

**Democratic Services Section
Chief Executive's Department
Belfast City Council
City Hall
Belfast
BT1 5GS**



5th December, 2018

MEETING OF BREXIT COMMITTEE

Dear Alderman/Councillor,

The above-named Committee will meet in the Lavery Room - City Hall on Thursday, 6th December, 2018 at 4.30 pm, for the transaction of the business noted below.

You are requested to attend.

Yours faithfully,

SUZANNE WYLIE

Chief Executive

AGENDA:

1. **Routine Matters**
 - (a) Apologies
 - (b) Minutes
 - (c) Declarations of Interest
2. **Intertrade Ireland Support Update (Pages 1 - 8)**
3. **Youth Forum Engagement (Pages 9 - 10)**
4. **Delegation to Brussels Update (To Be Tabled)**
5. **Update on the EU Settlement Scheme (Pages 11 - 22)**



| | |
|--------------------|---|
| Subject: | Update on the Inter trade Voucher Scheme |
| Date: | 6th December 2018 |
| Reporting Officer: | Nigel Grimshaw, Strategic Director City & Neighbourhood Services |
| Contact Officer: | Kim Walsh, Business, Research & Development Manager, City & Neighbourhood Services. |

Restricted Reports

Is this report restricted?

Yes

☐

No

☒

If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Some time in the future

Never

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☐

Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

| | |
|------------|---|
| 1.0 | Purpose of Report or Summary of main Issues |
| | The purpose of this report is to update Members on the InterTrade Ireland Voucher Scheme. |
| 2.0 | Recommendations |
| | Members are asked to note the update provided and to indicate if they wish to receive a presentation from InterTrade Ireland. |

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|------------|---|
| 3.0 | Main report |
| | <p><u>Key Issues</u></p> <p>Members are reminded that at its meeting in November, the Brexit Committee requested that a report be brought back regarding the InterTrade Ireland Voucher Scheme.</p> <p>Details of InterTrade Ireland's support for SMEs is available on their website https://intertradeireland.com/brexit. Among the support available for SMEs is financial support up to £2,000 towards professional advice in relation to Brexit matters. This support is available to companies based on the island of Ireland. The eligibility criteria for applying for the support is:</p> <ul style="list-style-type: none"> • Applications must be from an SME (250 employees or less) and Turnover < €40M (£ equivalent); • The business must have a satisfactory trading record (we reserve the right to request submission of Financial Accounts for the business); • The assistance requested must relate to a Brexit issue; • Companies based in Ireland must submit a valid tax clearance access number along with this application form. <p>A copy of the application form that companies need to complete is attached as appendix 1.</p> <p>InterTrade Ireland has indicated that they are willing to come to speak to the Brexit Committee, if they would like to obtain more information on the work they are doing. They have also indicated that they are willing to present at any events that the Council may organise for businesses and officers will liaise them to identify any potential opportunities.</p> <p><u>Financial & Resource Implications</u></p> <p>There are no implications relating to this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no implications relating to this report.</p> |
| | Appendices |
| | Appendix 1 – Application for InterTrade Ireland support |

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BREXIT FUNDING SUPPORT VOUCHER

Before completing, please read the [Eligibility Criteria](#) and [Exclusions](#) attached to this application

Business Name:

Address:

(include Postcode & Country)

Contact Name:

Position:

Telephone Office:

Mobile:

Web:

Email:

Tax Clearance Access No.:
(ROI firms only)

Date:

No. of Employees:

Year Established:

Company Registration No.:

Business Profile (In this section, please include the following - 1. Details of main products/services and markets, 2. What business sector you are trading in, 3. Current % of business (if any) in the other jurisdiction, 4. Key customer & competitor profiles and any other relevant information, 5. Do you have suppliers in NI/UK and ROI jurisdictions?)

1.

2.

3.

4.

5.

Annual turnover per accounts

£/€

Is the business solvent?

Yes

No



You can use your Brexit Funding Support voucher to avail of a 1-1 service/report, or go on a training course. You can choose to do both provided the combination does not cost more than €/\$ 2K. Please tick which you would prefer:

Training Course

1-1 Tailored Support

Both

Please select the topics you are interested in. You can choose more than 1:

A tailored business plan that identifies areas of risk & opportunity.

Advice on legal structure of your business entity and establishing in another jurisdiction.

Impact assessment of import VAT/Currency fluctuations, tariffs etc.
on your working capital cycle.

Information on what paperwork is required for customs and how you can prepare your business for it.

Understanding the location of your end to end supply chain for potential exposure to possible tariffs/customs controls and identify an alternative supply chain.

Overview of logistics to identify potential improvements and efficiencies e.g. AEO status

Advice on how EU nationals can apply for settled or residency status in NI post Brexit

Help in getting your business ready for significant change e.g. LEAN, preparing the cultural mindset.

Other (please specify below)

Please tell us where you heard about the Brexit Funding Support Voucher

ITI: Social Media

Event

Email

Ezine

Service Provider

Other: Government Agency

Google Search

Peers

Industry Body

Radio/Newspaper

Please tell us if you have had any involvement (previous/current) with InterTradelreland and/or any other state agency i.e. Enterprise Ireland or Invest NI

Eligibility Criteria

- Applications must be from an SME (250 employees or less) and Turnover ≤ £40m (€ equivalent);
- The business must have a satisfactory trading record (we reserve the right to request submission of Financial Accounts for the business);
- The assistance requested must relate to a Brexit issue;
- Companies based in Ireland must submit a valid tax clearance access number along with this application form.

Exclusions

There are certain exclusions in line with specific State Aid guidelines, such as primary agriculture - please contact the Brexit Team at InterTradelreland for further information.

Terms and Conditions

1. A company can only avail of one Brexit Funding Support Voucher;
2. There is a limited budget for the Brexit Funding Support Voucher and InterTradelreland reserve the right to fund only those applications, which, in the opinion of InterTradelreland, best meet the objectives of the scheme. Consequently satisfaction of the eligibility criteria for the scheme does not guarantee that an application will be successful. The decision in the award of the Brexit Funding Support Voucher will be final and no discussions will be entered into with third parties;
3. The Brexit Funding Support Vouchers are non-transferable;
4. The Brexit Funding Support Voucher is provided under the European Commission Regulation on De Minimis Aid as stated in the documentation for the Brexit Funding Support Voucher. The applicant business must provide InterTradelreland with details of all other De Minimis aid, which has been granted to the business within the past three years. It should be noted that a false declaration by a business resulting in the threshold of €200,000 being exceeded could later give rise to the aid being recovered with interest;
5. Company registration numbers may be checked on the Companies House website at www.companieshouse.gov.uk or with the Company Registration Office at www.cro.ie;
6. Businesses participating in the Brexit Funding Support Voucher scheme acknowledge that their client/professional relationship shall be strictly between the Provider selected by the Company. InterTradelreland shall not be responsible for any costs or expenses of the company other than those payable by it pursuant to a Brexit Funding Support Voucher. InterTradelreland assumes no duty of care towards any company, nor shall it have any liability whatsoever or howsoever arising in connection with the appointment by the company of a Provider (including without limitation for any loss or damage incurred in connection with advice received from a Provider);
7. Submission of this application shall constitute an acknowledgement of the business's acceptance of these terms and conditions.

WHAT HAPPENS NEXT

- Submit this completed form to **brexit@intertradeireland.com** OR post for the attention of the Brexit Team to InterTradelreland, The Old Gasworks Business Park, Kilmorey Street, Newry, Co Down, BT34 2DE;
- InterTradelreland will inform you of the outcome within 2 months and if successful provide you with a blank Terms of Reference;
- You have 1 month to choose a Service Provider from our panel and submit a signed Terms of Reference to **brexit@intertradeireland.com**;
- The final report / course attendance needs to be completed and submitted to **brexit@intertradeireland.com** within 2 months of the date on the signed Terms of Reference;

FAILURE TO COMPLY WITH THESE TIMEFRAMES MEANS YOUR APPLICATION MAY LAPSE AND YOU MAY NEED TO REAPPLY

In order to progress your application InterTradelreland will be required to hold and process some of your personal data and we have detailed policies in place to do so. You can find our Privacy Policy and Data Retention Policy [here](#) and on our website intertradeireland.com. Please tick that you agree to InterTradelreland holding and processing your data for business purposes in line with our data policies.

Please tick here if you would like to receive our Ezine to update you about our business supports, free events and news that may interest you.

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| | |
|--------------------|---|
| Subject: | Update on Potential Engagement with the Youth Forum re Brexit. |
| Date: | 6th December 2018 |
| Reporting Officer: | Nigel Grimshaw, Strategic Director City & Neighbourhood Services |
| Contact Officer: | Kim Walsh, Business, Research & Development Manager, City & Neighbourhood Services. |

Restricted Reports

Is this report restricted?

Yes

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No

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If Yes, when will the report become unrestricted?

After Committee Decision

After Council Decision

Some time in the future

Never

☐
☐
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Call-in

Is the decision eligible for Call-in?

Yes

☒

No

☐

| | |
|------------|--|
| 1.0 | Purpose of Report or Summary of main Issues |
| | The purpose of this report is to update Members on potential engagement with the Youth Forum regarding Brexit. |
| 2.0 | Recommendations |
| | Members are asked to agree that the Youth Forum attends a meeting of the Brexit Committee in the new year and that representatives from the other organisations outlined in this report also attend. |

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|------------|---|
| 3.0 | Main report |
| | <p><u>Key Issues</u></p> <p>Members are reminded that at its meeting in November, the Brexit Committee requested that a report be brought back regarding potential engagement with the Youth Forum regarding Brexit.</p> <p>The Youth Forum, at its November meeting, considered the options around engaging with the Brexit Committee and it welcomed the opportunity to engage with Members around this issue. The Youth Forum has therefore proposed that they attend a meeting of the Brexit Committee in the new year</p> <p>The Youth Forum is also working with other organisations in relation to Brexit and has suggested that representatives from NI Youth Forum, the Children's Commissioner's Youth Panel and Children's Law Centres Youth Panel also attend the Committee meeting.</p> <p><u>Financial & Resource Implications</u></p> <p>There are no implications relating to this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no implications relating to this report.</p> |
| | Appendices |
| | None. |



| | |
|--------------------|---|
| Subject: | Update on the EU Settlement Scheme |
| Date: | 6th December 2018 |
| Reporting Officer: | Nigel Grimshaw, Strategic Director City & Neighbourhood Services |
| Contact Officer: | Kim Walsh, Business, Research & Development Manager, City & Neighbourhood Services. |
| | |

| | |
|---|---|
| Restricted Reports | |
| Is this report restricted? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If Yes, when will the report become unrestricted? | |
| After Committee Decision | <input type="checkbox"/> |
| After Council Decision | <input type="checkbox"/> |
| Some time in the future | <input type="checkbox"/> |
| Never | <input type="checkbox"/> |

| | |
|---------------------------------------|---|
| Call-in | |
| Is the decision eligible for Call-in? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| | |
|------------|--|
| 1.0 | Purpose of Report or Summary of main Issues |
| | The purpose of this report is to update Members on the EU Settlement Scheme. |
| 2.0 | Recommendations |
| | Members are asked to note the update provided. |

| | |
|-----|--|
| 3.0 | Main report |
| | <p><u>Key Issues</u></p> <p>Members are reminded that a report was brought to the September meeting of this Committee providing information on the EU Settlement Scheme. Since this last update the Home Office has issued further information and Officers participated in a teleconference in relation to the Scheme on 4th December. A representative of the Home Office also attended the meeting of the Migrant Forum on 3rd December and provided an update on the Scheme.</p> <p>In summary the background to the Scheme is:</p> <ul style="list-style-type: none"> • In December 2017 the UK government reached an agreement with the European Union on citizens' rights. In March this was extended to cover those arriving during the implementation period (to 31 December 2020). • The agreement protects the rights of EU citizens after the UK leaves the EU and enables them to continue to live their lives as now. It also covers their family members. • EU citizens in the UK and their family members will need to apply to secure their rights through a simple digital system to get settled or pre-settled status • The Home Office has said that the application process will be as quick and user-friendly as possible and they will use existing government data to reduce the amount of evidence applicants will need to provide. • The settlement scheme will be phased in until it is fully open by the end of March 2019. EU citizens do not need to do anything now. • The scheme will remain open until 2021 so there will be no need to rush to apply. <p>A briefing document on the EU Settlement Scheme is attached as appendix 1 which includes information on the difference between settled and pre-settled status.</p> <p>Recently published information</p> <p>In the period since the last update was brought to Committee there have been several developments in relation to this Scheme including:</p> <p><u>Employer's toolkit</u></p> <p>A toolkit has been published to assist employers, this includes briefing information on what EU citizens need to know and do. This information is available at:</p> <p>https://www.gov.uk/government/publications/eu-settlement-scheme-employer-toolkit</p> |

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| | <p><u>Local authorities/community leader's toolkit</u></p> <p>The Home Office have developed a toolkit for local authorities and community leaders to provide them with sufficient information and tools to support EU citizens and at-risk local communities in their networks. This toolkit was published on 3rd December and is available at:</p> <p>https://www.gov.uk/government/publications/eu-settlement-scheme-community-leaders-toolkit</p> <p><u>Availability of a grant scheme for Community & Voluntary sector organisations to support this work</u></p> <p>The Home Office has up to £9 million funding for voluntary and community organisations to provide support to vulnerable EU citizens and their family members with making EU Settlement Scheme applications. The funding scheme opened on 30 November and will close on 1st February 2019. There are 2 categories of funding available:</p> <ul style="list-style-type: none"> • Projects between £5,000 up to £39,999 (aimed at small locally based organisations) • Projects between £40,000 up to £750,000 (aimed at large, nationally based organisations) <p>Information on the funding is available at:</p> <p>https://www.contractsfinder.service.gov.uk/Notice/dcc90ff7-c416-465a-ad92-9dd7f15bcce7</p> <p>Officers will disseminate this information to businesses and community and voluntary organisations through existing networks. We will also continue to participate in the Home Office teleconferences in relation to the Scheme and update Members as appropriate.</p> <p><u>Financial & Resource Implications</u></p> <p>There are no implications relating to this report.</p> <p><u>Equality or Good Relations Implications/Rural Needs Assessment</u></p> <p>There are no implications relating to this report.</p> |
| | Appendices |
| | Appendix 1 – Briefing document on EU Settlement Scheme |

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EU Settlement Scheme

Briefing information

Page 15

Autumn 2018





PURPOSE OF THIS DOCUMENT

You can use the following briefing materials to increase awareness about the EU Settlement Scheme and what EU citizens need to know and do. This has been designed so you, as local authorities, councils, community organisations and charities, do not need to interpret the information and can use the materials directly.

The information in this pack is about the EU Settlement Scheme in line with the draft Withdrawal Agreement. This information relates to the scheme when it fully opens by 30 March 2019 and does not reflect conditions in pilot phases.

Page 16

This briefing pack provides **key information** about the EU Settlement Scheme, including the **support available** to EU citizens.

You can share this information with your **leaders, volunteers** and **other peers** who work and engage with EU citizens.

The content can be used in **group meetings, drop-in sessions** and **committee meetings**, as well as other formats e.g. individual case work.



WHAT IS THE EU SETTLEMENT SCHEME?

1 OF 2

What does it mean for me?

- In line with the draft Withdrawal Agreement, if you are an EU citizen and want to stay in the UK beyond 31 December 2020, you and your family members will need to apply to the EU Settlement Scheme.
- The EU Settlement Scheme allows you and your family members to continue to live, work and study here in the UK. It means you continue to be eligible for:
 - public services, such as healthcare and schools
 - public funds and pensions
 - British citizenship, if you want to apply and meet the requirements.

Page 17

Am I eligible to apply to the EU Settlement Scheme?

- ✓ You need to be an EU citizen or a non-EU family member of an EU citizen*.
- ✓ You need to be a resident in the UK by 31 December 2020. If you have been a resident in the UK for more than 5 continuous years you will be eligible for settled status. If you have been a resident for less than 5 continuous years you will be eligible for pre-settled status.
- ✓ You must not be a serious or persistent criminal, a threat to national security, or have a deportation order, exclusion order, exclusion decision or removal decision against you.

* EU nationalities include: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain or Sweden. We are in discussions with Norway, Iceland, Liechtenstein and Switzerland about securing the status of their citizens who are resident in the UK. Irish citizens will not need to apply for settled status to protect their rights in the UK, though they are able to do so if they wish. Non-Irish family members of Irish citizens will need to apply if they wish to remain in the UK after 31 December 2020.



WHAT IS THE EU SETTLEMENT SCHEME?

2 OF 2

What about my family members?

- **If you are an EU citizen living in the UK, you and your family members are protected under the EU Settlement Scheme.** Family members do not need to be from the EU; they can come from anywhere in the world (referred to as non-EU citizen family members).
- Close family members who are not living in the UK by 31 December 2020 will be able to join you in the UK at any point in the future. They will need to be able to show their relationship to you and it must still exist when they apply to come to the UK. Close family members include spouses, civil partners, unmarried partners, dependant children and grandchildren, and dependant parents and grandparents. For more information on this please visit [GOV.UK](https://www.gov.uk).
- Children born or adopted after 31 December 2020 will also have their rights protected.

When can I apply?

- **The EU Settlement Scheme will be fully open by 30 March 2019.** In line with the draft Withdrawal Agreement, you and your family members will have until 30 June 2021 to apply and your rights will remain unchanged until then, provided that you are resident in the UK by 31 December 2020.



HOW DOES THE APPLICATION PROCESS WORK?

You can access the application online using a computer, tablet or mobile phone. If you want, you can save your application and complete it later on. There are three key parts to the application: identity, residence in the UK, and criminality.



When you apply

The application asks for **basic factual information** like your name, address and reference numbers such as your passport, national identity card or National Insurance number.

You can use the **EU Exit: ID Document Check app** to fill in this information.



Proof of identity

Verify your identity by scanning your biometric passport, biometric EU national identity card or biometric residence card using the **EU Exit: ID Document Check app**. Alternatively, you can send your identity document to the Home Office by post. You will also need to verify your identity by uploading a **photo of yourself** using the app or directly to your online application.



Proof of residence

Prove your residence in the UK by providing your **National Insurance number**, if you have one.

Other documentation may be used, or required, to show proof of residence.



Criminality check

Complete the criminality check by declaring any **criminal convictions**. Only serious or persistent criminality will affect the application. This will not affect the vast majority of EU citizens and their family members.



Payment

The fee to apply is **£65 for an adult** and **£32.50 for children under 16**.

It will be free if:

- you already have a valid permanent residence document or indefinite leave to remain
- you are applying to move from pre-settled status to settled status after the UK leaves the EU
- you are a child looked after by a local authority.


You will be able to get support over the phone or in person if you need online assistance.



KEY THINGS TO KNOW ABOUT THE APPLICATION

This information is in relation to the EU Settlement Scheme when it fully opens by 30 March 2019.

Verifying your identity

- You can verify your identity using **the EU Exit: ID Document Check app**. To use the app you will need to have a valid biometric passport (that has  symbol on it) or biometric EU national identity card. Non-EU citizens must have a biometric residence card to use the app.
- This functionality is only available on Android devices - an easy way to check if your Android device can do this is whether your device has the technology to make contactless payments. If you cannot complete this step using the app, you can use a family member or friend's device to verify your identity. There are no security risks in doing this and your data is not stored on the device. Alternatively, if you prefer, you can **send in your identity document to the Home Office** by post from **30 March 2019**.
- Community groups and local authorities can also offer support by providing you **access to a device** in order to complete the identity verification check using the EU Exit: ID Document Check app. To use this service you will need to bring your biometric passport, biometric EU national identity card or, if you are a non-EU citizen, your biometric resident card. For a full list of locations offering this service visit [GOV.UK](https://www.gov.uk).

Proof of residence

- There are a **number of ways to provide evidence** of your residence. Providing your National Insurance number (if you have one) should help you prove your residence in the UK. It will help tell us whether you are eligible for settled or pre-settled status.
- There may be **cases where residence cannot be proven automatically in this way** and we may require additional evidence. If that happens, do not worry. You will be told if you need to give any further evidence which you can easily submit online by uploading photos or scanning your documents into your application. Go to [GOV.UK](https://www.gov.uk) to see a list of suggested evidence that is accepted.



YOUR STATUS

Settled or pre-settled status

- You will get digital proof of your status through an online service. Your family members who are from outside the EU will receive a biometric residence card if they do not already have one.
- If you receive **settled status** (also known as indefinite leave to remain) this means there is no time limit on how long you can stay in the UK. Subject to approval by Parliament, you should be able to spend up to five years in a row outside the UK without losing your settled status.
- If you receive **pre-settled status** (also known as limited leave to remain) this means you can stay in the UK for a period of five years. This will allow you to remain in the UK until you are eligible for settled status, generally once you have lived continuously in the UK for five years. If you have been granted pre-settled status, it will be free when you apply for settled status after the UK leaves the EU.

How do you access your status?

- **Your status will be stored electronically** by the Home Office. Once you receive your status, details will be provided on how to access it on GOV.UK.
- **You will be able to prove your rights to others online**, including employers and landlords. Help will be available if you have difficulties using online services. If you are an EU citizen, you can continue to use your passport or EU national identity card as proof of your rights until 31 December 2020.



MORE INFORMATION

The Home Office has set up various channels for you to access information about the EU Settlement Scheme and is continuing to develop additional support services.



[Sign up](#) for **email alerts** on the status of EU citizens in the UK.



Contact centre support will be available over the phone if you have questions about individual applications. For information on the contact centre visit [GOV.UK](#).



An **assisted digital service** will be available over the phone and in person if you do not have the appropriate skills or confidence to complete the online application. For information on assisted digital visit [GOV.UK](#).



Identity verification support will be available at a number of locations if you do not have access to the EU Exit: ID Document Check app. For information about this service visit [GOV.UK](#).



Refer to **guidance** on [GOV.UK](#) and find out more about EU citizens' rights, including what settled status means, how to apply and more.

Translated communication materials and guidance will be available. We expect that guidance on GOV.UK will be translated into all EU languages when the EU Settlement Scheme fully opens by 30 March 2019.