

Dear colleague

EU citizens - protect your rights by applying to the EU Settlement Scheme

As an employee of University Hospitals Dorset we really value you and the work that you do that supports our patients, colleagues and our communities and we very much want you to remain part of our team. The EU Settlement Scheme allows you and your family to get the immigration status you need in order to continue to live, work and study in the UK; and to access public services like the NHS.

Hopefully you will be aware that as an EU, EEA or Swiss citizen, you and your family need to apply to the EU Settlement Scheme to protect your rights and stay in the UK. You do not need to apply if you are a British or Irish citizen, or have indefinite leave to remain or enter.

The deadline to apply is **30 June 2021** and while there is still plenty of time to submit your application we would like you to do this as soon as possible so you can be assured of your right to remain.

Therefore, if you haven't already applied we would like to help you to do so. All you need to do is complete a short online application form using a computer, tablet or mobile phone. The application will ask you to:

- Prove your identity
- Prove that you live in the UK
- Declare any criminal convictions

Successful applicants will receive settled status or pre-settled status, depending on how long you have lived in the UK. You will get digital proof of your status through the online service.

To apply and find out more information go to: www.gov.uk/eusettlementscheme

You can access help and support in a number of ways across all our hospitals:

- Support from our HR teams:
Kelly Taylor at Poole (kelly.taylor1@uhd.nhs.uk)
Caroline Gibbs at RBCH (caroline.gibbs@uhd.nhs.uk)
- The European Staff Network can offer further support. You can email them at European.Network@uhd.nhs.uk or visit the Equality, Diversity and Inclusion pages on the Intranet
- You can also speak to our Freedom to Speak Up Guardian and Ambassadors.
Email: freedomtospeakup@uhd.nhs.uk or call extension 4220 (answerphone)
- The Chaplaincy team can also provide a confidential listening ear. You can find them at:
Poole Chapel, first floor, near the Board Rooms, Poole Hospital.
Bournemouth Chapel: first floor, near the Trust Management Offices at RBH.
Christchurch Chapel: located in the corridor between pathology and the Macmillan ward
- Your Trade Union representatives are here to help you. Contact them through your membership details or visit www.gov.uk for a current list of UK Trade Unions.

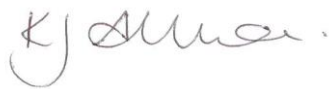
Additional advice and guidance is available from our local partners and national agencies:

- The Citizens Advice and Dorset Race Equality Council have set up a dedicated team to help, inform and more importantly provide FREE support and advice. You can call or text on **07761 092704** or send an email to **euss.advice@citizensadvicebcp.org.uk**
- The EU Settlement Resolution Centre can also answer any questions you may have about your application on 0300 123 7379 or alternatively you are able to send a message using the online form: eu-settled-status-enquiries.service.gov.uk.
- Translated guidance on the EU Settlement Scheme is available at www.gov.uk/settled-status-translations

Whilst prior to the 1st July 2021 there is no requirement for you to inform us, as your employer, of the outcome of your application, it would be helpful for us to know so we can provide any support you may need and update our records as we approach the deadline. If you do wish to inform us of the outcome of your application prior to 1st July 2021 please email HR.adviceline@uhd.nhs.uk letting us know of your pre/settled status and the date it was confirmed. This will allow us to update your employee record accordingly.

Should you have any queries concerning this letter or how to access support, please do not hesitate to contact your line manager or a member of the HR team.

Yours sincerely



Karen Allman
Chief People Officer