EU Settlement Scheme: introduction for line managers

Updated: 10th December 2020

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

What does the EU Settlement Scheme mean for line managers?

EU citizens and their family members (including children and non-EU citizens) need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021.

Given the valuable contribution EU citizens make to NHS Greater Glasgow and Clyde, line managers may wish to communicate with their EU staff about the EU Settlement Scheme.

Your obligations as a line manager

- there is no legal obligation for you to communicate the EU Settlement Scheme, however, you may wish to direct employees to the information that the UK government is providing.

- it is the responsibility of the individual to make an application to the EU Settlement Scheme. There is no requirement for the individual to inform you, as their line manager, that they have applied or the outcome of their application. Likewise, you should not check that an employee has applied.

- you have a duty not to discriminate against EU citizens in light of the UK’s decision to leave the EU as both a prospective and current line manager. You cannot make an offer of employment, or continued employment, dependent on an individual having made an application.

- you should not interpret information on the EU Settlement Scheme provided by the UK government and you must be careful not to provide immigration advice for your employees.

- EU citizens must be resident in the UK by 31 December 2020 to apply to the EU Settlement Scheme. The deadline for applications to the EU Settlement Scheme is 30 June 2021.

- from 1 January 2021, the UK will introduce a points-based immigration system. NHS Greater Glasgow and Clyde holds a license to hire eligible employees from outside the UK. Anyone you want to hire from outside the UK, excluding Irish citizens, will need to apply for permission in advance.
Right to work checks

Job applicants can prove their right to work using any of the following:

- **their valid passport or national identity card** (until 30 June 2021) if they are an EU, EEA or Swiss citizen

- **their valid biometric residence card** (until 30 June 2021) if they are a non-EU, EEA or Swiss citizen family member

- **their digital status under the EU Settlement Scheme** using the Home Office’s online view and prove your immigration status service to generate a share code: [gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)

There will be no change to right to work checks until after 30 June 2021 and you will not be required to undertake retrospective checks on existing EU employees.

Further information

For further information relating to the EU Settlement Scheme please contact the HR Support and Advice unit:

**Telephone:** 0141 278 2700 (option 2)

**Email:** HR.Support@ggc.scot.nhs.uk

**HR Connect:** [www.nhsggc.org.uk/working-with-us/hr-connect](http://www.nhsggc.org.uk/working-with-us/hr-connect)

**Address:** HR Support & Advice Unit
West Glasgow ACH
Dalnair Street
Glasgow
G3 8SJ
Information to EU Citizens

To support your employees, you can signpost the support services below:

**EU Settlement Resolution Centre**
For questions about their application, applicants can call: **0300 123 7379** (from inside the UK) +44 (0) 20 3080 0010 (from outside the UK) (Monday to Friday, 8am–8pm and Saturday to Sunday, 9.30am to 4.30pm).

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

They can also ask a question using the online form: [eu-settled-status-enquiries.service.gov.uk](http://eu-settled-status-enquiries.service.gov.uk).

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

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

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

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