

Prevention of Illegal Working Guidance Notes for Managers and Employees

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Purpose

This guidance has been produced to assist managers in preventing the employment of individuals who do not have the right to work in the UK. It also provides information to employees regarding the importance of maintaining their right to work in the UK and the potential consequences of failing to provide, when requested, confirmation of this entitlement.

Scope

This guidance applies to any employee or worker, or prospective employee or worker, of Charnwood Borough Council. This includes casuals who work on an ad hoc/as and when basis.

The principles of this guidance also apply to individuals who are engaged by the Council (including contractors and consultants). Relevant checks should therefore be made by the manager to ensure they are entitled to work in the UK.

In the case of volunteers, managers should ensure before engaging an individual that they have no restrictions on them volunteering with the Council.

If an individual is employed through an agency (e.g. employment agency) or another company (e.g. consultancy), it is the responsibility of that agency/company to check and confirm the individual's right to work in the UK. Managers should however confirm the relevant checks detailed in this guidance have taken place and be properly satisfied of that person's entitlement to work in the UK.

Managers must understand their responsibilities and comply with this guidance to ensure all employees or workers within the Council have the right to work in the UK.

Penalties for failing to undertake the relevant checks

Failing to undertake relevant checks before engaging an employee or worker can give rise to significant penalties. The potential financial penalty the Council could face if it was found to be employing an illegal worker depends upon a number of factors. However, the maximum penalty is £20,000 per illegal worker. There is also a significant risk of damage to the Council's reputation which should not be underestimated.

Individuals who knowingly employ or have reasonable cause to believe they are employing an illegal worker may also face criminal sanctions which could include imprisonment for up to 5 years and/or an unlimited fine.

It is therefore imperative that managers carry out the necessary checks in accordance with this guidance to avoid any possible sanction on the Council or themselves.

How to check whether someone is eligible to work in the UK

Once a provisional offer has been made, the manager should check the individual has the right to work in the UK. There are two types of right to work checks; a manual check and an online check.

All relevant documents must be checked and copied/saved **prior** to the commencement of employment. Failure to do so could lead to the penalties described in the section titled; 'Penalties for failing to undertake the relevant checks'

Any offer of employment made before these checks have been completed must be made subject to confirmation of an individual's right to work in the UK. **A contract will not be issued, nor the individual set up on the payroll system until this information has been received by Human Resources.**

Conducting an online right to work check

In order to use the online right to work check the individual must have an immigration status that can be checked online.

Currently, the online checking service supports checks in respect of those who hold:

- a Biometric Residence Permit (BRP) – physical copies can no longer be accepted as proof of right to work;
- a Biometric Residence Card (BRC) – physical copies can no longer be accepted as proof of right to work;
- status issued under the EU Settlement Scheme – since 1st July 2021 EU passport or ID can no longer be accepted as proof of right to work; or
- an eVisa – individuals issued with an electronic visa can only use the online service as proof of right to work.
- Frontier Workers Permit (FWP) – physical copies can no longer be accepted as proof of right to work;

In circumstances in which an online check is not possible (i.e. the individual does not have an immigration status supported by the online checking system) manual check should be conducted.

How the service works

Managers can complete an online check by using the online service, entitled '[View a job applicant's right to work details](#)' on gov.uk.

Prior to this the individual must first view their own Home Office right to work record by accessing the website '[Prove your right to work to an employer](#)'. If they wish to, they can then share this information with the manager by providing the manager with a 'share code'. When entered along with the individual's date of birth, this enables the manager to access the information. The share code will be valid for 90 days, after which a new code will be required in order to conduct an online check.

Since 10th January 2022, all share codes begin with a letter indicating the purpose they can be used for. To check the right to work of a prospective or existing employee, only a share code beginning with the letter 'W' can be used.

Managers **must** access the employer part of the service (['View a job applicant's right to work details'](#)) in order to obtain a statutory excuse. It is not sufficient for the manager to view the information via the migrant part of the Home Office online right to work checking service (the 'Prove your right to work to an employer' website). The Home Office has an audit record of online checks conducted by employers using the service. Managers **will not** establish a statutory excuse by viewing the migrant part of the service.

The managers do not have to see physical documents for the online check, as the right to work information is provided in real time directly from the Home Office system.

There are 3 steps to conducting an online right to work check.

Step 1 - Use the Home Office online right to work checking service

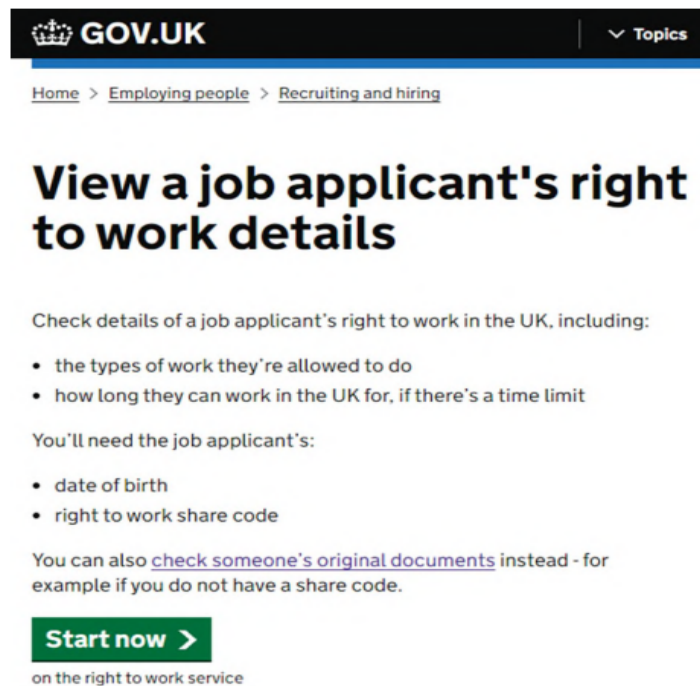
The individual will provide the manager with a share code directly or, they may choose to send this via the service. In which case the manager will receive an email from; right.to.work.service@notifications.service.gov.uk.

Example of an email providing the share code:



The manager will then have 90 days to use the share code and access the employer part of the online right to work checking service ['View a job applicant's right to work details'](#).

Example of the start page of the employer part of the online right to work checking service:



The screenshot shows the GOV.UK website interface. At the top, there is a navigation bar with the GOV.UK logo and a 'Topics' dropdown menu. Below the navigation bar, there is a breadcrumb trail: 'Home > Employing people > Recruiting and hiring'. The main heading is 'View a job applicant's right to work details'. Below the heading, there is a sub-heading: 'Check details of a job applicant's right to work in the UK, including:'. This is followed by a bulleted list: '• the types of work they're allowed to do' and '• how long they can work in the UK for, if there's a time limit'. Below the list, there is a sub-heading: 'You'll need the job applicant's:'. This is followed by another bulleted list: '• date of birth' and '• right to work share code'. Below the list, there is a paragraph: 'You can also [check someone's original documents](#) instead - for example if you do not have a share code.' At the bottom, there is a green button with the text 'Start now >' and a link below it: 'on the right to work service'.

To view the individual's right to work details, the manager will need to type in the share code and the individual's date of birth.

Step 2 - Check

The Manager must check that the photograph on the online right to work check is of the individual presenting themselves for work (i.e. the information provided by the check relates to the individual and they are not an imposter).

An individual can only be employed, or continue to be employed (if conducting a follow-up check), if the online check confirms they have the right to work and are not subject to a condition preventing them from doing the work in question.

Managers must seek advice from Human Resources as soon as possible if the online right to work check indicates;

- the individual does not have the right to work in the UK;
- or it is reasonably apparent from the photograph that the individual the manager wishes to employ or continue to employ is not the individual to whom the information provided in the check relates.

An example of an on-line check response (continuous right to work);

The screenshot shows the GOV.UK interface for viewing a job applicant's right to work. At the top, it says "View a job applicant's right to work" and "BETA This is a new service - your feedback will help us to improve it." The main content area is titled "Right to work" and features the name "Erika Mustermann". Below the name, it states: "They have permission to work in the UK from 19 October 2021. They can work in the UK until 19 November 2023." Under the "Details" section, it says "They can work in any job." To the right of the text is a portrait photo of a man with a "Rotate" button below it.

An example of an on-line check response (restricted and time limited);

The screenshot shows the GOV.UK interface for viewing a job applicant's right to work. At the top, it says "View a job applicant's right to work" and "BETA This is a new service - your feedback will help us to improve it." The main content area is titled "Right to work" and features the name "Erika Mustermann". Below the name, it states: "They can work in the UK until 19 November 2023." Under the "Details" section, it says "They can work:" followed by a bulleted list: "up to 10 hours a week during term time" and "full-time during the holidays". Below this, it says "They must share proof of their term dates with their employer." Further down, it states "They can also work on a placement which is part of the course their student visa is based on. The work placement must be:" followed by a bulleted list: "a compulsory part of their course" and "assessed as part of their course". There is a link: "Read more about [volunteering, working for a student union and other types of work.](#)". Under the "Conditions" section, it says "They cannot:" followed by a bulleted list: "work as a doctor or dentist in training - except on a Health Education England foundation programme", "work as an entertainer", "work as a professional sports person or coach", and "run a business or be self-employed - unless they have applied for a start-up visa". To the right of the text is a portrait photo of a man with a "Rotate" button below it.

Step 3 Retain evidence of the online check

Evidence of the online right to work check must be retained. For online checks, this should be the 'profile' page confirming the individual's right to work. This is the page that includes the individual's photo and date on which the check was conducted.

Managers will have the option of printing the profile (the response provided by the Home Office online right to work checking service), or saving it as a PDF or HTML file.

Managers should save a copy of the profile page. This should then be provided to Human Resources along with the other appointment paperwork.

Conducting a manual right to work check

A manual check can be completed for UK and Irish citizens who can use their passport as proof of right to work. It will also need to be completed for individuals who are not able to share their right to work information online.

Once a provisional offer has been made, the recruitment manager should ask the successful candidate to bring in copies of **original documents** confirming their entitlement to work in the UK. It will be helpful to use this [government checking tool](#) whilst doing so.

Acceptable documents for proving this entitlement are split into two lists:

- **List A** - These documents demonstrate the individual has a permanent right to work in the UK. If an applicant provides a single document or combination of documents specified in this list, then they are entitled to work for the Council for an indefinite period. There is no requirement to undertake any repeat checks of their documentation;
- **List B** - These documents demonstrate the individual has been granted a temporary right to work in the UK and/or has restrictions on their right to work. It is vital that any time limits or restrictions upon their right to work are noted and adhered to. There is also a requirement for repeat document checks to be undertaken during the individual's employment with the Council. Further information regarding the frequency and content of these rechecks can be found in the section titled '[Continuation of employment - undertaking repeat checks](#)'.

In order to establish whether the successful candidate has the right to work in the UK the manager should undertake the following three step check:

Step one - Obtain

Managers must obtain original documents (either a single document or specified combination of documents) from [List A](#) or [List B](#). It is **not acceptable** for the individual to provide **photocopies or scanned copies of documents**.

Some of the documents detailed in [List B](#) require verification by the Home Office Employer Checking Service. Where this is specified, the recruiting manager should inform the individual that this check is required and seek their permission before submitting an application. Details of how to make the application and the information required are available on the [Home Office website](#). Support is available from Human Resources if required.

Copies of the documents relating to this check and the **Positive Verification Notice** received from the Employer Checking Service **must** be provided to Human Resources along with the other appointment paperwork.

If a **Negative Verification Notice** is received from the Employer Checking Service, it **will not** be possible to progress the individual's appointment as this notice confirms they do not have permission to do the work in question. In these situations, advice should be sought from Human Resources on the action that will need to be taken to withdraw the provisional offer of employment.

Step two - Check

In the presence of the individual, the manager must confirm the validity of each original document. Inspection of a document via a video link is not acceptable nor is checking a faxed or scanned copy of the document.

The Manager must check that:

- Any photographs are consistent across documents and with the appearance of the individual;
- Any dates of birth listed are consistent across documents and correspond with the appearance of the individual;
- The expiry dates of any limited leave to enter or remain in the UK have not passed;
- Any work restrictions found on UK government endorsements such as stamps, stickers, visas, etc. do not restrict the individual from undertaking the type of work being offered;
- The documents appear to be genuine (i.e. no typographical errors, etc.), have not been tampered with and belong to the individual.

If the individual provides two documents that have different names, the manager should ask for a further document to explain the reason for this. The further document could be, for example, a marriage certificate, a divorce decree absolute, a deed poll, or statutory declaration. A copy of these documents must also be provided to Human Resources along with the other appointment paperwork.

If there is any suspicion that a document provided is not genuine or legitimate, then advice should be sought from Human Resources as soon as possible as it may be necessary to make further enquiries or to report the individual to the Home Office.

Step three - Copy

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Take a **clear** photocopy of each document.

Managers must copy and retain:

1. Passports

- Any page containing the individual's personal details including their nationality, photograph, date of birth, signature, or biometric details;
- Any page with the document expiry date, and/or leave to remain expiry date;
- Any page containing information indicating that the individual has permission to enter or remain in the UK (e.g. a visa or entry stamp) and can undertake the work in question.

The front cover no longer has to be copied.

2. All other documents

- The document in full, including both sides of an Immigration Status Document and Application Registration Card.

Each photocopy must be signed and dated by the manager using the following statement: **'This right to work check was made on [insert date].** This is to confirm the original document has been checked. Simply writing a date on the copy document does not confirm that this is the actual date when the check is undertaken. The photocopies should then be returned to Human Resources along with the completed Personal File-Appointee's Checklist.

Human Resources will ensure that details of any List B documents are recorded on i-Trent so that expiry dates and restrictions can be monitored.

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Who can work in the UK without restriction

The following groups of people can be employed in the UK without any restrictions. However, the document checks detailed in the section titled '[How to check whether someone is eligible to work in the UK](#)' **must still be** undertaken before the individual starts work:

- British citizens;
- Commonwealth citizens with the right of abode;
- Nationals from the Common Travel Area (i.e. the UK, the Channel Islands, the Isle of Man and Ireland);

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Sponsoring workers from outside of the UK and Ireland

In order to employ a worker from outside of the [UK and Ireland](#) the Council will need to act as their sponsor unless they have settled status, pre-settled status, indefinite leave to remain/settlement in the UK or can work in the UK via an unsponsored route. There are various routes under which an individual can apply to work in the UK. The Council does not currently hold a sponsorship licence to be able to do this. Further advice must be sought from Human Resources.

Unsponsored Routes

The following headings detail visas which do not require sponsorship (e.g. fees).

EU Settlement Scheme (EUSS)

EU Citizens who arrived in the UK on, or before 31 December 2020 must have applied for, and been granted Settled Status or Pre-Settled Status on, or before 30 June 2021 in order to retain their unsponsored right to work in the UK. Applicants who can evidence that they meet the criteria will not need to be sponsored by the Council.

If an EU citizen applies for a job after 30 June 2021 but has not applied to the EUSS by the 30 June 2021 deadline and has no alternative immigration status in the UK (such as a visa under the points-based immigration system), then they will not be able to pass a right to work check.

EU citizens not eligible for status under the EUSS will need to obtain an immigration status under the points-based system in the same way as other foreign nationals, for example the skilled worker visa.

Employing students from outside of the UK and Ireland

International Students can work in the UK providing their conditions of entry allow this. Those who have [Student visa](#) can work in the UK, subject to certain restrictions but, will not need to be sponsored by the Council.

A student who is able to work will have a clear endorsement in their passport, eVisa or Biometric Residence Permit. This will state they are permitted to work and the number of hours they can work during term-time. This is up to a maximum of 10 or 20 hours per week (with a week considered to be Monday to Sunday). Any work undertaken for the Council must not exceed this limit.

They are also permitted to work full-time during vacations and undertake fulltime work both before their course commences and after their course finishes, as long as they have leave to remain in the UK and are following or have completed the required course of study.

If a student's passport, eVisa or Biometric Residence Permit does not contain information about their right to work, they are **not** permitted to work in the UK.

There are strict conditions on the type of work students can undertake. They must not:

- Work on a self-employed basis; or
- Seek to pursue their career by filling a permanent full-time vacancy.

Those studying in the UK on a 'Short-term Student' visa are not permitted to undertake paid or unpaid employment, work experience or work placement as part of their course.

Managers should follow the three step checking process set out in the '[How to check whether someone is eligible to work in the UK](#)' section prior to the individual commencing their employment.

Where the documents provided indicate the student has a limited right to work in the UK, the student **must** also provide evidence of their academic term and vacation dates for the duration of their studies in the UK for which they will be employed by the Council. This evidence should originate from the education institution which is sponsoring the student and may include:

- A printout from the student's education institution's website or other material published by the institution setting out its timetable for the student's course of study (managers should check the website to confirm the link is genuine); or
- A copy of a letter or email addressed to the student from their education institution confirming term time dates for the student's course; or
- A letter addressed to the Council from the education institution confirming term time dates for the student's course.

A copy of the evidence provided should be provided to Human Resources along with the other appointment paperwork.

Any offer of employment made prior to these checks being completed must be made subject to the receipt of the appropriate documentation to confirm an individual's right to work in the UK. **A contract will not be issued nor the individual set up on the payroll system until this information has been received by Human Resources.**

Managers must contact Human Resources immediately if there is a change in the student's circumstances and they have:

- Changed or are in the process of changing their education sponsor; or
- Changed their course (even if it is with the same education sponsor); or
- Stopped studying; or
- Finished their course early; or

- Been informed that their education sponsor has had their licence revoked or ceased trading.

The above circumstances may impact upon their right to work in the UK and in some cases could mean they are no longer able to work.

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Employing asylum seekers, refugees and those granted humanitarian protection

An asylum seeker is an individual who has made an application to be recognised as a refugee under the Geneva Convention or has otherwise made an application for international protection. They do not normally have the right to work in the UK and can only be lawfully employed if these restrictions have been lifted.

If an asylum seeker is allowed to work they will hold a Home Office issued Application Registration Card which states either work is permitted or work is permitted with restrictions. For example:

- Work Permitted;
- Work Permitted - SOL (i.e. [Shortage Occupation List](#));
- Work Permitted - Student; or
- Work Permitted - Other.

If an asylum seeker's Application Registration Card states that work is permitted with restrictions, the manager should ensure their employment does not breach these restrictions.

In addition to checking and taking copies of the card stating that work is allowed, the manager will need to make an application to the Home Office Employer Checking Service for verification. The individual should be advised that this check is required and their permission sought before submitting the application. Details of how to complete this check and the information required are available on the [Home Office website](#). Support is available from Human Resources if required.

If a **Positive Verification Notice** is received from the Employer Checking Service, it **must** be provided to Human Resources along with the other appointment paperwork.

If a **negative verification notice** is received from the Employer Checking Service, it **will not** be possible to progress the individual's appointment as this notice confirms they do not have permission to do the work in question. In these situations, advice should be sought from Human Resources on the action that will need to be taken to withdraw the provisional offer of employment.

An asylum seeker whose claim is successful is granted refugee status. Where a person does not qualify for protection under the Geneva Convention, they may be granted humanitarian protection instead. Refugees and those recognised as requiring humanitarian protection have no restrictions on the type of work they can do in the UK, as long as they continue to hold this qualifying status. A refugee will normally be able to provide proof of their status and their right to work in the UK with a combination of documents set out at [List B](#) or through the Home Office online service (if they have a BRP). Managers should follow the three step checking process set out in the '[How to check whether someone is eligible to work in the UK](#)' section.

Checks on an asylum seeker's or refugee's documentation **must** be carried out prior to the individual commencing their role and during their employment. The frequency of the follow up checks will depend on the documents provided as proof of right to work. Please refer to the section titled '[Continuation of employment - undertaking repeat checks](#)' for further information.

Any offer of employment made prior to these checks being completed must be made subject to the receipt of the appropriate documentation to confirm an individual's right to work in the UK. **A contract will not be issued nor the individual set up on the payroll system until this information has been received by Human Resources.**

The Council does not need to sponsor an asylum seeker, refugee or individual with humanitarian protection (providing they have the right to work in the UK) in order to employ them.

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The use of volunteers

The following groups of people are permitted to volunteer in the UK without any restrictions:

- Individuals with refugee status or those recognised as requiring humanitarian protection;

Citizens from other countries will need to confirm their entitlement to volunteer in the UK, and this will depend on their immigration status. More information can be found [here](#).

It is the individual's responsibility to contact UK Visas and Immigration to check their visa or entry clearance conditions. Before accepting a volunteer, managers are advised to obtain confirmation of their entitlement to volunteer from the individual. This falls under the [temporary charity worker visa](#) category.

Asylum seekers are only allowed to volunteer with public sector organisations, registered charities, voluntary organisations or bodies that raise funds for either.

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Graduate Route

The Graduate Visa enables international students to remain in the UK and work, or look for work, at any skill level for two years after they have completed their studies. International students who complete a PhD can remain in the UK for three years. This is an unsponsored route.

Graduate visa holders are able to work flexibly, switch jobs and develop their career as required. They cannot extend their visa, however they can switch to a different visa, for example a Skilled Worker visa, once they have found a suitable job.

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Employment of Ukrainian Nationals

In response to the evolving conflict in Ukraine, the Home Office has introduced visa schemes to support Ukrainian nationals, and their family members, to come to the UK – [Ukraine Family Scheme](#) and [Homes for Ukraine Scheme](#).

Those who are granted a visa under these schemes are able to work, rent a home, and access public services, such as medical treatment and education.

Ukrainians with a valid Ukrainian Passport

On arrival, Border Force will stamp the passport with permission to enter the UK, valid for 6 months with no restrictions on taking employment – Leave Outside the Rules (LOTR). During the 6-month period, the individual will need to obtain a Biometric Residence Permit (BRP), which will be endorsed with up to 36-month permission to stay.

Those individuals with a stamp or a visa in their valid Ukrainian passport under the Ukrainian Schemes, have a time-limited right to work. Manual check should be conducted, and the acceptable document is included in List B (Group 1). A follow up check will need to be carried out shortly before the permission comes to an end.

All Ukrainian nationals arriving under the Schemes should obtain a BRP and holders will need to use the Home Office online checking service to prove their right to work.

Ukrainians who do not have a valid Ukrainian passport

If an individual does not have a valid Ukrainian passport, they will be required to provide their biometric information at a Visa Application Centre and will then be provided with an entry clearance vignette attached to a 'Form for Affixing the Visa' (FAV).

Shortly after arrival, a BRP is available for collection, and this can be used to access the Home Office online checking service to prove a right to work.

Where necessary, individuals can use their FAV document as proof of their right to work, in conjunction with a **Positive Verification Notice** the Home Office Employer Checking Service. The manager should advise the individual that this check is required and seek their permission before submitting the application. Details of how to complete this check and the information required are available on the [Home Office website](#). Support is available from Human Resources if required.

If a **Negative Verification Notice** is received from the Employer Checking Service, it **will not** be possible to progress the individual's appointment as this notice confirms they do not have permission to do the work in question. In these situations, advice should be sought from Human Resources.

Once the individual has collected their BRP employers are not required to make a check with the Employer Checking Service. Where the Home Office systems show that the individual has a BRP available, employers will receive a response from the Employer Checking Service directing them to advise the individual to collect their BRP and prove their right to work using the Home Office online checking service.

Ukraine Extension Scheme

Ukrainian national are able to apply under the Ukraine Extension Scheme if they had permission to stay in the UK on or before 18th March 2022, or if their permission expired on or after 1st January 2022. Under the Ukraine Extension Scheme, individuals will get three years leave to remain in the UK and will have the right to work, study and access public funds.

While the application is pending, a **Positive Verification Notice** will have to be obtained from the Home Office Employer Checking Service. The manager should advise the individual that this check is required and seek their permission before submitting the application. Details of how to complete this check and the information required are available on the [Home Office website](#). Support is available from Human Resources if required.

If a **Negative Verification Notice** is received from the Employer Checking Service, it **will not** be possible to progress the individual's appointment as this notice confirms they do not have permission to do the work in question. In these situations, advice should be sought from Human Resources.

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Withdrawing an offer of employment

If the successful candidate fails to provide appropriate evidence within a specified timescale (**which must be before they start in the role AND before a contract of employment or contract for services is issued**) it may be justifiable to withdraw the offer of employment. Advice should be sought from Human Resources before withdrawing an offer of employment for this reason.

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Continuation of employment - undertaking repeat checks

Where documents only grant temporary permission to work in the UK, once employed, the Council is required to check that the individual's right to work in the UK continues during the whole period of their employment.

The required frequency of these repeat checks is as follows:

- Documents from List B (Group One) - a follow up check must be undertaken shortly before permission (as set out in the document checked) expires;
- Documents from List B (Group Two) - a follow up check must be undertaken six months after the Positive Verification Notice was received;
- Online right to work check which indicates the individual's right to work is time limited - a follow-up check must be undertaken shortly before permission (as set out in the online check) expires.

Follow-up checks, may be completed by the manager using either the manual right to work check or the online right to work check (where applicable) as described in the earlier section '[How to check whether someone is eligible to work in the UK](#)'. Either check can be used irrespective of the type of check conducted originally, before employment commenced.

Copies of the documents demonstrating the employee's continued right to work in the UK should be forwarded to Human Resources.

Some of the documents detailed in [List B](#) require verification by the [Home Office Employer Checking Service](#). The manager should advise the individual that this check is required and seek their permission before submitting the application. Details of how to complete this check and the information required are available on the [Home Office website](#). Support is available from Human Resources if required. Copies of the documents relating to this check and the **Positive Verification Notice** received from the Employer Checking Service must be forwarded to the Human Resources department and kept on the employee's personal file.

If, during the rechecking process, the employee provides a single document or combination of documents specified in List A then there is no requirement to undertake any further checks for the remaining duration of their employment with the Council.

If at the time of checking the employee is unable to provide evidence of their right to work due to an outstanding application with the Home Office or an appeal to extend their leave in the UK, Human Resources will contact the [Home Office Employer Checking Service](#).

This service will confirm whether the individual has the right to continue to work in the UK. If a **Negative Verification Notice** is received from the Employer Checking Service then the procedure set out in the '[Failure to Maintain Right to Work](#)' section will be followed.

Failure to undertake these checks may result in the Council being liable to a penalty if the employee is found to be working illegally or potentially criminal sanctions being imposed.

Where the line management of an individual transfers to another manager, the original manager should detail in writing to the new manager the status of the individual's permission to work in the UK and their responsibilities in reference to this guidance. They should also set out any dates where such permission to work in the UK is due to expire and any restrictions that are in place (e.g. maximum working hours, etc.).

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Failure to maintain right to work

If the manager or Human Resources becomes aware, either as part of the recheck process or from another source (e.g. UK Visas and Immigration), that an employee may no longer have the right to work in the UK then the following process should be followed.

- The manager should meet with the employee as soon as possible to ascertain whether they have the required documentation to evidence their continued right to work in the UK (see [Appendix A](#) and [Appendix B](#) for a list of acceptable documents).
- The employee should be given 48 hours to provide the required (original) documentary evidence.
- If the employee provides the required evidence, the manager, with support from Human Resources, should complete the repeat check and return it to the Human Resources with a copy of the relevant document(s).
- If the employee fails to provide the required evidence, the reasons for this should be fully discussed with the employee. The manager should consider whether suspension is necessary. This should be discussed with a representative from Human Resources and approved by a Strategic Director.
- If approved, a meeting should be held with the employee and the employee informed that they will be suspended from work, without pay, pending confirmation of their entitlement to work in the UK. The manager should confirm the reason for the suspension in writing to the employee as soon as possible (usually the next working day at the latest). A template letter is attached at [Appendix D](#).
- Periods of suspension will be kept as short as possible and managers are expected to undertake a weekly review of the case.

- During the process, the employee may advise that their case is currently being dealt with by the Home Office. In such cases the manager should make contact with the [Home Office Employer Checking Service](#) in order to verify this information.
- If the employee is subsequently able to provide evidence of their right to work in the UK, the suspension should be lifted and the employee's salary reinstated from the date of suspension. In some circumstances (e.g. repeated failure to provide relevant documents on request) it may be necessary to consider whether disciplinary action is appropriate.
- If the employee is unable to provide evidence of their right to work in the UK and enquiries with other agencies (e.g. the Home Office) do not confirm their entitlement, then a meeting should be arranged to consider the employee's continued employment. The employee should be advised in writing of the reason for the meeting and that a potential outcome is termination of their employment without notice. It must also include details of the employee's right to be accompanied at the meeting by a work colleague or Trade Union representative. Where this is the case, the manager should also contact Human Resources to discuss informing the Home Office of the situation.

Where it is necessary to consider the termination of an employee's employment then the following process should be followed. The outcomes of such a meeting will usually be that the employee's employment should be terminated without notice or payment in lieu of notice, that it should not be terminated, or that the employee should be given a further period to demonstrate that they have the right to work in the UK.

The Meeting

- The meeting should be held with the employee's line manager (or their line manager).
- A representative from Human Resources should be present.
- The employee has a right to be accompanied by a work colleague or Trade Union representative.
- The employee must take all reasonable steps to attend the meeting. If the employee fails to attend the meeting, the manager should make enquiries as to the reason for their non-attendance. If the employee was unable to attend for a valid reason, then the manager should rearrange the meeting. If the employee fails to provide an acceptable reason or fails to attend the rearranged meeting, the meeting will go ahead in the employee's absence.
- The employee should be given the opportunity to present any evidence to prove their continued right to work in the UK.
- Notes should be taken of the meeting and a copy provided to the employee.
- At the end of the meeting the employee will be informed of the decision. This should be confirmed in writing within 5 working days.
- The employee has the right to appeal the decision.

Appeal

- The appeal must be submitted to the manager who made the original decision within 7 working days of receiving written notification of the outcome and set out the reasons for the appeal in full.
- The appeal will be heard by an appropriately designated manager from the employing department and a representative from Human Resources.
- The employee has a right to be accompanied by a work colleague or Trade Union representative.
- The employee must take all reasonable steps to attend the meeting. If the employee fails to attend the meeting, the manager should make enquiries as to the reason for their non-attendance. If the employee was unable to attend for a valid reason, then the manager should rearrange the meeting. If the employee fails to provide an acceptable reason or fails to attend the rearranged meeting, the meeting will go ahead in the employee's absence.
- The employee should be given the opportunity to present any evidence to prove their continued right to work in the UK.
- Notes should be taken of the meeting and a copy provided to the employee.
- After the meeting the employee must be informed of the final decision. This should be confirmed in writing within 5 working days.

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Transfer of Undertakings

Right to work checks for employees who are TUPE transferred into the Council must be completed within 60 days of the transfer taking place. Managers should follow the checking process set out in the '[How to check whether someone is eligible to work in the UK](#)' section.

Human Resources should be contacted immediately if an employee who is due to be TUPE transferred or has been TUPE transferred either into or out from the Council is working in the UK under the points based sponsorship system (i.e. with a Skilled Worker Visa).

Appendix A - List A: Acceptable documents to establish a continuous statutory right to work in the UK

- A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK;
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen;
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules;
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK;
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer;
- A birth or adoption certificate issued in the UK **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer (definition includes a full birth certificate issued by UK diplomatic mission – British Embassy or British High Commission);
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer;
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

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Appendix B - List B: Documents which satisfy the right to work in the UK for a time-limited period

Group One - Documents where a time-limited statutory excuse lasts until the expiry date of leave to enter or remain in the UK

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

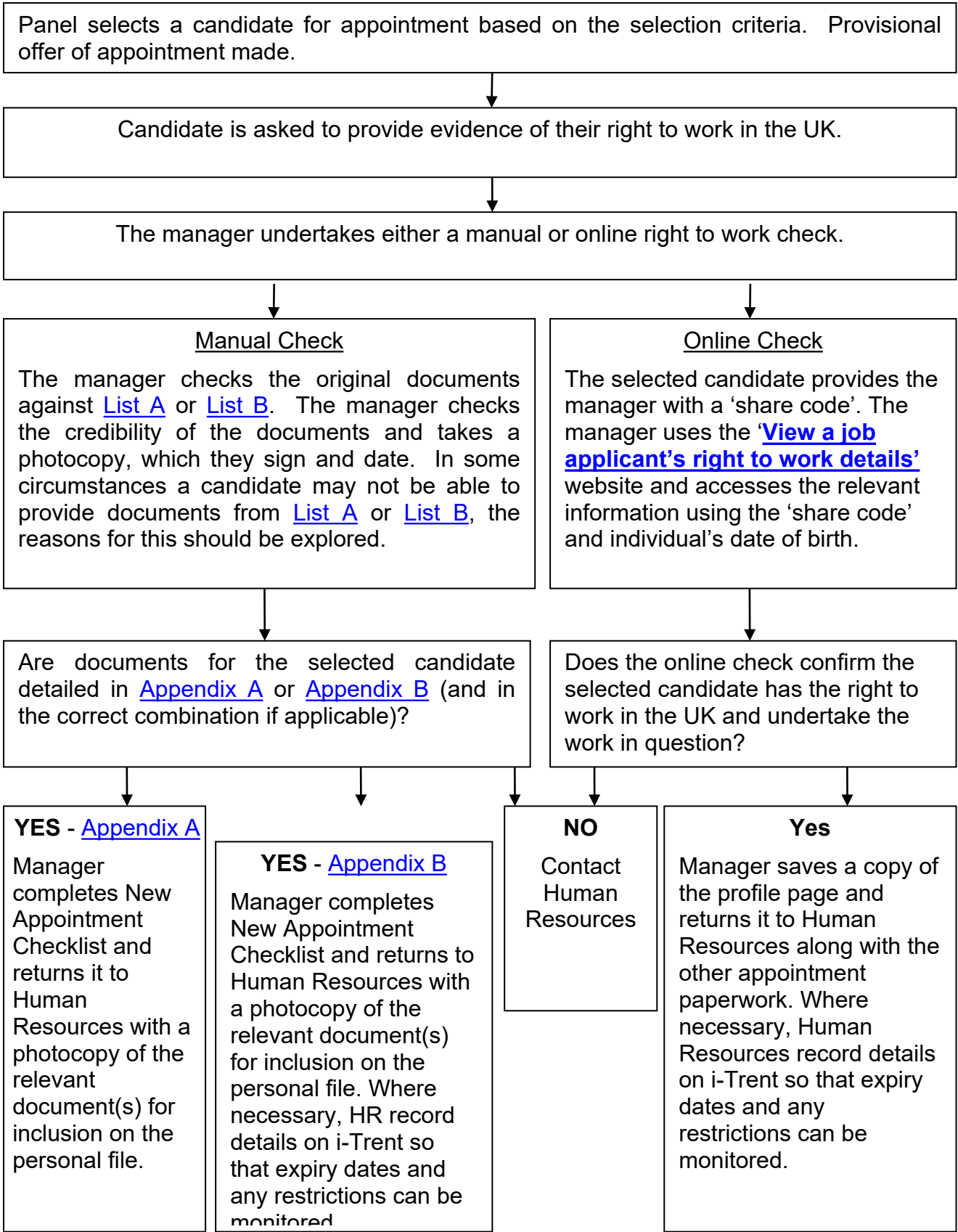
Group Two - Documents where a time-limited statutory excuse lasts for 6 months

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man immigration rules together with a Positive Verification Notice from the Home Office Employer Checking Service.

- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

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Appendix C - Checking right to work in UK flowchart



Appendix D - Letter confirming employee's suspension

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

I am writing to confirm the outcome of our meeting on [date] during which you were advised that, as you have failed to provide evidence of your continued right to work in the UK, you were being suspended from work, without pay, with immediate effect.

Whilst on suspension you must be contactable at all times during your normal working hours and you will be required to make yourself available for meetings as appropriate. You have the right to be accompanied at any such meetings and this can be a work colleague or a Trade Union representative.

Please note that if you are unable to provide evidence of your right to work in the UK by [date] and enquiries with other agencies do not confirm your entitlement, then a meeting will be arranged to consider your continued employment with the Council.

If you are able to provide evidence of your right to work in the UK, the suspension will be lifted and your salary reinstated from the date of suspension. In some circumstances (e.g. repeated failure to provide relevant documents on request) it may be necessary to consider whether disciplinary action is appropriate.

During your suspension I will contact you on a weekly basis to confirm progress however in the meantime if you have any updates then please contact me immediately on [telephone number].

I appreciate that this is a concerning time for you and would like to remind you that the services of AMICA Telephone Counselling Service are available to you on 0116 2544388.

A copy of the Prevention of Illegal Working Guidance is enclosed for your information.

If you have any questions regarding the contents of this letter, then please do not hesitate to contact me on [telephone number].

Yours sincerely,

[Name of manager]

[Job Title]

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Appendix E - Letter lifting employee's suspension

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

I am writing to advise that following my letter dated [date of suspension letter] I have reviewed your suspension.

As I am now in receipt of confirmation of your entitlement to work in the UK it has been decided that your suspension from work is to be lifted with effect from [date] and your salary reinstated from [date].

In order to assist you with your return to work, I would be grateful if you would attend a meeting with me at [time] on [date] in [location] to discuss how this could be best facilitated.

Please do not hesitate to contact me on [telephone number] if you have any questions regarding the contents of this letter.

Yours sincerely,

[Name of manager]

[Job Title]

Appendix F - Letter inviting employee to meeting

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

Further to my letter dated [date] confirming your suspension from work, I am now writing to invite you to attend a meeting at [time] on [date] in [location]. Also in attendance will be [name] from Human Resources and [name] to take notes. On arrival you should report to [location] and ask for [name].

The purpose of the meeting is to consider whether you are still entitled to work in the UK and therefore if your employment with the Council should continue. You may, if you wish, be accompanied at the meeting by a work colleague or Trade Union representative.

Please note that if you are unable to provide copies of the relevant documents confirming your entitlement to work in the UK then your employment with the Council will be terminated with immediate effect.

Enclosed is a copy of the documents that will be considered at the meeting. During the course of the meeting you will have the right to hear and question all of the evidence presented. You will also have the opportunity to present your case and to provide any evidence which confirms your entitlement to work in the UK.

I would be grateful if you would please confirm that you are able to attend the meeting. Please note that failure to attend without an acceptable reason may result in the meeting going ahead in your absence.

If you, or your representative, require any special arrangements in order to attend the meeting, please contact me as soon as possible so that I can facilitate these for you.

A copy of the Prevention of Illegal Working Guidance is enclosed for your information. Please do not hesitate to contact me if you have any questions regarding the contents of this letter.

Yours sincerely,

[Name of manager]

[Job Title]

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Appendix G - Letter confirming outcome of meeting

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

I am writing to confirm the outcome of our meeting on [date] which I conducted with support from [name] in Human Resources. Also present were [name] as your representative and [name] as note-taker.

The purpose of the meeting was to consider your eligibility to still work in the UK and therefore if your employment with the Council should continue.

Option One

As you were able to provide copies of the required documentation showing your entitlement to work in the UK, I can confirm that your employment with the Council will continue as per your contract of employment.

Your suspension from work will be lifted with effect from [date] and your salary reinstated from [date].

It is a condition of your employment that you continue to maintain your entitlement to work in the UK throughout your employment with the Council and produce, when requested, copies of any original documentation confirming this entitlement or the information required to conduct an online right to work check. You must also notify the Council immediately if your entitlement ceases at any time during your employment.

Option Two

As you failed to provide copies of the required documentation showing your entitlement to work in the UK, I have no other option but to terminate your employment with the Council with immediate effect. Your P45 will be forwarded to you shortly.

Please note that I will also be contacting the Home Office to make them aware of this decision.

You are required to return any property which is still in your possession and [name] will be in contact with you to arrange this.

You have the right to appeal against this decision and should submit this to me within 7 working days of receiving this letter, setting out the reasons for your appeal in full. Should

you decide to appeal; the effect of the dismissal will still stand pending the outcome of the appeal meeting.

A copy of the notes taken at the meeting is enclosed for your information.

Yours sincerely,

[Name of manager who held the meeting]

[Job Title]

Appendix H - Invitation to Appeal Meeting

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

Following receipt of your appeal against the decision to terminate your employment for failing to provide confirmation of your continued right to work in the UK, I am writing to invite you to attend an appeal meeting.

Your appeal will be heard by [name, job title] with support from [name] in Human Resources at [time] on [date] in [location]. [Name] will also be in attendance to take notes. On arrival you should report to [location] and ask for [name]. You may, if you wish, be accompanied at the meeting by a work colleague or Trade Union representative.

Enclosed for your attention is a copy of management's response to your appeal statement, along with supporting documents. I will be in attendance at the meeting to present the management case.

The outcome of the appeal hearing will be to either:

- Uphold the original decision taken (i.e. your dismissal will still stand);
- Overturn the original decision and reinstate your employment.

Please be advised that the decision of the appeal hearing will be final and there is no further right of appeal.

I would be grateful if you would please confirm that you are able to attend the meeting. Please note that failure to attend without an acceptable reason may result in the meeting going ahead in your absence.

If you, or your representative, require any special arrangements in order to attend the meeting, please contact me as soon as possible so that I can facilitate these for you.

If you have any questions regarding the contents of this letter, please do not hesitate to contact me on [telephone number].

Yours sincerely,

[Name of manager]

[Job Title]

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Appendix I - Outcome of Appeal Hearing

STRICTLY PRIVATE AND CONFIDENTIAL

[Name]

[Address]

[Date]

Dear [Name],

I am writing to confirm the outcome of the appeal meeting held on [date] which was heard by me with support from [name] in Human Resources. Also present was [name] as your representative and [name] as note-taker.

You appealed against the decision to terminate your employment as a result of your failure to provide confirmation of your continued right to work in the UK. The reason for your appeal was [reason].

Having considered the evidence provided at the hearing, I have decided to [uphold the original decision to terminate your employment as you have still not provided the required documentation to confirm your entitlement to work in the UK] or [overturn the original decision to terminate your employment as you have now provided the required documentation to confirm your entitlement to work in the UK]. Include details of any additional actions/ recommendations and reasons for decision.]

The decision of the appeal hearing is final and there is no further right of appeal.

A copy of the notes taken at the meeting is enclosed for your information.

Yours sincerely,

[Name of manager hearing appeal]

[Job Title]