

COFNOD O BENDERFYNIAD WEDI'I DDIRPRWYO GAN SWYDDOG
RECORD OF DELEGATED OFFICER DECISION

Penderfyniad Allweddol | Key Decision ✓

PWNC | SUBJECT:

Enhanced Discretionary Service - Home Office EU Settlement Scheme

DIBEN YR ADRODDIAD | PURPOSE OF THE REPORT:

The purpose of the report is to seek approval to introduce a new support service to be offered by the Registrar Service namely to undertake the verification process for eligible EU, EEA & Swiss Nationals making an application for settled status under the Home Office EU Settlement Scheme (EUSS).

PENDERFYNIAD WEDI'I DDIRPRWYO | DELEGATED DECISION:

Approval is given for the introduction of a verification service by the Registrar Service that comprises a face-to-face identification and document scanning facility to enable eligible applicants to submit a full application to the Home Office for settled status under the EU Settlement Scheme (EUSS).



Llofnod y Prif Swyddog
Chief Officer Signature

PAUL WIFF

Enw (priflythrennau)
Name (Print Name)

29.8.19

Dyddiad
Date

Mae'r penderfyniad yn cael ei wneud yn unol ag Adran 15 o Ddeddf Llywodraeth Leol 2000 (Swyddogaethau'r Corff Gweithredol) ac yn y cylch gorchwyl sy wedi'i nodi yn Adran 5 o Ran 3 o Gyfansoddiad y Cyngor.

The decision is taken in accordance with Section 15 of the Local Government Act, 2000 (Executive Functions) and in the terms set out in Section 5 of Part 3 of the Council's Constitution.

YMGYNGHORI | CONSULTATION



29/08/2019

LLOFNOD YR AELOD YMGYNGHOROL O'R CABINET
CONSULTEE CABINET MEMBER SIGNATURE

DYDDIAD | DATE

LLOFNOD SWYDDOG YMGYNGHOROL
CONSULTEE OFFICER SIGNATURE

DYDDIAD | DATE

RHEOLAU'R WEITHDREFN GALW-I-MEWN | CALL IN PROCEDURE RULES.

A YW'R PENDERFYNIAD YN UN BRYN A HEB FOD YN DESTUN PROSES GALW-I-MEWN GAN Y PWYLLGOR TROSOLWG A CHRAFFU?:
IS THE DECISION DEEMED URGENT AND NOT SUBJECT TO CALL-IN BY THE OVERVIEW AND SCRUTINY COMMITTEE:

YDY | YES NAC YDY | NO✓

Rheswm dros fod yn fater brys | Reason for Urgency:

.....
N/A

Os yw'n cael ei ystyried yn fater brys - llofnod y Llywydd, y Dirprwy Lywydd neu Bennaeth y Gwasanaeth Cyflogedig yn cadarnhau cytundeb fod y penderfyniad arfaethedig yn rhesymol yn yr holl amgylchiadau iddo gael ei drin fel mater brys, yn unol â rheol gweithdrefn trosolwg a chraffu 17.2:

If deemed urgent - signature of Presiding Member or Deputy Presiding Member or Head of Paid Service confirming agreement that the proposed decision is reasonable in all the circumstances for it being treated as a matter of urgency, in accordance with the overview and scrutiny procedure rule 17.2:

.....
N/A

.....
(Llywydd | Presiding Member)

.....
(Dyddiad | Date)

DS - Os yw hwn yn benderfyniad sy'n cael ei ail-ystyried yna does dim modd galw'r penderfyniad i mewn a bydd y penderfyniad yn dod i rym o'r dyddiad mae'r penderfyniad wedi'i lofnodi.

NB - If this is a reconsidered decision then the decision Cannot be Called In and the decision will take effect from the date the decision is signed.

DYDDIADAU CYHOEDDI A GWEITHREDU | PUBLICATION & IMPLEMENTATION DATES

CYHOEDDI | PUBLICATION

Cyhoeddi ar Wefan y Cyngor | Publication on the Councils Website:- 30/8/19

DYDDIAD | DATE

GWEITHREDU'R PENDERFYNIAD | IMPLEMENTATION OF THE DECISION

Nodwch: Fydd y penderfyniad hwn ddim yn dod i rym nac yn cael ei weithredu'n llawn nes cyn pen 3 diwrnod gwaith ar ôl ei gyhoeddi. Nod hyn yw ei alluogi i gael ei "Alw i Mewn" yn unol â Rheol 17.1, Rheolau Gweithdrefn Trosolwg a Chraffu.

Note: This decision will not come into force and may not be implemented until the expiry of 3 clear working days after its publication to enable it to be the subject to the Call-In Procedure in Rule 17.1 of the Overview and Scrutiny Procedure Rules.

Yn amodol ar y drefn "Galw i Mewn", caiff y penderfyniad ei roi ar waith ar / Subject to Call In the implementation date will be

9/9/19
DYDDIAD / DATE

WEDI'I GYMERADWYO I'W GYHOEDDI: ✓ | APPROVED FOR PUBLICATION :✓

Rhagor o wybodaeth | Further Information:

| | |
|--------------------------------------|---|
| Cyfadran Directorate: | Public Health, Protection & Community Services |
| Enw'r Person Cyswllt Contact Name: | Judith Parry |
| Swydd Designation: | Trading Standards and Registrar Service Manager |
| Rhif Ffôn Telephone Number: | 01443 425325 |



RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

KEY DELEGATED DECISION

REPORT TO ACCOMPANY A DECISION OF THE DIRECTOR OF PUBLIC HEALTH, PROTECTION AND COMMUNITY SERVICES

28TH AUGUST 2019

ENHANCED DISCRETIONARY SERVICE: HOME OFFICE EU SETTLEMENT SCHEME

Author(s): Sue Cunnick, Superintendent Registrar and Judith Parry, Trading Standards and Registrar Service Manager

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to seek approval to introduce a new support service to be offered by the Registrar Service namely to undertake the verification process for eligible EU, EEA & Swiss Nationals making an application for settled status under the Home Office EU Settlement Scheme (EUSS).

2. RECOMMENDATIONS

It is recommended that:

- 2.1 Approval be given for the introduction of a verification service by the Registrar Service that comprises a face-to-face identification and document scanning facility to enable eligible applicants to submit a full application to the Home Office for settled status under the EU Settlement Scheme (EUSS);

3. REASONS FOR RECOMMENDATIONS

- 3.1 The Home Office is urging Local Authorities to provide this service and representations are due to be made to Welsh Government in an attempt to increase Local Authority participation throughout Wales.
- 3.2 The introduction of this service would provide residents with a local facility to enable them to complete the initial, electronic identification verification stage of their Home Office application under the EUSS. The purpose of the EUSS is to enable eligible EU, EEA and Swiss Nationals to continue to live in the UK after 30th June 2021, or 31st December 2020 in the event of a no-deal Brexit. Eligible persons are not able to complete the full Home Office application for settled status unless the verification process has been completed.
- 3.3 The Home Office fee recommendation is £14 per application. A neighbouring Authority receives approximately 10 applications per week. Rhondda Cynon Taf Registrar Service has received resident enquiries concerning the EUSS service. At the present time, those enquiring are signposted to a neighbouring Authority. Ensuring European Nationals living in RCT have access to this service locally is important and will meet a current and

emerging demand. It is proposed that for an initial pilot period of at least 3 months the Council provide the service free of charge and an assessment of demand is made each quarter to determine the impact on the service and cost to the Council.

4. BACKGROUND

- 4.1 The EUSS has been fully available to the public since 30 March 2019. EU, EEA and Swiss nationals are eligible to apply for pre-settled or settled status and able to utilise the ID Verification Service. The Local Registration Service Association (LRSA) data shows demand for this service has been increasing steadily since March 2019. There are two parts to the process – verification of identity and application. Review from pilot schemes completed in January and February 2019 found the process to be 'quick and easy', providing Local Authorities with 'great customer feedback' [Ref: LRSA Website].
- 4.2 The electronic process of identification verification can currently only be accessed online (desktop PC) or via an Android device. If an eligible person does not have access to these, they will need support in the first stage of their Home Office application. On registering to provide the service, the Authority will receive a stand-alone Android device with the Home Office EU Exit Application programme installed, which has been tested and approved by the Home Office and are managed centrally by the Chartered Trading Standards Institute (CTSI) on behalf of the LRSA. No personal data is stored on the device; data is up-loaded in real time to the Home Office servers. Local Authorities are not storing personal data, thus facilitating customer privacy and protecting their personal information in line with GDPR rules and guidelines.
- 4.3 The financial outlay for a device to facilitate this service is £195. This discretionary service can delivered within the current resources of the Registrar Service and will not detract from the provision of the statutory functions of the service.
- 4.4 As at 30th July 2019, only two Registrar Offices in Wales offer the EUSS service. One of these, Caerphilly, has received applications as from as far as the Isle of Wight and Durham. With the University of South Wales sited within Rhondda Cynon Taf, there will be a local demand for the service, notwithstanding any external demand.

5. EQUALITY AND DIVERSITY IMPLICATIONS

- 5.1 These have been considered and there are no equality and diversity implications. The provision of this service locally will have a positive impact on local residents who no longer have to travel outside of the Authority to access the service.

6. CONSULTATION/INVOLVEMENT

- 6.1 National consultations were conducted by the LRSA on behalf of the Home Office prior to implementation of the EUSS.

7. FINANCIAL IMPLICATION(S)

- 7.1 The hardware and software cost is £195. Training and assistance in setting up the service will be provided and Rhondda Cynon Taf will be listed on the *.gov.uk* website as an Authority offering the service. As it is proposed to provide this service free of charge

there will be no income. However, it is proposed to review demand after an initial pilot of 3 months and every quarter thereafter to assess impact on the service and cost to the Council. Depending on the outcomes from this initial pilot, it may be necessary to reconsider the need for a fee in the future.

8. LEGAL IMPLICATIONS OF LEGISLATION CONSIDERED

- 8.1 The proposed, enhanced services sit within the powers granted to Local Authorities to charge fees for services under the Local Government Act 2003.

9. LINKS TO THE CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT

- 9.1 Supporting our local EU, EEA and Swiss nationals aligns with all three of the Council's Well-being objectives. Diversity of residents and businesses seeks to enhance a strong local economy and promotes inclusivity in neighbourhoods and integration across all backgrounds.
- 9.2 Implementation of the new service is in line with the Rhondda Cynon Taf three overarching well-being objectives of Economy, People and Place.

10. CONCLUSION

- 10.1 There is an expectation by the General Register Office (GRO) for Local Authorities to support new ancillary services, particularly those which are digital.
- 10.2 The provision of this service is possible within current staff capacity, however demand will need to be carefully monitored throughout the initial implementation of the scheme.
- 10.3 Currently our residents are having to source and pay for this service in either Caerphilly or Bridgend; the Authority will be listed on the .gov.uk website as providing this service and could therefore attract applicants from outside of the Authority.
- 10.4 Enquiries indicate that there is already a local demand for this service; as the EUSS is required in order to remain in the UK, this demand will only increase as the final date approaches.



LOCAL GOVERNMENT ACT 1972

AS AMENDED BY

THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

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28TH AUGUST 2019

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ENHANCED DISCRETIONARY SERVICE: HOME OFFICE EU SETTLEMENT SCHEME

Background Papers

EU Settlement Scheme – Introduction for Local Authorities

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/814711/EU Settlement Scheme Local authority introduction.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/814711/EU_Settlement_Scheme_Local_authority_introduction.pdf)

Contact: Sue Cunnick, Superintendent Registrar and Judith Parry, Trading Standards and Registrar Service Manager