completed to mitigate supply chain issues in a no deal scenario: Food: Joint letter from MHCLG and DEFRA was circulated on 14 February via the ResilienceDirect setting out Govt latest position on contingency planning Medicines: The Medicines Supply Contingencies Planning Programme was implemented last year. This is working on plans for stockpiling, as well as looking at the import of 'short shelf life' products. The Government is planning for a worst case scenario of significantly impeded import across the Short Straits for 6 months. Further to this, the Government has agreed that medicines and medical products will be prioritised on these alternative routes to ensure the flow of all these products will continue unimpeded after 29 March 2019. This includes all medicines, including general sales list medicines. Please refer to: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/768077/eu-exit-operational-readiness-guidance.pdf
National Key Trend	Data	**Data.** LAs require guidance on issues surrounding access of data. They await sector advice from DCMS.	LAs should refer to Information Commissioners advice: https://ico.org.uk/for-organisations/data-protection-and-brexit/ Ciruclated on 4/2: DCMS has issued further advice to Whitehall Departments which has now been tailored for LAs
National Key Trend	Community Cohesion	**Rough Sleeping.** Some regions reporting a rise in EU National rough sleepers who are turning to LAs for assistance.	Officials at MHCLG are aware of the situation regarding EU nationals sleeping rough, and any impact Brexit may play in relation to that. Our expert Rough Sleeping advisors are working closely with local authorities across the country and local authorities should continue to report information through them.Information will be shared with Homelessness within MHCLG. This will be monitored.

Region	Theme	Issue	Response
National Key Trend	Elections	**EU and local elections.** Should LAs be contingency planning for EU elections? Will there be alterations for purdah to ensure that local political leaders are able to address the concerns of local populations?	The Government are committed to leaving the EU on 29 March. Therefore there are no preparations being made for EU elections. EU nationals currently eligible to vote and stand for local elections will remain so until any further legislation is passed. If they are elected they can serve their full term. There is no change to local election purdah rules. Update on 2/4: Reimbursement of costs for contingency planning for potential EU elections. Here is some more detail: - Following Friday's vote in the House of Commons, the opportunity to guarantee that the UK would not participate in European Parliamentary elections has been removed. Whilst it remains the Government's intention for the UK to leave the EU with a deal and not take part in these Elections in May, as a sensible Government we must prepare for all scenarios. - Therefore, the Chancellor of the Duchy of Lancaster (David Liddington) has today written to Bob Posner, the interim Chief Executive of the Electoral Commission, to confirm that Returning Officers and electoral administrators will be reimbursed for any reasonable spending on contingency preparations for European Parliament Elections. - The letter has been published here: https://www.gov.uk/government/publications/chancellor-of-the-duchy-of-lancasters-letter-to-the-electoral-commission-1-april-2019?utm_source=952c43b8-5d90-4aae-b37e-e2cb21c54d66&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate - This reflects the recognition that Returning Officers and electoral administrators should be able to plan effectively to deliver national polls which are well-run and fair. - Cabinet Office guidance sets out that Returning Officers will want to be particularly mindful of the need to use public money appropriately. For example, thought should be given to what actions are strictly necessary ahead of the start of an election timetable and what can be undertaken on a contingency basis given that circumstances may continue to change.
National Key Trend	Borders / Ports	**Borders Funding.** Clarity is sought on the £1.5m of funding for borders. Smaller ports are concerned that they will not receive their fair share.	Circulated on 20/2. A SoS letter and Written Statement issued confirming allocation of port funding.
London	Other	**Insurance**. Need clarification on passporting arrangements for EU insurance companies to operate in the UK. Some councils are insured by companies registered in the EU and if the passporting arrangements are not in place for a hard Brexit, authorities may not have appropriate insurance cover and may have to review the provision of some services.	Circulated on 18/2. Treasury have published Brexit guidance for customers of financial services products on gov.uk. This emphasises that there should be very little change. Local authorities can find details of the temporary permissions regime and financial services contracts regime on gov.uk. The key messages are: •For UK customers with insurance from a firm based in the EU, Norway, Liechtenstein or Iceland, coverage should not change because of EU Exit. •Insurers should let customers know if there will be any changes to the way their policy is serviced, after the UK leaves the EU. Customers are advised to contact their insurers if they have questions.

Region	Theme	Issue	Response
London	Regulatory Controls	**Waste**. Concern over whether contingencies are in place should there be an impact on waste disposal authorities. Concerns around obtaining appoval to export waste in a no-deal, the possible disruption to transporting recyclable waste to the continent and the capacity of providers to store an increased volume of waste, should it become necessary. Small number of contractors manage waste contracts in London - potential disruption	Circulated 25/2. Introduction of EU Exit SI legislation for waste will ensure all Regulations pertaining to waste operate on day 1 of EU exit in the same way in which they operated on the day before EU exit. As of 21st February 2019, Defra has received confirmation that all EU competent authorities (apart from Spain, which is being managed separately due to the complex nature of the diplomatic relationship with Gibraltar) have agreed that licences for notified waste can continue in their current form if we leave the EU without a deal. This means no new applications will be required to allow the export of UK waste to these EU Member States. UK government officials are continuing to work with Spanish authorities to 'roll-over' existing licences for shipments to Spain. The extra cost to industry of tariffs which could be expected to apply in a no-deal scenario are not expected to have a significant impact on the waste industry. Government departments have been working to design customs and other control arrangements at the UK border in a way which ensures goods can continue to flow into the country, and won't be delayed by additional controls and checks. The Government recognises the potential implications of disruption at ports in a 'no deal' scenario on the export of waste and the waste management industry. A range of contingencies are being put in place, not only to identify solutions in the event of disruptions to waste exports at ports but also to prevent these disruptions from occurring. We have been investigating several options and working closely with the Devolved Administrations, the UK Competent Authorities and engaging with waste management stakeholders to ensure we are prepared to deal with any issues on both a local and national level. Defra's preparations for EU Exit has included assessment of the impacts on Local Authorities, including in a "no-deal" scenario. On the 10th January, the Defra EU exit team held a 'No Deal' contingency planning event with over 70 stakeholders from the waste industry, Local Authority representatives and the Devolved Administrations. We communicated the work being done by Defra to ensure that there is unlikely to be a major operational change affecting businesses. Specifically, we shared the no-deal contingency planning being done by Defra, Environment Agency and the UK's cross-governmental Border Delivery Group. Also, we elicited the concerns of stakeholders, explored their preparations for 'No Deal' and answered any questions. Another event is planned for the 18th March; we are planning to focus on no-deal preparations, however the content will reflect the situation on the day. We will be circulating further information to stakeholders, including local authorities, as soon as possible
London	Borders / Ports	Concerns about the increased congestion caused at Heathrow due to a delay in processing goods. Contingency planning being developed but need for access to national modelling data. Same applies to primary ports of entry, such as City Airport, coach stations and railway stations which have frequent international services.	Working with RED on latest information On St Pancras: the LRF and Camden are working together with HS1 and DfT as part of their contingency planning – more info to follow. Mike Cooke has also discussed the issue with the LG EU Exit engagement team.
London	Business	Difficult to adequately respond to business concern given the lack of clarity on the potential implications and requirements for local businesses in preparing for either a deal or no deal.	Circulated on 18/2. The government campaign 'Prepare your business for EU Exit' offers a wealth of information and practical knowledge to support business as it prepares for 29 March. There is a simple step by step guide that highlights how and why businesses must prepare. Further, MHCLG has highlighted your concerns regarding lack of communication to the Cities and Local Growth Team and BEIS. Further information will be provided as it become available.

Region	Theme	Issue	Response
London	Statutory Instruments	Lack of legal certainty about LG powers/ legal basis that maybe needed to maintain services and business continuity	Open: This has been marked as a priority issue. Update at next CEX Roundtable
London	Supply chains	Information now being sought on national distribution provision for food, **fuel** and health related supplies, including infant milk and how information will be deployed to reduced likelihood of panic buying by residents. [response for fuel but checking specific point on infant milk]	Her Majesty's Government has been implementing a significant programme of work to ensure the UK will be ready to leave the European Union from day one in all scenarios, including in the unlikely event of a 'No Deal' scenario in March 2019. Our priority is to maintain (as close as possible) normal fuel deliveries in any of these scenarios. Crude and petroleum products are traded through liquid international markets, the UK benefits from a diverse range of import sources and will continue to do so after we leave the EU. We also get security of supply from UK domestic production. The Government believes that in most circumstances the fuel industry is well positioned to respond to disruptions to the supply chain from whatever cause. We will continue to work with the fuel industry, down to individual refineries and distribution terminals, to ensure that no risks from leaving the European Union impact fuel supplies. Work so far indicates that the risk of significant disruption is low. Our analysis is that this is true even at a local/regional level. We are working closely with industry and the Department for Transport to ensure that deliveries of fuel are able to continue (as close as possible) to normal levels. We also have the longstanding, all-risks National Emergency Plan for Fuel, which includes schemes for prioritising the delivery of fuel for essential services but we do not envisage needing to implement these prioritisation schemes. We have been advised that Public Health enquiries (such as baby formula) should be directed to the relevant contact at PHE centres: (London: Deborah Turbitt: Deborah.Turbitt@phe.gov.uk: 02078117110; 07951533832)
London	Workforce	Concern over increasing cost of commissioned services and extra pressure on existing servces including H&SC, regulatory services and advice services	The response is cross-referenced with other responses above.
London	Citizens' Rights	Need more clarity on the eligiblity of EEA residents accessing services such as housing & homelessness in event of no deal. Also a lack of clarity on how right to rent legislation will impact EEA residents	In the event of a no deal, we have been advised that we will continue to protect the rights of EU citizens and their family members lawfully residing in the UK before exit day (29th March 2019). This means they will remain eligible to access social housing, including supported housing, and homelessness assistance on the same basis as they do now. For EU citizens that move to the UK after our exit from the EU, once free movement ends, for a transitional period EU citizens and their family members will still be able to come to the UK for visits, work and study as they do now. However, to stay longer than 3 months they will need to apply for permission and receive European Temporary Leave to Remain, which is valid for a further 3 years. We are working through options on what access EEA nationals will have to benefits and services. For EU citizens that move to the UK after our exit from the EU, once free movement ends, for a transitional period EU citizens and their family members will still be able to come to the UK for visits, work and study as they do now. However, to stay longer than 3 months they will need to apply for permission and receive European Temporary Leave to Remain, which is valid for a further 3 years

Region	Theme	Issue	Response
London	Other	Absence of accurate planning assumptions on the relative prioritisation of issues, impacting on preparations	This has been raised in the SitRep to Ministers
London	Citizens' Rights	Concerns around the potential for the number of residents with no recourse to public funds to increase after Brexit. LAs have a statutory duty to provide support to residents with NRPF and currently receive no additional central funding to cover the associated costs. central funding will be required to mitigate the financial burden on boroughs. Further clarification is sought on the proposed eligibility of citizens in more complex situations to claim benefits and access related support services, for example Non-EU residents with a European derivative right to reside or mixed households.	Open
London	Statutory Instruments	The urgency of the request for information on changes to regulatory systems has increased further this week. Although Government has put forward several 'correcting powers'/Statutory Instruments, there are concerns that the appropriate systems and processes may not be in place to support a transition. In the event of a no-deal, there is a lack of clarity over how some regulatory functions will work at all; this could cause issues in areas where the UK relies on reciprocal arrangements with the EU such as marker surveillance, placing goods on the market and CE conformity marking.	Open: This has been marked as a priority issue. SIs will be discussed at the next round table.
London	Regulatory Controls	In the event of either a deal or no-deal, staff will need to be trained to ensure compliance with regulatory changes and businesses may also look to local authorities for guidance and support. Additional resources, training and production of new documentation could be required which will increase pressure on regulatory services; boroughs are seeking financial assistance from Government to cover the costs associated with this.	MHCLG has appointed a consultant to oversee work across government from a local government perspective, including identifying any gaps that might exist in current plans. With your help we identified 3 LAs to undertake a deep dive and we are hosting a workshop on 15th March with the sector and other bodies which will provide opportunities for delegates to discuss. We will provide further feedback following this.
London	Supply chains	Boroughs would like information about how the distribution of any stockpiled goods will be managed centrally by Government and how authorities will be able to secure access	Open NB: DHSC letter circulated on 26/2
London	ASC	In the event of food shortages, boroughs are also concerned about whether guidance and support will be available to ensure effective contingency plans will be in place for care homes	DEFRA letter circulated on 14/2 & DHSC letter circulated on 26/2.

Region	Theme	Issue	Response
London	Other	Housing delivery: impact of no deal to deliver affordable housing. AH relies on depends heavily on the cross-subsidy from the surpluses provided by building homes for sale, but private home builders and major developers are refraining from starting new projects given the uncertainty caused by Brexit. This could potentially lead to a reduction in the volume of affordable homes built over the medium and longer term, given that around 20% are generated through S106 agreements. The Mayor of London, London Councils and the G15 group of London 's largest housing associations have this week sent an open letter to the Secretary of State for Housing, Communities and Local Government warning of the potentially catastrophic effects that a no-deal Brexit could have on affordable housing delivery.	Awaiting advice from housing team - this has been escalated
London		Time frame: Boroughs have expressed concern that, with only three weeks to go until the UK is due to exit the EU, there remains a lack of clarity on the final Brexit deal and an absence of guidance from Whitehall. Boroughs ability to prepare and appropriately plan resources is severely inhibited by this. As we move closer to exit day, it is worth noting that boroughs will find it challenging to respond and plan appropriately should a vast amount of guidance be shared by the government at short notice.	Raised in the SitRep to Ministers
London	Data	Data protection arrangements: MHCLG has recently issued guidance for local authorities on accessing data from the European Economic Area (EEA) under no deal Brexit. This guidance was welcomed; however, boroughs remain concerned by the expectation that the European Commission will not have made an adequacy decision regarding the UK at the point of exit in March 2019. This will place extra burdens on boroughs as additional 'safeguards' will need to be agreed, which will have resource implications.	Patrick McDermott who leads on data in LG EU Exit team has offered to speak to any borough directly if they queries on data related issues. Tel: 0303 444 9031
London	Workforce	School staff: Schools in some boroughs have raised concerns that the loss of current EU national staff members and a reduction in the availability of replacements could lead to recruitment and retention issues across a number of areas. The roles affected range from qualified teachers and support staff across several areas, including classroom assistants, catering and facilities staff.	Awaiting advice from DfE

Region	Theme	Issue	Response
London	CSC	Concerns about cooperation arrangements between the UK and EU on child protection and law enforcement. If existing pan-European co-operation protocols were to cease without an adequate replacement, the ability of councils to work with law enforcement agencies on child protection issues that have an international dimension would be impacted. Similarly, if co-operation arrangements on child protection cases cease, there is a risk a child could be taken across borders. There is also a risk if EU nationals working with children will not be adequately vetted if information about their background is no longer shared when they apply to work in the UK.	Currently, cooperation and exchange of information in relation to parental responsibility issues is set out in the European family law instrument commonly known as the Brussels IIa Regulation. This Regulation provides for the central authority for England (the International Child Abduction and Contact Unit – ICACU) to handle co-operation requests both into and out of this jurisdiction in relation to EU Member States; and this will continue if there is a deal post 29 March 2019. In the event of a no-deal exit, the Brussels IIa Regulation will no longer apply between the UK and EU Member States. This means that requests for co-operation involving the collection and exchange of information under the relevant provisions of the Brussels II Regulation will no longer apply on Day 1. Local Authorities in England should instead use the relevant provisions in the '1996 Hague Convention on Parental Responsibility and Protection of Children', and existing departmental advice on 'Cross Border Child Protection Cases: The 1996 Hague Convention', when handling cases with EU countries. Current advice on making 1996 Hague applications is available at https://www.gov.uk/government/publications/international-child-abduction-and-contact-unit-application-form. The form and the guidance should be read together. Local authorities will also wish to seek independent legal advice on existing and new cases. The DfE published new Information sharing advice for safeguarding practitioners in 2018 at https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice. This guidance reflects the Data Protection Act 2018, which in turn implemented the EU-wide GDPR meaning that information sharing provisions will stay in UK law in line with European law. Should you have any further questions about EU Exit and children's social care you can contact: euexit.csc@education.gov.uk
London	Citizens' Rights	Concerns that vulnerable residents could be targeted by rogue immigration advisers to 'support' them through the settlement scheme and provide wider immigration advice. One borough is considering how their Trading Standards department could be utilised to prevent opportunistic advisors exploiting any uncertainty and confusion. Any further advice Government could offer on this would be appreciated.	Open
London	Workforce	Concerns have been raised about the availability of Environmental Health Officers; there are concerns that the recruitment of officers in Ireland could create recruitment pressures in the UK if staff leave or salary costs increase.	Raised in SitRep Are you able to keep an eye on this to see if more resign and a trend emerges across London please?

Region	Theme	Issue	Response
London	Citizens' Rights	Councils would welcome confirmation of central Government support activity in relation to local organisations that sit outside of local authorities' responsibility (but with whom we have a working relationship) – with an emphasis on supporting their staff on EU Exit communications, planning and preparedness, including advice on obtaining Settled Status. This interest extends to schools, social care providers contracting directly with individuals and potentially housing providers too.	Circulated on 2/4. Settlement Scheme Caseworker Guidance: The Home Office has just published guidance that provides detailed advice about how to consider applications under the EU Settlement Scheme. Please do cascade onto Local Authority chief executives and other appropriate organisations. https://www.gov.uk/government/publications/eu-settlement-scheme-caseworker-guidance?utm_source=9245a8c6-4ba0-4a8c-a18b-2994a3f31799&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate Translations also available: https://www.gov.uk/guidance/settled-status-for-eu-citizens-and-their-families-translations?utm_source=5435c6d6-83d1-40c0-b55f-a60e65741456&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
London	Citizens' Rights	EU settlement scheme: Want 1. details of how to order campaign materials (posters and leaflets in toolkit) for LA's to use locally 2. Increased comms from govt to EU citizens to ensure that they are aware of requirement to apply for SS.	Circulated on 3/4. Our comms team have asked us to alert you to this, going out later today. We recently issued a public information campaign toolkit to give councils and their partners the tools to support the campaign and help the public and business to prepare for the UK's departure from the EU. We appreciate your support and the feedback we have received. Following parliamentary decisions and changes to the dates that the UK will leave the EU, we have updated this toolkit. Going forward, GOV.UK and all Public Information Campaign assets will continue to be updated as quickly as possible to reflect parliamentary decisions. Link to updated toolkit and assets: https://we.tl/t-Y84iVaxsbV.
London	Citizens' Rights	As corporate parents, local authorities have a duty to secure the best possible immigration outcome for EU national children in care and care leavers. Boroughs are cautious of acting in any way which may result in an incorrect or sub-optimal immigration status for children whom they have a responsibility for. Specialist legal advice may be required in complex cases and boroughs will not necessarily have an employee with a recognised immigration qualification to assist. Clear guidance from Home Office on the legal parameters of local authority support would prevent any boroughs inadvertently overstepping the line.	
London	Citizens' Rights	EU settlement scheme: Want Home Office to provide detailed data on the rate of applications (at Borough level)so that engagement can be targetted.	Home Office are not yet collecting and analysing data broken down by locality/region. However, we are working with the HO to press that they share headline data with MHCLG and local authorities as and when this is available.

Enfield Brexit Panel: 9 April 2019 **Item 5**

Business case: Dedicated additional independent advice and support for EU National registration period: paper attached (Shaun Rogan/Fay Hammond)

1 Background

At the previous Enfield Brexit Panel meeting it was agreed that additional independent accredited advice and guidance for local people who are EU Nationals would be required to assist with those wishing to stay and register to do so during the 2-year window for people to establish the ability to remain.

Following a review of market availability to provide this service, officers have worked with the local Citizens Advice Bureau to put forward a proposal with recommendations to the Enfield Brexit Panel meeting on 9 April 2019.

It should be noted that locally only 2 non-charging accredited advice services in the borough exist and of these only one – the CAB has the reach and logistical set up to reach the EU community having staff available speaking Polish, Russian, Lithuanian, Albanian Bulgarian as well as French, Swedish, German, Spanish, Italian and Portuguese.

2 Proposal

That an allocation from the Brexit Grant issued to Enfield Council by Government should be dedicated to the provision of accredited advice and support.

This advice and support should be made available for a 2-year duration that can help cover the Brexit registration window for EU nationals.

That this work directly complements both the ‘community offer’ being made by the local authority through library services and existing advice and guidance services offered by the CAB to local people without duplication.

3 The business case

Approximately 8% of the Enfield population is estimated to be of EU National status. This represents in the region of 25,000+ of our residents. The announcement of the settled status scheme for EU citizens and a decision that there would be no cost to this has been helpful. This was a very positive move for many EU citizens who wished to apply for settlement but who had been prevented by the high cost.

This now needs a coordinated response from the local authority in its strategic position in the borough. An independent and accredited provider is required to augment the council’s own community offer and ensure those who need help can access it.

- **Context and reasons for engaging extra service provision**

There may be many reasons why an EU national would want to apply for settled status including -

A wish to secure their rights to remain in the UK in the event of Brexit. If anyone fails to apply before the end of the deadline, as it currently stands, they would fall in to the 'hostile environment' policy, which would leave them at risk of deportation, and unable to rent a home, receive NHS treatment, or work legally in the UK. The ramifications for not applying for settled status within the timescales are, therefore, extremely serious.

1) A need to be able to secure social security benefits. Many non-working EU nationals must pass a test known as the habitual residence test to secure benefits entitlements. This is a hugely complex area and is frequently misunderstood by claimants and benefit officials. This leads to needless appeals around whether

a) someone still has worker status, for example if they are off on maternity leave

b) someone has `retained worker status' if they are likely to return to work following a period of ill-health

People are often left without income while such cases are argued through appeal. If a successful application is made under the EU settlement scheme, they will qualify for benefits without the need to appeal.

In the case of point 2, the client usually doesn't know that settlement would resolve their problem unless advised by someone who is qualified to give both benefits and level one Immigration advice.

Nationally, the Citizens Advice service reports already having received hundreds of people enquiring about this scheme. In Enfield thus far they have had 22 enquiries about the scheme, 14 about general rights post Brexit and a further 27 about the habitual residence test.

If part of the council's Brexit grant were to be directed towards increasing the availability of advice, it is recommended that the scope of the project should include advice to any EU national on any of the matters referred to above, whether or not they are directly related to Brexit, since any of these can be combined with advice on the EU settlement scheme and assisting people to secure their rights to settle.

- **Assessing likely demand**

Citizens Advice believe we have around 35,000 EU citizens in Enfield. They have carried out some modelling to look at the likely demand for advice. They believe that that around 8.4% of EU citizens will have never used the internet, i.e. 2,940.

16% of people in the most recent settlement pilot needed to provide additional evidence to support their application (although 13% just needed to send off their passport, 3% needed to provide additional evidence of residence etc). So, they estimate that just over 1,000 people in Enfield will need to provide additional verification over and above just sending off their passport.

The percentage of people in the second pilot stage who did not find the application 'very or fairly easy' was 23% which would equate to over 8,000 people locally. Even if over 50% don't need help that is still potentially 4,000 who will. Even if over half of these manage to get help elsewhere, they estimate that 1,750 will need more concentrated help. They think that most of these will apply in the early part of the process and estimated the numbers as follows. These may of course be lower if Brexit is delayed.

Year 1	Year 2	
Q1 578	Q1	123
Q2 350	Q2	105
Q3 175	Q3	105
Q4 140	Q4	175

It is worth considering that if vulnerable citizens do not apply in time, there is a risk to the council that they will seek financial support from adults or children's social services. At the very least in this scenario, traffic could significantly increase placing pressure on hard pressed existing services.

- **What could be achieved?**

A full-time advice post for one year would be able to see around 500 EU nationals for full advice, depending on the complexity of the issue.

A service could be based at Vincent House, providing appointments or co-located in the library service or civic centre. Or a hybrid model adopted utilising some or all these approaches. This can be agreed operationally if the proposal is approved.

Critically, all CAB advisers are qualified and insured to OISC level 1 for immigration advice as well as being qualified generalists able to deal with issues such as benefits, housing, debt, employment and family matters.

- **Costing the proposal**

A full-time advice post would cost £29,696.88 plus workplace pension, plus employers NI. A budget of £35,000 should cover this and allow for some telephone/stationery costs for casework. This would be reduced proportionately for a part time post.

The CAB have indicated that should a pending application for Home Office funding for 1 day per week be successful, the anticipated cost of delivering the extra support set out in this business case would fall to £28,000 per annum. A decision is due in early April 2019.

- **Management and monitoring**

The CAB database gives full information by project on clients seen, nature of problem and basic equalities data as well as report on debts and gains**.**

A quarterly reporting schedule based on anticipated outputs/outcomes and with a similarly broken down and evidenced budgetary split would form part of any grant agreement to supply this service to local people.

A quarterly report would feature as a standing item to the Enfield Brexit Panel.

- **Communications planning**

The Council's corporate communications team would assist with the promotion of the available resource to local people ensuring it gained prominence at regular intervals via a range of channels. This would be augmented by utilising our VCS Network, particularly gaining a regular slot in the Enfield Voluntary Action monthly newsletter and our Libraries Team helping to ensure visibility remained high in local community hubs,

(A job description/person specification supplied by the CAB is attached at Appendix A.)

4 Recommendation

The panel is asked to support the proposal in full as follows:

- That the Panel agrees the business case as set out (subject to clarification of any technical queries or points raised at the Panel on 9 April 2019).
- That funding totalling £70,000 to cover advisory capacity to local people for a period of 2 years, drawn down from the Brexit Grant is agreed.
- That arrangements are made with the provider to commence support following finalisation of the offer and issuing of a grant funding letter.
- That the grant is managed as part of the umbrella agreement for the Citizens Advice Bureau under the auspices of the council's Third Sector and Partnerships Development Team led by the Head of Strategy, Partnerships, Engagement and Consultation.

5 Next Steps

If approved the recommendations will be actioned and an update brought back to the Enfield Brexit Panel at the earliest opportunity.

Shaun Rogan
Enfield Brexit Panel co-ordinator
Enfield Council

Project proposal – advice to EU citizens in the context of a potential Brexit

In difficult times, people come to Citizens Advice for help with overcoming their problems. Brexit has undoubtedly led to some additional problems for clients. These include -

- Reported reluctance of some landlords to rent to EU nationals (or only agreeing to rent the poorest quality properties
- Reported reluctance of some employers to recruit EU nationals
- Reported rise in racist abuse/discrimination directed at clients who are EU nationals or who are non-EU nationals but who appear to be non-white.

However, the discussions around Brexit also led to the announcement of the settled status scheme for EU citizens and a decision that there would be no cost to this. This was a very positive move for many EU citizens who wished to apply for settlement but who had been prevented by the high cost.

There may be many reasons why an EU national would want to apply for settled status including -

1) A wish to secure their rights to remain in the UK in the event of Brexit. If anyone fails to apply before the end of the deadline, as it currently stands they would fall in to the 'hostile environment' policy, which would leave them at risk of deportation, and unable to rent a home, receive NHS treatment, or work legally in the UK. The ramifications for not applying for settled status within the timescales are therefore, extremely serious.

2) A need to be able to secure social security benefits. Many non-working EU nationals have to pass a test known as the habitual residence test to secure benefits entitlements. This is a hugely complex area and is frequently misunderstood by claimants and benefit officials. This leads to needless appeals around whether

a) someone still has worker status, for example if they are off on maternity leave
b) someone has `retained worker status' if they are likely to return to work following a period of ill-health

People are often left without income while such cases are argued through appeal. If a successful application is made under the EU settlement scheme, they will qualify for benefits without the need to appeal.

In the case of point 2, the client usually doesn't know that settlement would resolve their problem unless advised by someone who is qualified to give both benefits and level one Immigration advice.

Nationally the service has already had hundreds of people coming to us about this scheme. In Enfield thus far we have had 22 enquiries about the scheme, 14 about general rights post Brexit and a further 27 about the habitual residence test.

If part of the council's Brexit grant were to be directed towards increasing the availability of advice, we would recommend that the scope of the project should include advice to any EU national on any of the matters referred to above, whether or not they are directly related to Brexit, since any of these can be combined with advice on the EU settlement scheme and assisting people to secure their rights to settle.

What is the likely demand for advice?

Citizens Advice believe we have around 35,000 EU citizens in Enfield. They have carried out some modelling to look at the likely demand for advice. They believe that that around 8.4% of EU citizens will have never used the internet, ie 2,940.

16% of people in the most recent settlement pilot needed to provide additional evidence to support their application (although 13% just needed to send off their passport, 3% needed to provide additional evidence of residence etc). So they estimate that just over 1,000 people in Enfield will need to provide additional verification over and above just sending off their passport.

The percentage of people in the second pilot stage who did not find the application 'very or fairly easy' was 23% which would equate to over 8,000 people locally. Even if over 50% don't need help that is still potentially 4,000 who will. Even if over half of these manage to get help elsewhere they estimate that 1,750 will need more concentrated help. They think that most of these will apply in the early part of the process and estimated the numbers as follows. These may of course be lower if Brexit is delayed.

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What could be achieved?

A full time advice post for one year would be able to see around 500 EU nationals for full advice, depending on the complexity of the issue.

We could be based at Vincent House, providing appointments or co-located in the library service or civic centre

All CAB advisers are qualified and insured to OISC level 1 for immigration advice as well as being qualified generalists able to deal with issues such as benefits, housing, debt, employment and family matters.

What would the cost be?

A full time advice post would cost £29,696.88 plus workplace pension, plus employers NI. A budget of £35,000 should cover this and allow for some telephone/stationery costs for casework. This would be reduced proportionately for a part time post.

Please note that we have an application pending for Home Office funding for 1 day per week – if we were successful with this application the cost of this project would fall to £28,000. A decision is due on Monday 8th April.

What would be reported on?

Our database gives full information by project on clients seen, nature of problem and basic equalities data. We can also report on debts and gains. A sample of the type of data collected appears below

Item 5 – App.A

Citizens Advice Enfield Job Description

Job Title: **Project Adviser**

Responsible to: **Service and Quality Manager**

Responsible for:

Grade: £29,696.88 FTE

Hours: 35

Location: Vincent House or local outreaches

Role Purpose:
Provide advice to clients across all areas of advice work delivered by Citizens Advice Enfield. This includes benefit, debt and housing advice plus other advice areas depending on project.

This is a generic adviser role, which may include giving specialist debt advice and following up casework, doing home visits, or delivering `quick advice' in a children's centre and help out as a supervisor as the needs of the service demand. The role involves multi-channel delivery such as telephone, face to face, email and gateway/triage. Advisers will be allocated to projects but will be required to have flexibility to move to different projects subject to the needs of the service.

This adviser would initially be required to work on a new project giving advice to EU citizens on their rights including, but not limited to, the EU settlement scheme. For this reason you must be qualified to at least OISC level one. Please note that specialist immigration support will be available to the post holder over the telephone from Citizens Advice for complex level 1 enquiries and directly for the client if the advice needed is OISC level 2 and 3 .

Main Duties and responsibilities

Advice giving/gateway

- Provide advice covering the full range of areas, with training if required
- Interview clients using sensitive listening and questioning skills in order to allow clients to explain their problem(s) and empower them to set their own priorities

- Use the Citizens Advice AdviserNet website to find, interpret and communicate the relevant information
- Research and explore options and implications so that clients can make informed decisions
- Act for the client where necessary by calculating, negotiating, drafting or writing letters and telephoning
- Negotiate with third parties such as statutory and non-statutory bodies as appropriate
- Refer internally or to other specialist agencies as appropriate
- Ensure that all work conforms to the bureau's office manual and the Advice Quality Standard / Legal Aid Agency's Quality Mark / other funding requirements, as appropriate
- Ensure that work reflects and supports the Citizens Advice service's equality and diversity strategy
- Maintain detailed case records for the purpose of continuity of casework, information retrieval, statistical monitoring and report preparation.

Casework

- Provide casework covering the full range of areas, with training if required
- Act for the client where necessary by calculating, negotiating, drafting or writing letters and telephoning
- Negotiate with third parties as appropriate
- Ensure income maximisation through the take up of appropriate benefits
- Provide advice and assistance to other staff across the whole range of advice areas
- Ensure that all casework conforms to the bureau's Office Manual and the Advice Quality Standard and/or the Specialist Quality Mark as appropriate
- Maintain case records for the purpose of continuity of casework, information retrieval, statistical monitoring and report preparation
- Ensure that all work conforms to the bureau's systems and procedures.

Research and campaigns

- Assist with research and campaigns work by providing information about clients' circumstances
- Monitor service provision to ensure that it reaches the widest possible client group
- Alert other staff to local and national issues.

Professional development

- Keep up to date with legislation, case law, policies and procedures and undertake appropriate training for new roles as required

- Read relevant publications
- Attend relevant internal and external meetings as agreed with the line manager
- Prepare for and attend supervision sessions/team meetings/management team meetings as appropriate
- Assist with Service initiatives for the improvement of services.

Administration

- Review and make recommendations for improvements to bureau services
- Maintain local information systems
- Use IT for statistical recording, record keeping and document production
- Provide statistical information on the number of clients, outcomes and nature of cases and provide regular reports to bureau management
- Keep up to date with policies and procedures relevant to bureau work and undertake appropriate training
- Attend internal and external meetings as agreed with the manager
- Maintain close liaison with relevant external agencies
- Maintain a library of reference material and case law

Public relations

- Liaise with statutory and non-statutory organisations and represent the Service on outside bodies as appropriate

Other duties

- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service
- Demonstrate commitment to the aims and policies of the CAB service
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.

Citizens Advice Enfield Person Specification

We are looking for someone who is able to demonstrate the following

Essential skills/knowledge/experience

1. Knowledge and experience of delivering advice in all of the main subject enquiry areas (benefits, debt , housing) , willing to undertake specialist training as necessary (eg debt specialist training)
2. Accredited at OISC level one
3. Effective oral communication skills with particular emphasis on negotiating and representing clients' views to others
4. Effective writing skills with particular emphasis on negotiating, representing and preparing reviews, reports and correspondence
5. Ordered approach to casework and an ability and willingness to follow and develop agreed procedures
6. Understand the issues involved in interviewing clients
7. Demonstrate understanding of social trends and their implications for clients and service provision
8. Ability to monitor and maintain own standards, to prioritise own work, meet deadlines and manage caseload and targets
9. Ability to use IT in the provision of advice and the preparation of reports and submissions
10. Ability to give and receive feedback objectively and sensitively and a willingness to challenge constructively
11. Ability to treat clients with respect, empathy and kindness and handle conflict and challenging situations
12. Ability to work in a diverse team and with diverse clients in line with equality principles
13. Ability to embrace change and work flexibly
14. Numerate to the level required in the tasks.
15. Commitment to continuing professional development
16. Ability to commit to, and work within, the aims, principles and policies of the Citizens Advice service

Home Office

2 April 2019

Dear Director,

Re: Applications for looked after children and care leavers - EU Settlement Scheme

I am pleased to advise you that the EU Settlement Scheme (EUSS) launched over the weekend.

This new scheme will enable all EEA citizens and their family members to continue living and working in the UK after it leaves the EU. We want EEA citizens and their families who have made the UK their home to stay, and the scheme enables those here before the end of 2020 to apply for their new immigration status.

You will be aware that local authorities (in England, Scotland and Wales) and Health and Social Care Trusts (in Northern Ireland) will have a vital role to play in supporting vulnerable children through the application process, to ensure that applications are made on behalf of all looked after children for whom you have parental responsibility and who are EEA citizens or family members of EEA citizens. You will also need to signpost the scheme – and range of application support available – to care leavers and those with whom you share caring responsibilities, so that all eligible children get their new status by the time the scheme closes in June 2021.

Over the past months, the Home Office has worked with a range of stakeholders to prepare local authorities and Health and Social Care Trusts to make these applications. This includes putting in place specific guidance, which I enclose here, as well as introducing a new paper application route for some exceptional cases. We have consulted with local authorities that participated in some early testing of the scheme to confirm that access to a paper form would provide a valuable alternative to the online application route, particularly in instances where the authority will be unable to obtain an identity document for a child.

The online application route remains the most effective and efficient way to make an application to the EUSS. We expect that where it is possible to do so, this route is used for looked after children and care leavers and the local authorities involved in testing confirmed it was easy to use. We accept your expert assessment of when a paper form might be more appropriate and will ensure that you are able to request a paper form for those specific cases.

Information about the paper form process has been included in the guidance pack attached with this letter. To access the paper form, it will be necessary for you to provide a designated email address to which the Home Office can send a copy of each paper form. You will need to notify that email address to the Home Office at feedback-EUSSsupportmodel@homeoffice.gov.uk Note that these forms will only be issued to the

designated mailbox; the Home Office will not be making these forms widely available for any EEA citizen to use.

I enclose the guidance we have produced to help local authorities and Health and Social Care Trusts with this important work. This should provide all the information you require on all aspects of the work you will need to do. However, you may also call our new Settlement Resolution Centre, should you need any further assistance. We have established a designated line for you: **0300 7900566.**

We would welcome any feedback on the guidance pack, which we will keep under review and evolve if required to ensure it meets your needs. This can be sent to feedback-EUSSsupportmodel@homeoffice.gov.uk

I would also point you to a series of teleconferences available to give local authorities and Health and Social Care Trusts an overview of the process and to allow your staff to ask any questions. These will take place on the following dates and can be booked by emailing feedback-EUSSsupportmodel@homeoffice.gov.uk

23rd April 1-2pm
25th April 1-2pm
21st May 1-2pm
23rd May 1-2pm

I trust we have provided everything you need to ensure that applications can be made to the EUSS for all eligible children in your care and care leavers. The Home Office will monitor the scheme carefully over the coming months to ensure its success and that no eligible EEA citizen will be left behind.

Yours faithfully,

Rebecca Collings

Delivery Lead, EU Settlement Scheme
UK Visas & Immigration

Home Office

EU Settlement Scheme

LOOKED AFTER CHILDREN AND CARE LEAVERS

LOCAL AUTHORITY AND HEALTH AND SOCIAL CARE TRUSTS GUIDANCE

Home Office

Contents

Introduction 3
EU Settlement Scheme background 3
Eligibility criteria 4
What status will be issued 6
The role of the local authority in England, Wales and Scotland and health and social care trusts in Northern Ireland 7
How to apply 7
Getting started 8
Application flow diagrams 10
What is immigration advice 12
British citizenship 13
Data recording 13
Criminality 14
Missing identity document 15
Evidence requirements 16
Paper application form process guide 17
Pre-application check list 18
Communications toolkit 18
Useful contacts 19

Home Office

Introduction

The purpose of this information pack is to create a clear understanding of the role that local authorities and health and social care trusts have to ensure that looked after children and care leavers, who are EEA citizens or family members of EEA citizens, make an application to the EU Settlement Scheme.

The information will;

- Provide a clear understanding of the how the application process works in relation to looked after children/care leavers.
- Explain your role as local authorities (England, Scotland and Wales) and health and social care trusts (Northern Ireland) in supporting looked after children who are EU citizens and family members of EU citizens.
- Signpost where to access further support.

EU Settlement Scheme – Background

It is estimated that there are 3.5 million EU citizens living in UK and the Government is committed to enabling them to continue to live here.

Freedom of movement means that there is no definitive record of who or where those citizens are.

The UK's departure from the EU means that EEA citizens, and their family members, will no longer be able to rely on the right of free movement and will need to obtain an immigration status to demonstrate their right to remain in the UK. It means they can continue to be eligible for:

- public services, such as healthcare and schools
- public funds and pensions
- British citizenship, if they meet the requirements and want to apply

The EU Settlement Scheme has been set up to provide immigration status to those who need it as the UK leaves the EU. It is therefore important that everyone that needs to applies.

The EU Settlement Scheme has been designed with EEA citizens and their representatives to be simple and straightforward.

We will be looking for reasons to grant, not for reasons to refuse, and caseworkers will be able to exercise discretion in favour of applicants where appropriate, to minimise administrative burdens.

The Scheme opened on 30 March 2019 and applications (in a deal scenario) must be made by June 2021.

It is free to make applications to the Scheme.

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Eligibility Criteria

The application process consists of three main checks

Identity – the child must be an EEA national or the family member of an EEA national to apply

An EEA citizen is defined for the purposes of the Scheme as a person who is a national of Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland.

Irish citizens enjoy a right of residence in the UK that is not reliant on the UK's membership of the EU. This means that Irish citizens do not need to apply for status under the Scheme. Nonetheless, Irish citizens can make an application under the Scheme, should they wish to do so.

EEA citizens who already hold a form of immigration leave under UK law, such as indefinite leave to remain do not need to apply, but can do so if they wish.

In this document, **all those eligible to apply to the scheme will be referred to as 'EEA citizens'.**

You will need to identify all children and care leavers eligible for the Scheme on your existing caseload and as they arrive. The categories of family member of a relevant EEA citizen who can apply are spouse, civil partner, durable partner (unmarried partnership akin to marriage

or civil partnership), child, grandchild or great-grandchild (including of the spouse or civil partner), dependent parent, grandparent or great-grandparent (including of the spouse or civil partner) and dependent relative (including of the spouse or civil partner where the applicant holds a relevant document document issued under the EEA Regulations in the UK as the result of an application made before 1 February 2017).

Please see the section in this guidance document on evidence requirements for more details.

A person can also apply on the basis of retaining a right of residence: for further information on retained rights see guidance on GOV.UK

Identity will be proven using a valid passport or, for EEA citizens, a national identity card. If the child you are supporting does not hold a valid identity document, you must follow the relevant process associated with the child's country of citizenship in order to obtain the necessary document.

Guidance on how to obtain nationality identity documents can be found on the issuing countries webpages.

If the child does not hold any identity documents and there are reasons why it will not be possible to obtain one you may need to apply using the paper application form route. If you are unsure call the Settlement Resolution Centre to discuss next steps on 0300 790 0566.

Residence – the child must be resident in the UK

Applicants need to have been resident in the UK by 12 April 2019 to be eligible. If the Withdrawal Agreement is ratified this will extend to 31 December 2020. EU citizens, and their family members, who have been resident in the UK for five years will be eligible for settled status. If the applicant is granted **settled status** this means there is no time limit on how long they can stay in the UK. This is also known as indefinite leave to enter or remain in the UK.

Applicants will not need to provide evidence for their entire UK residence, just enough to show whether they qualify for settled or pre-settled status. You should only need one document dated in the last six months to be granted pre-settled status. But you should submit up to five years evidence if the child has it.

All documents submitted must be dated and have the applicant's name on them.

You should only provide one piece of evidence to cover each month. If the document covers a longer period you do not need to provide additional evidence for that period.

Further guidance on evidence of residence can be found here. This is not a comprehensive list and other evidence will be considered.

Home Office

Those with less than five years' residence will generally be granted pre-settled status until they have accrued five years in the UK and they can then convert this to settled status. If applicants receive pre-settled status (also known as limited leave to remain) this means they can stay in the UK for a period of five years. This will allow them to remain in the UK until they are eligible to apply for settled status, generally once they have lived continuously in the UK for five years.

Status will be stored electronically by the Home Office. Once status is granted, details will be provided on how to access it on GOV.UK. That digital status can be used to prove rights to others online, including employers and landlords.

Criminality – not a serious or persistent criminal or threat to national security.

All applicants, except those under 10 years old will undergo automatic criminality check.

Applicants will be asked to declare if they have been convicted of a criminal offence in the UK, have had a criminal conviction outside of the UK, or if they have been arrested or charged for an offence for which they are currently on, or awaiting, trial, or which is pending a decision to charge. Cases where there is serious or persistent criminality will be considered on a case-by-case basis and may still be eligible for settled or pre-settled status.

Please see the criminality section in this pack for more details.

What status will be issued?

Successful applicants to the Scheme will be able to continue living and working in the UK after 31 December 2020.

Applicants will be issued either:

- **Settled status:** also referred to as Indefinite Leave to Enter (ILE) or Indefinite Leave to Remain (ILR). If a child receives settled status this means there is no time limit on how long they can stay in the UK. Subject to approval by Parliament, they should be able to spend up to five years in a row outside the UK without losing settled status
- **Pre-settled status:** also referred to as Leave to Enter (LTE) or Leave to Remain (LTR). If a child receives pre-settled status this means they can stay in the UK for a further period of five years. This will allow them to remain in the UK until eligible for settled status, generally once they have lived continuously in the UK for five years. Five years' continuous residence means that for five consecutive years, applicants have been in the UK for at least six months in any 12 month period.

The status granted depends on how long applicants have been living in the UK when they apply. Rights differ depending on which status is issued.

Home Office

The role of the local authority in England, Scotland and Wales & health and social care trusts in Northern Ireland

The expectation of those authorities supporting looked after children and care leavers include:

- To identify eligible children, including i) those where the authority has parental responsibility, ii) those where there are shared care arrangements and iii) care leavers.
- To identify adequately trained resource to manage and make applications.
- To prepare to make applications to the Scheme by gathering the relevant information and evidence.
- To determine whether you will be applying for each child online and whether you can use the EU Exit: ID Document Check app or will be posting documents to the Home Office.
- To keep an adequate record of each application made, including the status and which email address, phone number were used. You should also note the answers given to memorable questions, in case the Home Office needs to authenticate you or the child in the future.

How to apply for looked after children or care leavers

This section sets out the high level information you need to make or support an application for a looked after child or care leaver. Full guidance on how to apply is available at: **https://www.gov.uk/eusettledstatus.**

The application process has been designed to be as easy as possible. It will take you through the stages of the application in a straightforward way. **It has been designed for you to be able to make or support a child or care leaver to make the application.** This guidance is drafted assuming you are making the application, but in cases where you may be helping the child or care leaver to complete it themselves, the same information applies.

Where you have an identity document for the child, you will need to fill in a short online application form using a computer, tablet or mobile phone. There is a save button on every page of the application form, so that you can save where you are up to and come back to the form at a later stage if you need to.

You will need to provide an email address, phone number and answer some memorable questions to help us identify the child or you as a support worker, if required. You will need to keep up to date records of this information as it will be linked to the child's status.

You can choose to use the EU Exit: ID Document Check app to verify the identity of the child as part of the application process. To use this app you will need to have a valid biometric passport or biometric national identity card. Non-EU citizens must have a biometric residence card to use the app. **You will need an Android device to download this app.** We will notify local authorities and health and social care trusts when the app becomes available on Apple, expected to be by the end of the year.

Home Office

If you can't use the ID verification app, you can post the identity documents to us.

If the online form cannot be used for the child you are applying for, you may want to consider using the paper application form route. See the guidance section on the paper form on in this pack for more details.

If you experience any problems while making the application on behalf of a child, you can get assistance from the Settlement Resolution Centre (SRC). The Home Office has designated a specific line to assist local authorities and other organisations supporting applicants. That number is **0300 7900566.**

You will need the following to complete an application:

- access to the internet on a computer, tablet or smartphone
- a valid passport, national identity card, or a biometric residence card (if the child is a non-EEA citizen)
- a recent digital photograph of the child or the ability to take one using a smartphone or camera
- their National Insurance number, if they have one.
- proof of residence for the child (unless their National Insurance number can link to a tax or benefits footprint in their name) Visit GOV.UK for a list of suggested evidence that is accepted. As a local authority you can also write a letter to evidence their residence.

Getting started

Once you have identified which looked after children and care leavers are in scope of the Scheme, you will need to follow the flow chart below to find out what your responsibilities are. The arrangements below have been agreed with the Department for Education in England, Governments of Scotland, Wales and for Northern Ireland.

At this point you should ensure that consideration is given to the child's wishes and feelings and ensure that the child is aware of their right to access independent advocacy support.

Child with a care order

If the child has a care order and the local authority or health and social care trust has parental responsibility for the child, **you must ensure that the application is made. You can either make the application on behalf of the child, or, if deemed more appropriate due to the age and maturity of the child, you can support the child to make their own application.**

Home Office

Child with shared care arrangements

If the child is cared for under shared care provisions, then you must ensure that the child, and their carers, are aware of the need to make an application to the Scheme, signposting the Scheme, why it is important to apply and pointing them to practical support where needed.

A child does not require consent from an adult in order to apply. They can make their own application. It is important therefore that you ensure all eligible looked after children are aware of their eligibility to apply and that decisions are made in the child's best interests.

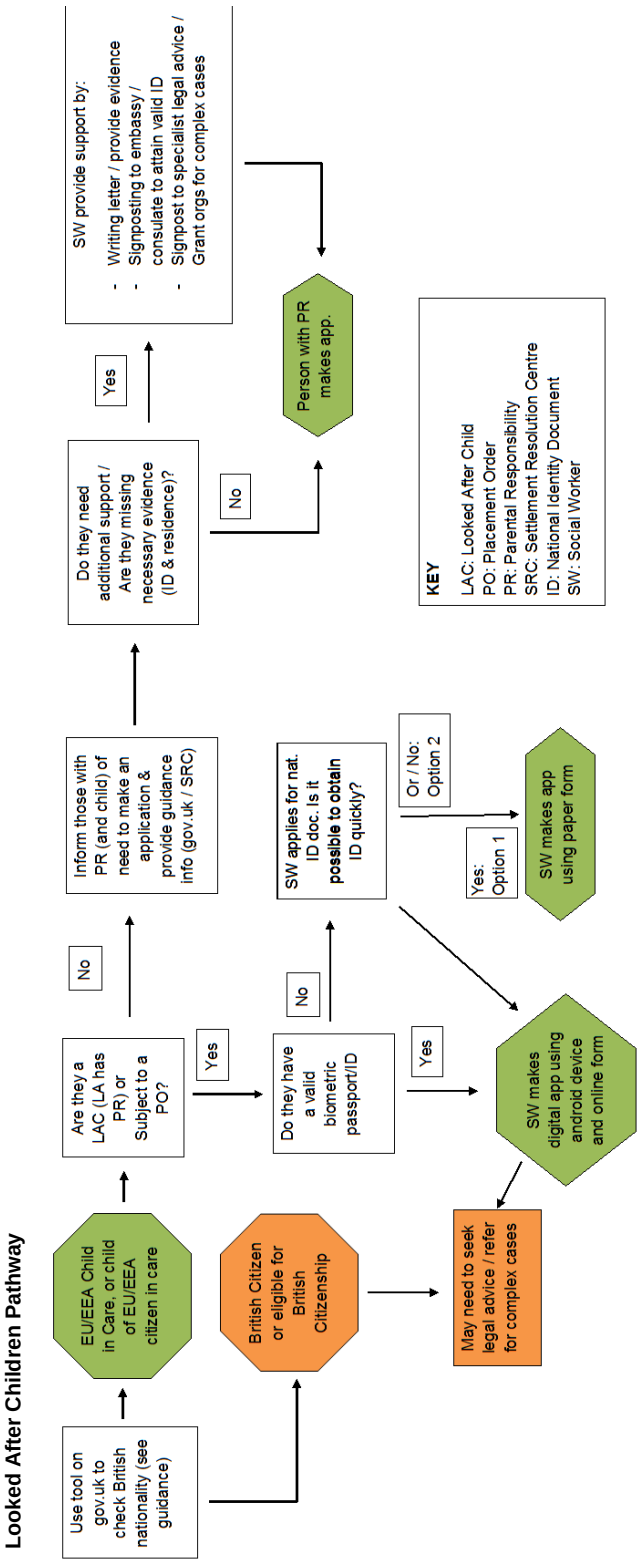
If you identify other eligible children being provided with support services by your authority you can promote the Scheme and signpost to relevant available support.

Care leavers

You have a responsibility to identify care leavers that may be eligible to apply for the Scheme and to ensure that they make an application. In some cases, **if deemed more appropriate due to the age and maturity of the child, you may signpost the child to make their own application, or you may need to offer practical support.** Making an application to the Scheme for those who are eligible should form part of the necessary pathway planning for them.

Home Office

Flow diagrams for looked after children and care leavers



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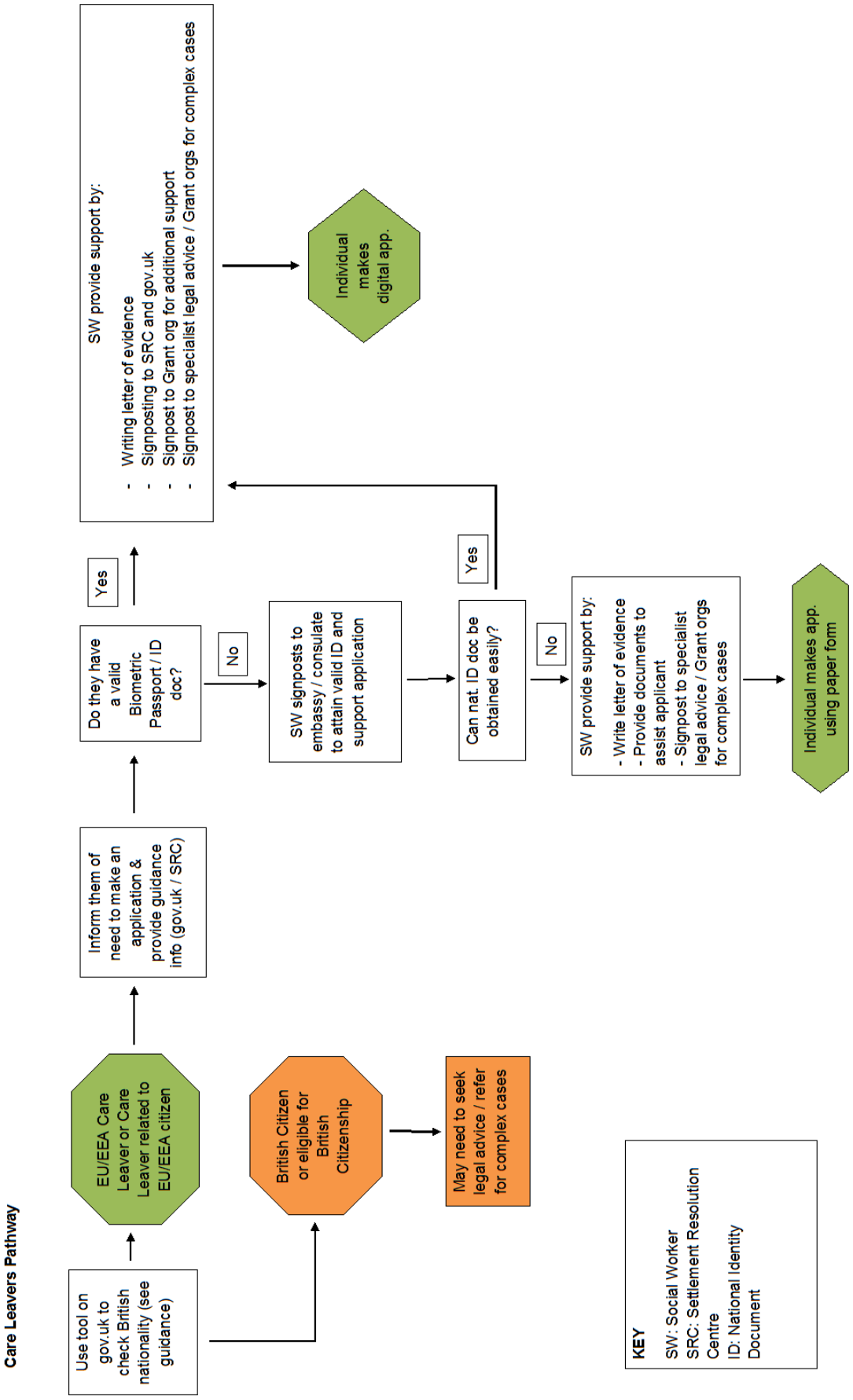
Care Leavers Pathway
Use tool on gov.uk to check British nationality (see guidance)
EU/EEA Care Leaver or Care Leaver related to EU/EEA citizen
British Citizen or eligible for British Citizenship
May need to seek legal advice / refer for complex cases
Inform them of need to make an application & provide guidance info (gov.uk / SRC)
Do they have a valid Biometric Passport / ID doc?
Yes
No
SW signposts to embassy / consulate to attain valid ID and support application
Can nat. ID doc be obtained easily?
Yes
No
SW provide support by:
- Writing letter of evidence
- Signposting to SRC and gov.uk
- Signpost to Grant org for additional support
- Signpost to specialist legal advice / Grant orgs for complex cases
Individual makes digital app.
SW provide support by:
- Write letter of evidence
- Provide documents to assist applicant
- Signpost to specialist legal advice / Grant orgs for complex cases
Individual makes app. using paper form
KEY
SW: Social Worker
SRC: Settlement Resolution Centre
ID: National Identity Document

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What is immigration advice?

The Office of the Immigration Service Commissioner (OISC) is the regulatory body for the provision of immigration advice.

OISC has confirmed that where there is a care order giving the local authority or health and social care trust parental responsibility, that authority or trust can advise and act for the child in relation to an application under the EU Settlement Scheme without the need for such advice and services to be regulated by the OISC or another designated qualifying regulator.

It is important to note that in more complex cases, you may wish to seek independent legal advice, in line with your own organisation's processes and policies. You may wish to contact the Home Office Settlement Resolution Centre for support on 0300 790 0566.

Local authorities and health and social care trusts making applications on behalf of looked after children for whom they have a care order, and hold parental responsibility, are not required to be OISC regulated.

In cases where your responsibility is that of signposting and supporting, rather than making the application on behalf of a child, e.g. for a care leaver or child accommodated under shared care arrangements, you will need to ensure your support does not stray into that of giving 'immigration advice'. Some brief guidance is set out below but **please refer to OISC for further guidance or if you are unsure.**

You do require regulation when you are providing one-to-one advice, for example helping an applicant with paperwork, exploring their individual circumstances and explaining outcomes. There are some activities you can undertake which do not count as giving 'immigration advice, including:

- Awareness raising
- Providing general information about the Scheme, e.g. providing leaflets, posters
- Signposting to information, e.g. on GOV.UK
- Language support
- Upskilling other colleagues in your department
- Providing access to equipment/digital provision for an applicant to make their application

If you are filling in a form for an applicant it does not constitute immigration advice. You also do not need to be OISC registered to help someone to locate paperwork.

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British citizenship

When making an application to the Scheme on behalf of a child in care, you should consider whether the child might actually be a British citizen. If they are, they are not eligible to apply to the Scheme. You can check whether a child is British by following guidance online at https://www.gov.uk/check-british-citizenship.

If the child is not already a British citizenship they may be eligible to apply to become one. Choosing to become British is a matter of personal choice and there are fees for making an application.

Making an application to the EU Settlement Scheme won't affect any existing eligibility for British citizenship. In some cases it is a necessary pre-cursor in order to qualify for naturalisation.

Under British law it is fine to hold dual nationality, so an EEA citizen could obtain British citizenship and retain their own nationality. However, some other countries do not permit dual nationality, in which case obtaining British citizenship would mean losing the existing nationality. Ceasing to be an EU national would also mean losing EU rights to sponsor non-EU nationals under the Free Movement Directive.

It is important to consider these factors and what is – or will be – in the best interests of the child in relation to any application for British citizenship.

Data recording

When you make an application on behalf of a looked after child, or if you otherwise signpost or support someone to make an application for a looked after child or care leaver, it is essential that you record key information. This information needs to be accessible in case the Home Office, child or you, need to check on the progress of the application and to ensure the digital status granted can be accessed.

Information should be stored centrally so that changes in personnel do not affect the individual's ability to access it if needed. Applicants and relevant third parties (e.g. parents/carers) should also be made aware of the need to store this information themselves, where appropriate. Data should be stored securely in line with your organisation's GDPR policies.

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Ensure you record:

- The Unique Application Number (UAN) given when the application is made
- Which e-mail(s) and phone number(s) were entered in the application form
- What address was entered in the application form
- What answers were given to the memorable questions at the end of the application form
- The nationality of the applicant
- What status the child or care leaver was granted

Criminality

There will be criminality checks for all applications except those under the age of 10.

Implications for a child over the age of 10 with a criminal record will depend on whether or not the child meets a certain threshold which is based on the reason for the criminal record. If the threshold is met then this will be assessed by caseworkers on a specialist team, otherwise, the application will be considered as normal.

All criminal convictions will need to be declared but only serious or persistent criminality will affect an application.

Applicants (aged 18 or over) are required to provide information about previous criminal convictions in the UK and overseas and are only required to declare past criminal convictions which appear in their criminal record in accordance with the law of the State of conviction at the time of the application. Applicants (aged 18 or over) are also required, as in other immigration applications, to declare whether they have been involved in any terrorist related activities, war crimes, crimes against humanity or genocide.

If you are assisting the application of a looked after child or care leaver who has a criminal history, you must remember to ensure OISC regulations are followed in terms of who can give immigration advice.

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Missing identity document

Nationality is a fundamental criteria for the EU Settlement Scheme. If a child does not have a passport or national identity card confirming their identity and nationality it is important that the local authority or health and social care trust obtains one from the authorities of the child's country of origin before an application to the Scheme is made. This will greatly speed up the application process and make it easier for the child to subsequently access and use their new immigration status.

Obtaining these identity documents should be a familiar process for local authorities and health and social care trusts, as these documents will be required in other circumstances. You are advised to contact the relevant embassy if you are experiencing issues obtaining an identity document or need more information about how to do so on behalf of a looked after child or care leaver.

The Home Office recognises that there will be cases where the applicant does not hold a valid passport or identity document, or there is not one on your files and you are unable to obtain one, and so has put in place an exceptional policy for such instances.

If the child does not hold any identity documents and there are reasons why it will not be possible to obtain one you may need to apply using the paper application form route. If you are unsure call the Settlement Resolution Centre to discuss next steps on 0300 790 0566.

Reasons to access the paper form include:

- the required document has been lost or destroyed, or was never obtained or provided; and
- there is satisfactory evidence that it is not in the best interests of the child for the local authority to obtain the required document on their behalf, such as where doing so may risk the child, contrary to their own best interests, leaving local authority care; or
- there are significant practical barriers to obtaining the required document, such as the national authority requiring the consent of both parents, but the parents are absent or un-cooperative

In these cases, the applicant will be asked to produce alternative evidence of their identity and nationality, see GOV.UK.

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Evidence requirements

Relationship

Where a child is a non EEA citizen, but is the family member of an EEA citizen, they will need to provide proof of this relationship.

You'll only need to provide this evidence if applicants don't hold a relevant document issued to them on the basis that they are the child, grandchild or great-grandchild of an EEA citizen (or of their spouse or civil partner).

A relevant document here includes:

- a family permit
- a residence card

You will need to show that they are the child, grandchild or great-grandchild of an EEA citizen, or of their spouse or civil partner. Accepted forms of evidence include one of the following:

- full birth certificate
- a court order, such as a special guardianship order
- other documents which satisfy the caseworker that they are the direct descendant of the EEA citizen or of their spouse or civil partner

Detailed guidance can be found on GOV.UK.

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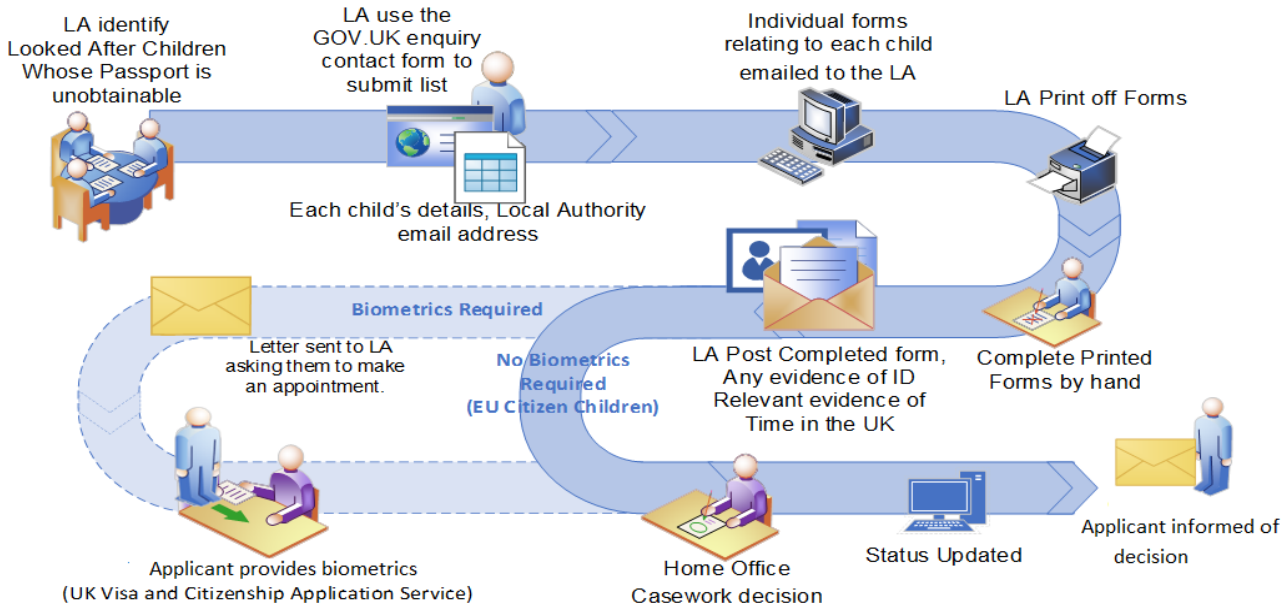
Paper application form process guide



The request for a paper form should be made using the online enquiry form found on https://eu-settled-status-enquiries.service.gov.uk/start

You will be able to request multiple forms on one single enquiry.

The paper form should only be used in exceptional circumstances, where you are unable to access the online form. Usually, this might be for cases where you have been unable to obtain an identity document from the child's country of nationality.

Your request for a paper form should include details of the child(ren) you require forms for, and details of why you require a paper form rather than using the online form. You will also need to state why you are requesting the form on behalf of a child – i.e., that the local authority or health and social care trust has parental responsibility.

To be able to receive the paper form via email, your authority must have notified the Home Office of the designated mailbox they want us to use for the purposes of issuing the paper form.

To access the paper form, it will be necessary for you to provide a designated email address to which the Home Office can send a copy of each paper form. You will need to notify that email address to the Home Office at feedback-EUSSsupportmodel@homeoffice.gov.uk Note that these forms will only be issued to the designated mailbox; the Home Office will not be making these forms widely available for any EU citizen to use.

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If you request a paper form, and we have not been notified of the designated mailbox details for your authority, your request will be rejected and you will not be issued with the paper form.

The paper form will be uniquely coded and only for use for the child for which it was intended.

Pre-application checklist

Please use the following checklist to help prepare you to submit an application, or to help prepare others who need to submit an application on behalf of a looked after child.

- ✓ Checked the flow chart to identify your responsibilities.
- ✓ Considered British citizenship. Is the child British? Could they apply to be British. What's in the child's best interests.
- ✓ Considered the child's wishes and feelings. All looked after children should be made aware their entitlement to independent advocacy support and the local authority should facilitate this access where required.
- ✓ Gathered identity documents.
- ✓ Made applications for identity documents where none are currently available.
- ✓ Considered evidence of residence – usually this will be in the form of a letter by the local authority or health and social care trust confirming length of residence.
- ✓ Considered the paper form route where there is no formal evidence of identity or where efforts to obtain a valid identity document have failed.
- ✓ Recorded all key information to be accessed by the child or other carers in the future.

Communications Toolkit

You can download and order leaflets and posters to assist you and your colleagues.

Additional materials are available and can be downloaded from GOV.UK.

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Useful contacts

Contact	Useful for	Phone number	Weblink
Settlement Resolution Centre (SRC) Monday to Friday (excluding bank holidays), 8am to 8pm; Saturday and Sunday, 9:30am to 4:30pm.	Additional information or support about the EU Settlement Scheme or individual applications	Public number - 0300 123 7379 Designated local authority line – 0300 790 0566	https://eu-settled-status-enquiries.service.gov.uk/start?hof-cookie-check
Assisted Digital Service Monday to Friday (excluding Bank holidays) 9am-6pm, Saturday 9am to 4pm	Digital support for those who do not have the skills, access or confidence to complete the online form (not immigration advice	03333 445 675	https://www.gov.uk/government/publications/eu-settlement-scheme-assisted-digital-service
Main application guidance	Full guidance on the application process		www.gov.uk/settled-status-eu-citizens-families
Update applicants' EU Settlement Scheme details	Updating or amending details such as mobile number, email address, identity document		www.gov.uk/update-eu-settlement-scheme-details
ID Document scanning locations	Locations where biometric identity documents can be scanned if you have no Android device with NFC capability		https://www.gov.uk/government/publications/eu-settlement-scheme-id-document-scanner-locations
OISC	Locating nearby immigration advisors		http://home.oisc.gov.uk/adviser_finder/finder.aspx
Community bulletins	Receiving updates on the EU Settlement Scheme		https://gov.smartwebportal.co.uk/homeoffice/public/webform.asp?id=132&id2=413D6B
Email alerts	Email updates on developments on the EU Settlement Scheme for applicants		https://gov.smartwebportal.co.uk/homeoffice/public/webform.asp?id=67&id2=627DF7

From the Rt Hon Matt Hancock MP
Secretary of State for Health and Social Care

Department of Health & Social Care

39 Victoria Street
London
SW1H 0EU

020 7210 4850

3 April 2019

To: Health and social care staff

Dear colleagues,

I am writing to all health and care staff to give you more information about the Government's ongoing preparations for leaving the European Union.

Leaving the EU with a deal remains the Government's top priority. However, a responsible government must plan for every eventuality, including a no deal scenario.

Protecting the rights of EU health and social care staff

We have been clear from the beginning of this process about the critical role EU citizens play in delivering our health and social care. We reiterate our unwavering commitment and support to the EU staff who make an invaluable contribution across the UK. We want you to know you have a secure future here, after the UK leaves the EU. We want you to stay in the UK and, if you arrive on or before the day we leave the EU, you will have broadly the same rights and benefits you currently enjoy. **This commitment stands whether the UK leaves the EU with or without a deal.**

EU Settlement Scheme

We invited EU citizens working in the NHS and in social care to take part in the testing phase of the EU Settlement Scheme in December 2018. We are grateful that thousands of staff took up this opportunity and helped to make sure the Settlement Scheme application process was ready to launch in full on 30 March 2019.

We continue to encourage all EU citizens who already live in the UK to apply to the EU Settlement Scheme to secure either 'settled status', if they have been in the UK for five years, or 'pre-settled status' if they have lived in the UK for fewer than five years. Irish citizens are not required to apply for the EU Settlement Scheme, although there are some circumstances where they may wish to. Non-Irish family members of Irish citizens will need to apply. The process to register is simple and free to all from 30 March 2019.

We know that members of staff who applied during the testing phase paid a fee for their application and are waiting for information about when this payment will be refunded. Refunds started being made from 30 March 2019. If you have paid for an application and not received a refund by 20 April 2019, please contact the EU Settlement Resolution Centre on 0300 123 7379.

The Home Secretary and I wrote to NHS Chief Executives and Directors of Adult Social Care this week giving more detail about the scheme. If you are an EU citizen working in the NHS or social care, we really want you to stay.

There is more information on the EU Settlement Scheme on gov.uk.

Recognition of professional qualifications

Some staff have expressed concern about whether their professional qualifications from EEA and Swiss institutions will continue to be recognised in the UK, if we leave without a deal. On 7 March 2019, we put in place legislation that ensures the continued recognition of European qualifications by all professional regulators covering the health and social care sectors, including the General Medical Council, Nursing and Midwifery Council, General Pharmaceutical Council, General Dental Council and Health and Care Professions Council. This means **EU staff who are currently practising in the UK can continue to do so, and that professionals qualified in the EEA and Switzerland can continue to apply for registration after exit day, even if we leave without a deal.**

There will be no need for any change to existing employment contracts if the UK leaves the EU without a deal and therefore no question of EU staff needing to re-apply for their own jobs because of EU Exit.

For any professional registration queries, please contact your relevant professional regulator.

Medicines and prescribing

One of the most commonly asked questions in relation to no deal planning is about the ongoing supply of medicines. I wrote to the health and care sector in August 2018, and again in December 2018, about preparations for a no deal EU Exit, asking that providers do not stockpile additional medicines, beyond their business as usual stock levels. The advice has been consistent throughout contingency planning – the necessary stockpiling is being carried out by pharmaceutical companies and should not be undertaken by individual providers, or patients themselves.

We know your focus is on maintaining high standards of care and strongly urge you and your colleagues not to over-order or over-prescribe medicines. Local stockpiling is unnecessary and could cause shortages which would put those that need medicines at risk. It is important patients and service users only order repeat prescriptions when necessary and keep taking medicines as normal. We appreciate your continued commitment not to stockpile and your support with reassuring patients about this.

The Department is working closely with trade bodies, product suppliers and other key partners to ensure the continued supply of medicines and medical products in the event of a no deal EU exit. We have well established routine procedures to deal with medicine shortages, from whatever cause, and work closely with Medicines and Healthcare products Regulatory Agency (MHRA), the pharmaceutical industry, NHS England and others to help prevent shortages. There is more information about this in a recent written ministerial statement to the House of Commons.

While we never provide guarantees, we are confident that, if everyone – including suppliers, freight companies, international partners and the health and care system – does what they need to do, the supply of medicines and medical products should be uninterrupted in the event of exiting the EU without a deal.

I want to thank everyone who has been contributing to this work for your ongoing support and involvement. In doing so, you and your colleagues will help make sure local areas are equipped to act appropriately and proportionately to any issues which may arise.

Thank you again to everyone who devotes their working life to caring for others. I truly value your hard work and dedication to our health and care services.

Yours ever,

MATT HANCOCK

Enfield Brexit Panel: Roundtable meeting – Action Note

Date: **9th April 2019**

Timing: **3-4pm**

Venue: **Room 5.1, 5th Floor, Civic Centre**

In attendance:

Cllr Daniel Anderson (Chair), Peter Alekkou, Sarah Cary, David Greely, Fay Hammond, Jill Harrison (Enfield CAB), Despina Johnson (Enterprise Enfield), Petra Lazar (SPOC – Police), Jayne Middleton-Albooye, , Glenn Stewart, Helen Papadopoulos, Shaun Rogan, Lee Shelsher, Tony Theodoulou, Gemma Young

Apologies: Andrea Clemons, Stuart Lines, Julie Mimnagh, Steve West

Identified Actions

1 Welcome and actions from last meeting (Item 1 attached)

No identified actions under this item.

2 Latest position on Brexit process (UK/EU and leaving date)

No identified actions under this item.

3 Resilience and preparedness updates

- Update from Metropolitan Police – verbal update (Petra Lazar)
  Action: Petra to reaffirm position with Police in terms of community reassurance for EU national and update again to next meeting
- Workforce engagement and support – verbal update (Julie Mimnagh)
  Action: Further update to come to next meeting from Petra.
  Action: Fay Hammond and Shaun Rogan to consider community engagement strategy for coming months including utilising strategic forums. Update to next meeting

4 Enfield Council Brexit Communications: verbal update (David Greely)

Action: David Greely to put together business case to earmark contingency funds from Brexit grant for communications over the registration period. To bring to next meeting for consideration.

5 Update on preparations for community offer and option to allocate dedicated advice resources from Brexit resources

- Libraries and community offer (Lee Shelsher)

Action: Lee Shelsher to liaise with Jill Harrison to ensure consistency of recording method of people supported with Brexit advice/registration for remaining. This will ensure good cut of data generated and we can compare service impacts easily.

- Business case: Dedicated additional independent advice and support for EU National registration period: paper attached (Shaun Rogan/Fay Hammond)

Action: The proposition was agreed. Shaun Rogan to work with Jill Harrison and Niki Nicolaou to agree the details for the additional £63,000 allocation over 2 years for additional support (including contingency for any spare capacity to be used for supporting vulnerable residents with related needs, including debt/benefits advice and signposting). Update to next meeting.

6 Any other business (Inc. date of next meeting)

- **Action:** Date of next meeting agreed for 24 April 2019 at 2.30pm in Room 5.7. Shaun Rogan to liaise with Rachel Gibson to get in diaries.
- **Action:** Gemma Young/Ejaz Patel to circulate latest cut of risk register for panel members to review in the context of their workstreams ahead of the next Panel meeting where it will be a main agenda item.