Home Office

Funding Instruction for Local Authorities in the Support of the Afghan Citizens Resettlement Scheme and Afghan Relocation and Assistance Policy

Afghan Relocations and Assistance Policy (ARAP) and Afghan Citizens Resettlement Scheme (ACRS) plus eligible British Nationals

INTEGRATION SUPPORT

Grant Reference Number: 392

Financial Year 2025-2026

Resettlement Services
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TERMS AND CONDITIONS OF FUNDING

1. DEFINITIONS

1.1. **"Additional Family Member"** means a family member of an Afghan citizen who is eligible for relocation to the UK under the Afghan Relocations and Assistance Policy (ARAP). See **ARAP Updated information and guidance**.

1.2. An "**Adult**" for the purpose of the English language provision means a Beneficiary who is 19-years of age or older, or who turns 19 within the first twelve (12) Months of arrival in the UK.

1.3. The "**Afghan Citizens Resettlement Scheme**" ("ACRS"), as more fully described in clauses 3.1.1 to 3.1.5 is the UK Government's scheme that seeks to prioritise for resettlement those who have assisted the UK efforts in Afghanistan and stood up for values such as democracy, women's rights, freedom of speech, and rule of law, or are vulnerable people, including women and girls at risk, and members of minority groups at risk (including ethnic and religious minorities and LGBT+). Eligible people (also referred to as Beneficiaries) are prioritised and referred for resettlement to the UK through one of the following pathways:

1.3.1. ACRS Pathway 1 - family members of British Nationals, and vulnerable and at-risk individuals (including their immediate dependants) who arrived in the UK under the Operation PITTING evacuation programme.

1.3.2. ACRS Pathway 1, Phase 2 (Separated Families) - is intended to reunite families unintentionally separated during the events of Operation PITTING. The pathway is intended to restore immediate family units that continue to subsist in the same make up as prior to evacuation.

1.3.3. ACRS Pathway 2 - referrals from the United Nations High Commissioner for Refugees (UNHCR) of vulnerable Refugees who have fled Afghanistan for resettlement to the UK. UNHCR has the global mandate to provide international protection and humanitarian assistance to Refugees. UNHCR will refer individuals in accordance with their standard resettlement submission criteria, which are based on an assessment of protection needs and vulnerabilities.

1.3.4. ACRS Pathway 3 - offers a route to resettlement for those at risk who supported the UK and international community effort in Afghanistan, as well as those who are particularly vulnerable, such as women and girls at risk and members of minority groups.

1.4. The "**Afghan Relocations and Assistance Policy**" (ARAP), as more fully described in clause 3.1.6, provides support for Afghan citizens who worked for or with the UK Government in Afghanistan in exposed or meaningful roles and may include an offer of relocation to the UK for those deemed eligible by the Ministry of Defence and who are deemed suitable for relocation by the Home Office. Afghan citizens who are eligible for relocation to the UK under the ARAP may relocate with a partner, dependent children

and Additional Family Members who are also deemed eligible for relocation under the ARAP by the Ministry of Defence and suitable for relocation by the Home Office.

1.5. The **"Afghan Resettlement Programme" (ARP),** as more fully described in clause 3.1.8, brings together existing Afghan resettlement and relocation schemes into a single, efficient pipeline, which will improve efficiency, value for money and outcomes across Afghan Resettlement.

1.6. An "**Annex**" means the annexes attached to this Funding Instruction.

1.7. The "**Authority**" means the Secretary of State for the Home Department acting through the Home Office's Resettlement Services Unit on behalf of the Crown.

1.8. "**Background Intellectual Property Rights**" ("Background IPR") means any pre-existing Intellectual Property Rights (IPRs) vested in or licensed to either Party prior to the award of this Funding and/or created by either Party independently of the Purpose and/or without the Grant.

1.9. A "**Beneficiary**" means any individual (Adult, child or baby) resettled in or relocated to the United Kingdom under one of the Schemes.

1.10. "**Branding Manual**" means the HM Government of the United Kingdom of Great Britain and Northern Ireland's Branding Manual 'Funded by UK Government'[1] first published by the Cabinet Office in November 2022, including any subsequent updates from time-to-time.

1.11. A "**British National**" means a person who holds one of the six types of British nationality. The six types are set out here: https://www.gov.uk/types-of-british-nationality.

1.12. A "**Case of Interest**" means a Beneficiary has:

- Been arrested for an offence involving violence; weapons; terrorism/extremism; sexual offences (criminality), or
- Been subjected to a hate crime (hate crimes), or
- Had a PREVENT referral made regarding them (PREVENT referral), or.
- been arrested for terrorism offences or intelligence comes to the knowledge of authorities which has links to terrorism or radicalisation, or where there is intent and capability to exploit a vulnerability in the immigration system e.g. misuse of a travel document or facilitation or abuse of the immigration system where false applications/false documents have been submitted (national security/immigration concern); or
- Suffered a serious negative impact (or perceived they have) because of an act or omission by the Home Office and/or local authorities/delivery partners' (perceived failing), or
- Been involved in any other incident which the media is aware of (potential media coverage).

1.13. "**Civil Society**" (as defined in the Civil Society Strategy) means individuals and organisations when they act with the primary purpose of creating social

[1] https://gcs.civilservice.gov.uk/guidance/marketing/branding-guidelines/

value, independent of state control. By social value we mean enriched lives and a fairer society for all.

1.14. "**Civil Society Strategy**" means the strategy that sets out how the UK government will work with and support Civil Society in the years to come, so that together we can build a country that works for everyone. Civil Society Strategy: building a future that works for everyone - GOV.UK

1.15. A "**Clause**" means the clauses in this Funding Instruction.

1.16. "**Code of Conduct**" means the Code of Conduct for Recipients of Government General Grants[2] first published by the Cabinet Office in November 2018, including any subsequent updates issued from time-to time.

1.17. A "**Community Sponsor**" (or "**Sponsor**") means a group or organisation which:

1.17.1. exists and works for the benefit of the community rather than private shareholders, and

1.17.2. is registered as either a charity (or from 2013 as a charitable incorporated organisation), or a community interest company, or is an individual or body falling within Section 10(2)(a) of the Charities Act 2011, and

1.17.3. has been approved by the Authority to support those resettled to the UK under the ACRS or the UK Resettlement Scheme (UKRS), and can claim Funding to support English Language Provision for Adult Beneficiaries resettled under the ACRS as at Schedule 1 Part 6 and Void Rent Costs at **Annex F.**

1.18. "**Commencement Date**" means the date on which the Funding Instruction comes into effect and from which Eligible Expenditure may be incurred, being the 01 April 2025, or later as indicated under non-integration tariff funding.

1.19. The "**Community Sponsorship Scheme**" means the programme developed by the Authority to enable a Community Sponsor to support those resettled to the UK under the ACRS or the UKRS for a period of twenty-four (24) Months following the start of their support by a Community Sponsor.

1.20. **"Controller"** means the organisation (alone, jointly or in common with other organisations) which determines the manner and purposes for which Personal Data is to be processed. See https://ico.org.uk/controllers-and-processors-a-guide/

1.21. "**Crown Body**" (or "**Crown**") means the governments of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the Welsh Government), including, but not limited to, ministers and departments and particular bodies, persons, commissions, or agencies from time-to-time carrying out functions on its behalf.

1.22. "**Data Incident**" means any circumstance which results in the loss, theft or inappropriate disclosure of information obtained as a result of pursuing the Purpose to a Third Party whether by accident or intention.

[2] Codes of conduct for suppliers and grant recipients - GOV.UK (www.gov.uk)

1.23. "**Data Protection Legislation**" means (i) the UK GDPR, (ii) the Data Protection Act 2018 ('DPA 2018') to the extent that it relates to the processing of Personal Data and privacy, (iii) all applicable Law about the processing of Personal Data and privacy, and (iv) (to the extent that it applies) the EU GDPR.

1.24. The "**Data Sharing Protocol**" (or the "**DSP**") means the set of principles detailed in **Annex D** which govern the processes and practicalities of information sharing between the Authority and the Recipient, and which the Recipient agrees to abide by and comply with.

1.25. "**Day**" means any calendar day Monday through Sunday (inclusive).

1.26. "**Delivery Partner**" means any Third-Party, who is not a Beneficiary, whether an organisation or an individual working with the Recipient, whether remunerated or not, in the delivery of this Funding Instruction for the provision of the Purpose.

1.27. "**Duplicate Funding**" means funding received by the Recipient from a Third Party (including a Crown Body) which is intended to be used to deliver the Purpose, and which has not been declared to the Authority. Alternative sources of funding where declared and accepted will not be considered Duplicate Funding so long as the Recipient can demonstrate what additionality (sustainability; volumes; scope; geography etc) this enables the Schemes to achieve.

1.28. "**Eligible Expenditure**" means all costs, expenses, liabilities, and obligations that are related to, incurred by, or arise out of the delivery, activities, and operations of the Purpose by the Recipient during the Funding Period and which comply in all respects with the eligibility rules set out in this Instruction as determined by the Authority at its sole discretion.

1.29. "**Eligible British Nationals**" are those who:

a) were evacuated from Afghanistan by UK military, other NATO countries or regional state during Operation PITTING

OR

b) were assisted by HMG to leave Afghanistan after Operation PITTING, with this assistance commencing before 6 January 2022.

[For the purpose of this Funding Instruction, assistance means eligibility was established by the FCDO for inclusion in Qatari Government charter flights from Kabul to Doha; or FCDO assistance to enable legal border facilitation from Afghanistan to a third country (such as submitting Note Verbales to host governments to seek permission for British Nationals to cross their borders).]

AND

c) entered bridging accommodation **OR** presented as homeless to a council.

1.30. "**End Date**" means the 31 March 2026, or other such revised date as may subsequently be determined by the Authority, being the point up to which Eligible Expenditure may be incurred.

1.31. "**ESOL**"[3] means formal 'English for Speakers of Other Languages', or other equivalent formal language skill support.

[3] Please also refer to the Guidance on Commissioning ESOL for further information.

1.32. **"EU General Data Protection"** (**"EU GDRP"**) means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of Personal Data on the free movement of such data as it effects EU law.

1.33. "**Exceptional Costs**" means additional expenses incurred by a Recipient in supporting a Beneficiary for which the Authority has a budget and may, on a case-by-case basis, agree to reimburse.

1.34. A "**File Share Area**" (or the "**FSA**") means the designated area within MOVEit from where a Recipient can access files that the Authority has made available to share.

1.35. "**Find Your Own Accommodation**" (or "**FYOA**") means where Beneficiaries are supported to find their private rented accommodation.

1.36. "**Flexible Housing Fund (FHF)**" means funding available to help the Recipient to source Settled Accommodation or support a Beneficiary to secure Settled Accommodation at the earliest opportunity.

1.37. "**Formal Language Training**"[4] means the provision of ESOL that, where possible, should lead to Beneficiaries attaining accredited qualifications from a provider regulated by an appropriate national body (i.e. OFQAL, SQA or Qualifications Wales). This also includes courses which do not themselves lead to an accredited qualification, but which help Beneficiaries to later access a course which does lead to an accredited qualification. For instance, non-regulated provision offered by providers at pre-entry level, for which there are no accredited qualifications. All formal language training must meet the following key characteristics:

1.37.1. Their delivery is led by qualified tutors, and

1.37.2. They are appropriate to individual Beneficiary's abilities as identified following a diagnostic assessment led by a qualified ESOL tutor, and

1.37.3. They follow agreed curricula.[5]

1.38. "**Funding**" means the Authority's financial contributions towards a Recipient's Eligible Expenditure incurred supporting Beneficiaries for up to thirty-six (36) Months following their arrival into a local authority's area and the commencement of the provision of housing and integration support in accordance with the terms and outcomes of this Instruction.

1.39. The "**Funding Instruction**" (or the "**Instruction**") means this document which describes the conditions under which a Recipient may claim Funding.

1.40. The "**Funding Period**" means the period for which the Grant is provided from the Commencement Date to the End Date.

1.41. "**Grant Fraud**" means deliberately obtaining grant funding that a person or organisation, whether the Recipient, its Staff, Delivery Partners or Third Party would not be entitled to by making false declaration(s) or failing to report material fraud.

1.42. **"Ineligible Expenditure"** means expenditure which has not been used for purposes compliant with the terms of the Funding Instruction and is not

[4] Please also refer to the Guidance on Commissioning ESOL for further information.

[5] Please also refer to the Excellence Gateway for further information on the ESOL national curriculum and Skills for Life Curriculum

acceptable as Eligible Expenditure. Mandatory exclusions are recorded in this Terms and Conditions document, with specific exclusions detailed in Schedule 1.

1.43. "**Informal Language Training**"[6] means language training provision that does not have any or all the characteristics described in 1.37 for example, it can take place in any location, may or may not have a pre-set curriculum and will usually be provided in a structured or semi-structured way, delivered by a range of people including volunteers. It can include confidence building, active citizenship and a whole host of leisure or community activities.

1.44. "**Information Acts**" means the Data Protection Legislation, Freedom of Information Act 2000 ('FOIA'), the Environmental Information Regulations 2004 ('EIR') and any subordinate or amended legislation made under these Acts from time to time together with any guidance or codes of practice issued by the relevant government department(s) concerning the legislation.

1.45. "**Intellectual Property Rights**" or "**IPRs**" means copyright, rights related to or affording protection similar to copyright, rights in databases, patents and rights in inventions, semi-conductor topography rights, trade marks, branding, rights in Internet domain names and website addresses and other rights in trade names, designs, know-how, trade secrets, and any modifications, amendments, updates and new releases of the same and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

1.46. "**In Writing**" means modes of representing or reproducing words in visible form including but not limited to paper correspondence, email, display on screen and electronic transmission**.**

1.47. **"Key Performance Indicators"** means indicators required to assess the success of the Funding against its intended outcome.

1.48. **"LAHF"** means the Local Authority Housing Fund, a capital fund that supports local authorities in England to obtain housing including homes for Afghan Resettlement. See Local Authority Housing Fund - GOV.UK

1.49. "**Law**" means any applicable law, statute, byelaw, regulation, order, regulatory policy, guidance or industry code, judgement of a relevant court of law, or directives or requirements of any regulatory body, delegated or subordinate legislation.

1.50. The **"Local Administrator"** means a senior member of the Recipient's staff who will act as the single point of contact for authorising access to the Recipient's designated FSA within MOVEit.

1.51. A "**Month**" means a calendar month.

1.52. "**MOVEit**" means the Authority's online two-way file-sharing service that allows the sharing of Official and Official-Sensitive (IL2) data with other government departments, non-departmental public bodies, and external organisations, in a completely secure environment. Files including PDFs, all types of Office documents, images, and WinZip of up to 2GB in size may be shared.

1.53. An "**Overpayment**" means Funding paid by the Authority to the Recipient in excess of the amount actually due.

[6] Please also refer to the Guidance on Commissioning ESOL for further information.

1.54. A **"Party"** means the Authority and a Recipient who has claimed Funding.

1.55. **"Personal Data"** has the meaning given to it in Data Protection Legislation. i.e., any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

1.56. **"Receiving local authority"** means the local authority hosting eligible persons in Settled Accommodation in their local area and, where agreed, providing ongoing integration support.

1.57. A "**Recipient**" means a participating local or regional authority to which the Authority has agreed to provide Funding under this Instruction as a contribution towards eligible expenditure incurred supporting Beneficiaries.

1.58. "**Refugee**" means an eligible person who, regardless of their nationality has:

1.58.1. been accepted as being in need by the Authority following referral by the United Nations High Commissioner of Refugees (UNHCR), and

1.58.2. arrived in the UK having been admitted to the Schemes,

1.58.3. and has been resettled in England, Scotland, or Wales.

1.59. "**Schedule**" means the Schedules attached to this Funding Instruction.

1.60. "**A Scheme**" (collectively "the Schemes") for the purposes of this Funding Instruction, means any one of:

1.60.1. ACRS Pathways 1 – 3,

1.60.2. In addition, ACRS Pathway 1, Phase 2 may also provide a pathway for separated families,

1.60.3. ARAP eligible individuals and their immediate dependants, and

1.60.4. Eligible British Nationals.

For avoidance of doubt, a Scheme in this Funding Instruction does not refer to Refugees resettled to the UK under any other scheme e.g., UKRS.

1.61. **"Settled Accommodation"** means accommodation that meets local authority standards and is deemed suitable and sustainable.

1.62. "**Social Value**" means the Authority's commitments to delivering Value for Money, environmental and social benefits, Net Zero by 2050, efficient use of resources, greater social inclusion, support for innovation, better risk management and improved supplier relationships. These principles are underpinned by the obligations laid down in the Social Value Act 2012, the Modern Slavery Act 2015 and the Equality Act 2010.

1.63. "**Staff**" means any person employed or engaged by the Recipient and acting in connection with the operation of this Instruction including the Recipient's owners, directors, members, trustees, employees, agents, suppliers, volunteers, and Delivery Partners (and their respective employees, agents, suppliers, and Delivery Partners) used in the delivery of the funded outcomes.

1.64. "**SMP**" means a Strategic Migration Partnership.

1.65. **"Temporary Accommodation"** is the term used to describe accommodation secured by a local housing authority under their statutory homelessness functions. The majority of households in temporary accommodation have been placed under the main homelessness duty, but temporary accommodation is also provided during the relief stage to households who the local authority has reason to believe may have priority need, or on an interim basis in other circumstances, such as pending the outcome of a review on a homelessness decision.

1.66. "**Third Party**" means any party whether person or organisation other than the Authority or the Recipient.

1.67. "**Transitional Accommodation**" means accommodation provided and paid for by the Authority (e.g., hotels, serviced apartments) or Ministry of Defence (transitional Service Family Accommodation) to a household whilst they are matched to a suitable property.

1.68. "**UK Resettlement Scheme**" (UKRS) means the UK Government's humanitarian commitment to Refugee resettlement offering a safe and legal route for vulnerable Refugees in need of protection. Unaccompanied children are eligible where the UNHCR determines that resettlement is in their best interests.

1.69. "**UK Subsidy Control Regime**" means the Subsidy Control Act 2022 that implements in domestic Law the United Kingdom's international commitments and obligations in relation to the award of subsidies.

1.70. "**Value for Money**" means securing the optimum combination of cost, quality and effectiveness, including relevant Social Value criteria over the whole period of use; it does not mean minimising upfront prices i.e., the lowest or cheapest option.

1.71. A "**Working Day**" means any day Monday to Friday (inclusive) excluding any recognised UK public holidays.

2. THIS INSTRUCTION

2.1. This Instruction consists of fifteen (15) Clauses, two (2) Schedules and eight (8) Annexes and replaces any funding instructions previously issued by the Authority providing financial contributions towards Recipients' costs incurred supporting Beneficiaries.

2.2. This Instruction applies only to eligible Beneficiaries who were resettled into Settled Accommodation **on or before 28 February 2025**.

2.3. **All other arrivals including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025—are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.**

2.4. The Afghan Resettlement Programme (ARP) with effect from 1 March 2025 brings together existing Afghan resettlement schemes into a single, efficient pipeline, to improve efficiency, value for money and outcomes across Afghan Resettlement. The Government intends to reach an eventual ending of UK Afghan resettlement schemes.

2.5. This Instruction provides Funding enabling a Recipient to support Beneficiaries:

2.5.1. during the first twelve (12) Months following arrival in the Recipient's area, including educational costs (YEAR 1) – Schedule 1, Part 1,

2.5.2. during the subsequent twenty-four (24) Months (YEARS 2 – 3) – Schedule 1, Part 2,

2.5.3. on the Community Sponsorship Scheme (ACRS Beneficiaries only) – Schedule 1, Part 3,

2.5.4. improve their English language skills in order to assist with integration and improve employability – Schedule 1, Part 4,

2.5.5. on Community Sponsorship Scheme for adult ESOL (ACRS Beneficiaries only) – Schedule 1, Part 6 and

2.5.6. for Flexible Housing Funding (non-tariff) – Schedule 1, Part 7.

2.5.7. Afghan Citizens Resettlement Scheme (ACRS), Pathway 1 stage 2 (Separated Families) – Schedule 2

2.6. This Funding Instruction replaces any previously agreed terms and conditions between the Authority and the Recipient(s) to deliver support Beneficiaries of the ARAP or ACRS Scheme who arrived from 22 June 2021 onwards.

3. SCOPE

3.1. Claims can be made under this Instruction for Beneficiaries who have arrived in the UK under one of the Schemes:

3.1.1. The Afghan Citizens Resettlement Scheme (ACRS). This is a referral-based resettlement scheme which prioritises vulnerable people and those who assisted UK efforts in Afghanistan.

3.1.2. Unaccompanied children may be offered resettlement under the ACRS where it is determined that resettlement to the UK is in their best interests, and they have been identified as eligible for the scheme. Unaccompanied children resettled under ACRS will (unless in exceptional circumstances) be treated in the same way as Unaccompanied Asylum-Seeking Children (UASC) for funding purposes, and local authorities who accept unaccompanied children under the Scheme will be reimbursed in accordance with the relevant year's UASC Funding Instruction not this Instruction.

3.1.3. ACRS Pathway 2, was established to resettle refugees who have fled Afghanistan and referred for resettlement to the UK by UNHCR. They refer individuals in accordance with their standard resettlement submission criteria, which are based on an assessment of protection needs and vulnerabilities.

3.1.4. ACRS Pathway 3 was designed to offer a route to resettlement for those at risk who supported the UK and international community effort in Afghanistan, as well as those who are particularly vulnerable, such as women and girls at risk and members of minority groups. In the first stage, the government considered eligible, at-risk people for resettlement from three groups: British Council contractors, GardaWorld contractors and Chevening alumni. The Foreign, Commonwealth and Development Office (FCDO) has completed all eligibility decisions for Stage 1 of ACRS Pathway 3 and all those who submitted an expression of interest have been told the outcome.

3.1.5. ACRS Pathway 1 Stage 2: Separated Families pathway is intended to reunite families unintentionally separated during the events of Operation PITTING who were evacuated between the dates 13 August 2021 and 28 August 2021. The referral window for this pathway closed on 30 October 2024. The pathway is intended to restore immediate family units that continue to subsist in the same make up as prior to the evacuation.

3.1.6. The Afghan Relocations and Assistance Policy (ARAP), which went live on 1 April 2021, offers relocation or other assistance to those who served alongside our armed forces in Afghanistan and provided important support to His Majesty's Government defence and security mission there, predominantly those who were employed directly, or in certain special cases via contractors, and who are assessed to be at serious risk as a result of such work. It is available to people regardless of rank or role, or length of time served, and builds on the long-standing support already available. The policy provides for the principal applicant to bring their close family members (spouse and under 18 children) to the UK and significantly expands the eligibility criteria from the previous scheme. Other family members may be eligible in exceptional circumstances. **Claims under this Instruction can only be made for Beneficiaries who started receiving support from a Recipient on or after 22 June 2021.**

3.1.7. To further support these commitments, the Community Sponsorship Scheme has been developed enabling Sponsors, instead of the Recipient, to provide comprehensive wrap-around support to those resettled to the UK under the ACRS for a period of two (2) years. This funding is not available for those Afghan families resettled via the separate Ministry of Housing Communities and Local Government (MHCLG) "Communities for Afghans" scheme.

3.1.8. The Afghan Resettlement Programme (ARP) with effect from 1 March 2025 brings together existing Afghan resettlement schemes into a single pipeline to improve efficiency and value for money outcomes across Afghan Resettlement. The Government intends to reach an eventual ending of UK Afghan resettlement schemes. The ARP is covered by a separate funding instruction.

3.2. The Recipient has made commitments to support the Schemes, and the Authority has agreed to provide Funding to the Recipient as a contribution to supporting Beneficiaries for up to thirty-six months (36) after first arrival in the Recipient's area as further described in this Instruction.

3.3. Unless specifically stated otherwise, any Funding will be in respect of a Recipient's costs in fulfilment of its statutory duties, and anything otherwise agreed with the Authority.

3.4. Funding can be available for Beneficiaries who are owed homelessness duties under the Housing Act 1996 and have been moved into Settled Accommodation via the scheme in discharge of those duties.

3.5. The Recipient shall be free to determine how best to utilise the Funding but for monitoring and evaluation purposes must be able to demonstrate that the Funding has been committed in supporting Beneficiaries, furthering the aims of the Schemes and delivering value for money.

4. DURATION

4.1. This Instruction sets out the terms under which the Authority will make Funding available to the Recipient, in respect of expenditure incurred supporting Beneficiaries. Claims under this Instruction can only be made for Beneficiaries who started receiving support from a Recipient between the Commencement Date and End Date (inclusive).

4.2. In keeping with established HM Treasury funding policies, the Authority will issue a fresh Instruction for each financial year for which Funding is approved. This will occur whether or not any changes are made.

5. TRANSPARENCY, CONFIDENTIALITY, DATA PROTECTION AND DATA SHARING

5.1. The Recipient acknowledges that grant funded arrangements issued by Crown Bodies may be published on a public facing website and that the Authority shall disclose payments made against this Instruction in accordance with the UK Government's commitment to efficiency, transparency, and accountability.

5.2. The Recipient undertakes to keep confidential and not to disclose, and to procure that its Staff keep confidential and do not disclose, any information which they have obtained by reason of this Instruction.

5.3. Nothing in this Clause 5 applies to information which is already in the public domain or the possession of the Recipient other than by reason of breach of this Clause 5. Further, this Clause 5 shall not apply to information which is required to be disclosed pursuant to any law or pursuant to an order of any court or statutory or regulatory body.

5.4. The Recipient and the Authority will comply at all times with its respective obligations under Data Protection Legislation.

5.5. The Recipient shall ensure that any personal information concerning any Beneficiary disclosed to them in the course of delivering these Schemes is treated as confidential and should only be disclosed to a Third Party in accordance with the provisions of Data Protection Legislation. In the event of any doubt arising, the matter shall be referred to the Authority whose decision on the matter shall be final. In particular, the Recipient shall:

5.5.1. have in place appropriate policies and procedures to recognise and maintain the Beneficiary's need for confidentiality, and

5.5.2. ensure that without the consent of a Beneficiary, details of that individual Beneficiary are not released to any Third Party to this Instruction.

5.6. The Recipient shall not use any information which they have obtained as a result of delivering the Schemes (including, without limitation, any information relating to any Beneficiary) in any way which is inaccurate or misleading.

5.7. On receipt of Personal Data from the Authority, the Recipient will become a Controller of that data in that the Recipient, in delivering the Schemes, will, at any time determine the purpose and means of the processing of the Personal Data. In doing so they shall comply with the applicable Data Protection Legislation in respect of their processing of such Personal Data, will be

individually and separately responsible for its own compliance and with respect to its processing of Personal Data as Controller, implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to that risk, the measures shall, at a minimum, comply with the requirements of the Data Protection Legislation, including Article 32 of the UK GDPR.

5.8. In the event of any unauthorised disclosure, the Recipient is responsible for following its local data protection arrangements and referring any Personal Data breach to the Information Commissioner's Office (ICO) within 72 hours of identifying the initial incident.

5.9. In the event of any unauthorised disclosure the Authority must be informed without delay. The Authority will decide on what, if any, remedial action should take place, and the Recipient shall be bound by and will abide by the decision of the Authority.

5.10. Where a Recipient is responsible for an unauthorised disclosure in breach of this Instruction, that Recipient will be liable for any consequences of such unauthorised disclosure, including (but not confined to) any civil or criminal liability.

5.11. Prior to departure for the UK, ACRS Pathway 2 Refugees and Pathway 3 Beneficiaries will have signed a consent form confirming their willingness to share Personal Data with executive bodies and relevant Delivery Partners. The Authority will retain these forms and will allow inspection by the Recipient as requested.

5.12. The Authority also expects the Recipient to share relevant information on the delivery of the Schemes and on Beneficiaries with its partners; before doing so, the Recipient must ensure that a formal agreement has been signed with the relevant deliverers of the Schemes which flows down the terms of the Data Sharing Protocol.

5.13. The UNHCR Resettlement Registration Form (RRF) or any other related document created by UNHCR about a Beneficiary (Refugee), must only be shared with Delivery Partners on a need-to-know basis.

5.14. The RRF and related documents must not be shared with the Refugee concerned, nor with any other Third Party outside of appropriate Delivery Partners, without the specific agreement of UNHCR London office.

5.15. All approaches made by any person or organisation not party to this Instruction in respect of delivery to fund the Schemes must be referred to the Authority's press office for their advice and/or action. Further guidance is available via the Home Office Press Office.

5.16. Where applicable, the Recipient and the Authority are required to comply at all times with its respective obligations under the Information Acts, any subordinate legislation made, and any guidance issued by the Information Commissioner.

5.17. The Recipient shall abide by the terms of the Data Sharing provisions set out in **Annex D**. The Recipient shall ensure that it has adequate provisions and effective controls in place to manage:

5.17.1. data and prevent Data Incidents.

5.17.2. the processing of data shared between itself and any Delivery Partner and/or Beneficiary (and vice versa); and

5.17.3. compliance with its obligations arising from the Data Protection Legislation.

5.18. The Recipient agrees to assist and cooperate with the Authority to enable the Authority to comply with its obligations under the Information Acts whenever a request is made for information which relates to or arises out of this Instruction.

5.19. No information shall be disclosed if such disclosure would be in breach or is exempted from disclosure under the Information Acts.

5.20. The Recipient shall ensure that it, and its Staff, comply with the Authority's data sharing protocols as described in **Annex D**.

5.21. The provisions of this Clause 5 shall survive the conclusion of this Instruction, however that occurs.

6. FUNDING

Eligible Expenditure

6.1. Monies provided must not be used for any purpose other than achieving outcomes that support delivery of the Schemes detailed at Schedule 1 and Schedule 2 of this Instruction, nor is it permissible to use any Funding elsewhere, i.e., activity that does not directly contribute to supporting the delivery of the Schemes, without prior written consent from the Authority.

6.2. Any funding issues resulting from a Beneficiary moving permanently from a participating local authority during the maximum thirty-six (36) Month term of the Funding are to be resolved between the Recipient and the relevant local authority.

Ineligible Expenditure

6.3. The Grant may under no circumstances be used to:

6.3.1. pay for lobbying (via an external firm or in-house staff) in order to undertake activity that intends or attempts to influence Parliament or Crown Bodies or political parties, for example, attempting to influence legislative or regulatory action; or the awarding or renewal of contracts and grants; or attempting to influence legislative or regulatory action, or

6.3.2. enable one part of government to challenge another on topics unrelated to the Purpose, or

6.3.3. petition the Authority or other Third Parties for additional funding, or

6.3.4. pay expenses, such as entertaining, specifically aimed at exerting undue influence to change government policy, or

6.3.5. pay input VAT reclaimable by the Recipient from HMRC, or

6.3.6. fund activity that may be party-political in intention, use, or presentation, or

6.3.7. support or promote activities of an exclusively religious nature. This will not include activity designed to improve inter-faith relationships or working.

6.3.8. pay towards litigation costs incurred by the Recipient.

Duplicate Funding

6.4. The Recipient shall not apply for or obtain Duplicate Funding for the same expenditures whilst they are in receipt of Funding under this Instruction. To

avoid there being Duplicate Funding the Authority will require the Recipient to repay as an Overpayment.

6.5. The Authority may refer the Recipient or any Delivery Partner to the police should it fail to notify the Authority of, or dishonestly and intentionally obtain, Duplicate Funding to deliver the Purpose.

Overpayments

6.6. The Authority must be notified at the earliest opportunity if a Recipient expects its Funding requirement to be lower than expected, in order to avoid Overpayments.

6.7. In the event that an Overpayment is made, howsoever caused, the Authority must be notified as soon as reasonably practicable. In such instances, the Authority may require immediate reimbursement of the Overpayment or may adjust subsequent payment(s) accordingly.

Cessation of Funding

6.8. The Authority's responsibility for providing Funding under this Instruction will cease no later than the thirty-six (36) Month anniversary of the commencement of support to Beneficiaries under the Schemes and Funding is not claimable for any support provided beyond this anniversary.

6.9. Payments may also cease where the Beneficiary:

6.9.1. dies,

6.9.2. leaves the Recipient's area to live in another UK local authority area,

6.9.3. indicates that they no longer wish to receive support under the Schemes,

6.9.4. indicates that they are leaving the UK permanently,

6.9.5. applies for some other Immigration status within the UK, or

6.9.6. otherwise leaves or becomes ineligible for the Schemes.

6.9.7. moves to another UK local authority area and the authority refuses to provide integration support.

6.10. In the event of any such occurrence under Clause 6.9, the Recipient must notify the Authority without delay.

6.11. For the purposes of Clause 6.8, the thirty-six (36) Month period will commence on the date that the Beneficiary arrives with the Recipient, and the commencement of support, and will continue unbroken until the end of that thirty-six (36) Month period.

6.12. The Authority reserves the right to cease making payments through this Instruction if it has reasonable grounds to believe that the Beneficiary has sought to deceive the Authority, the relevant Recipient, or a partner agency in relation to their circumstances, including their inclusion on the Schemes or their activities whilst so involved.

Other Changes That May Impact on Funding

6.13. The Recipient will share with the Authority information relating to changes of circumstances for settled Beneficiaries, including:

- Beneficiaries moving to settled accommodation outside of matching by the Authority

- Beneficiaries presenting as homeless from transitional accommodation and going on to be settled from homeless temporary accommodation

- Changes of circumstances for settled Beneficiaries, including change of address, telephone number, email address in relation to all adult Beneficiaries, transfer of integration support to another Local Authority, departure from the UK, change of household composition and termination of integration support.

- Other changes as requested by the Authority as part of the change of circumstances notification process.

- Further information can be obtained through the Authority's Local Authority Engagement Team.

6.14. In the event of any such occurrence under Clause 6.13, the Recipient must notify the Authority without delay.

Exceptional Costs

6.15. Payments may also be made to cover additional essential costs incurred by the Recipient above and beyond what could reasonably be regarded as normal expenditure and not available through other mainstream funding mechanisms.

6.16. All requests for Exceptional Costs will be assessed, and payments made, on a case-by-case basis. Any further requests for Exceptional Costs should be made each year and will be limited to the duration of the funding package i.e. 36 months.

6.17. Funding from the Exceptional Costs budget may be used, amongst other things, to pay for:

- Property Adaptations (**see Annex E**),
- Property Void Rent Costs – limited to year 1 only (**see Annex F**),
- Support for children with identified educational needs,
- Social Care provision, or
- Universal Credit nominal top-up **(see Schedule 1, Clause 1.12).**

6.18. Before incurring Exceptional Costs, a Recipient shall seek agreement in Writing and in advance from the Authority's Resettlement Services Payments Team or risk having the claim rejected. The Recipient shall use the "Approval In Principle Request Form" and submit via MOVEit, and not send such requests by email. The Authority will use its reasonable judgement when assessing mitigations for claims where this has not been possible **(see Annex G).**

6.18.1. There is no minimum or maximum amount that can be claimed – the exception being property adaptation costs.

6.18.2. Exceptional Costs cannot be claimed for support provided to a Beneficiary that would normally be funded through the per capita health or education funding or through welfare payments.

6.18.3. Recipients must submit evidence of Exceptional Cost expenditure incurred (e.g., copy invoices) along with an Exceptional Costs claim form, before claims will be considered for payment.

6.18.4. Upon approval by the Authority the Recipient should ensure all Exceptional Costs claims, and supporting evidence of expenditure should be submitted for processing 14 working days of the agreed incurred expenditure. Failure to do so will lead to payment being delayed.

6.19. The Authority will periodically review the operation of the Exceptional Costs process and budget.

Additional Housing Support Costs (For information only)

6.20. The Additional Housing Support Costs funding available in funding instructions for financial years 2021/22 and 2022/23 has now been closed to new claims. The Flexible Housing Fund can instead be claimed by local authorities supporting a household into settled accommodation. More information is available at **"Schedule 1, Part 7 – Support into Settled Accommodation: Statement of Outcomes for Flexible Housing Funding**".

6.21. Local authorities who submitted claims for Additional Housing Support Costs prior to 1 April 2023 will have their claims reviewed and administered if they meet the relevant criteria.

6.22. Where, prior to 1 April 2023, a local authority is supporting a household using Additional Housing Costs funding, they can continue to claim until year 3 of that household being in Settled Accommodation. The previous eligibility criteria will apply.

General

6.23. Unauthorised spend that exceeds the maximum stated Funding levels at **Schedule 1, 1.39** will not be reimbursed by the Authority.

6.24. In all instances, Funding received is to be pooled and managed across all the Beneficiaries supported by the relevant Recipient.

6.25. The relevant Recipient will be the single point of contact for invoicing and payments.

6.26. Any payments made under this Instruction will also cover VAT or other duties paid by the Recipient to the extent that these are not otherwise recoverable by the Recipient.

6.27. Nothing in this Instruction shall be construed as providing or permitting the total relevant benefits to exceed the statutory limit (the 'benefit cap') prevailing at the time of payment.

Termination or Changes to the Funding Instruction

6.28. This Funding Instruction may be amended or withdrawn by the Authority at any time with Sixty (60) Days' notice. Any claims already made for which the resultant payment is being processed will be honoured, however any claims submitted after a notification of withdrawal shall be deemed as Ineligible Expenditure.

7. DATA RECONCILIATION AND PAYMENTS

7.1. The Recipient shall complete applications for payment in the relevant form set out in Annex A, which includes details of each Beneficiary, and the financial support applied for.

7.2. Applications for payment should be made in accordance with the Schedule of dates for the submission of Payment Clams set out in **Annex B**, as detailed in this Instruction.

7.3. Specific instructions for the completion of Annex A are included in the LA funding Excel workbook, which will be supplied by the Authority. The ACRS & ARAP Annex A should only be submitted via the Authority's secure data transfer portal, "MOVEIT DMZ", to ensure compliance with Data Protection Legislation.

7.4. Error returns of incorrect or incomplete ACRS/ARAP Funding Annex A claim forms will be rejected and returned to the Recipient via MOVEIT, this will include any information requested by the Authority, as part of the claims process. The Funding claim form should be amended and resubmitted within thirty (30) Days by the Recipient. Failure to do so may result in delayed payments.

7.5. Payments will be made within thirty (30) Days of receipt of a correctly completed claim.

7.6. The Annex A submitted for payment should be received by the Authority no later than three (3) Months after the close of the period to which the application relates; late returns may result in payment being delayed.

7.7. The Recipient should note that the format of the Funding **Annex A**. Excel workbook shall not be altered, and all the mandatory fields shall be completed. Failure to complete the spreadsheet accurately will result in the claim being rejected.

7.8. At the end of the period for which support is paid, final checks will be carried out to ensure that the payments already made accurately reflect the amounts to which the Recipient is entitled. Payments made as a result of applications are to be regarded as payments on account, which will be finalised when the final claim is confirmed by the Authority. The Recipient should note that the format of the LA funding Excel workbook **must not** be altered.

7.9. Where a Recipient believes that the level of Funding actually paid by the Authority is less than that to which they are entitled under the terms of this Instruction, the Recipient may make representations to the Authority's Resettlement Services Payments Team. Any discrepancies must be notified to them within one (1) Month of a payment being made. Retrospective payments by the Authority for individuals not promptly included in the Annex A claim may be agreed only where exceptional circumstances can be shown.

7.10. Payments will be made by BACS using account details that the Recipient must supply to the Authority on headed notepaper, signed by a senior finance official. The Recipient is responsible for ensuring that the Authority has been notified of its correct bank account details and any subsequent changes. The information which the Authority requires to enable a new account or change of BACS payment details is as follows:

Recipient Details

1. Registered name of company
2. Trading name of company
3. Company registration number
4. Vat registration number

Recipient Address Details

1. Registered Address
2. Credit Control/Finance Address

Contact Details

1. Email address for purchase orders
2. Email address for remittance advice
3. Email address for invoice queries
4. Telephone Number for Accounts Receivable/Credit Control

Payment Details

1. Bank Name
2. Branch name and address
3. Company Bank Account Name
4. Bank Account Number
5. Bank Account Sort Code

7.11. In the event of a change in bank details, the relevant Recipient should immediately notify the Authority of the new information. Such notification must be provided In Writing, in a non-editable PDF format, and in accordance with the requirements of Clause 7.10.

7.12. The Recipient must record expenditure in their accounting records under generally accepted accounting standards in a way that the relevant costs can be simply extracted if required. Throughout the year, the Authority's Resettlement Services Payments Team will work with the Recipient to ensure the accuracy of claims, thereby reducing the need for audits at year-end.

8. MONITORING & EVALUATION

8.1. The Recipient should itself manage and administer the quality and level of delivery relating to the support it provides to Beneficiaries.

8.2. The Recipient shall monitor the delivery and success of the Schemes throughout the Funding Period to ensure that the Purpose is being met and that this Instruction is being adhered to and that the activity to support Beneficiaries is in pursuit of the early integration outcomes set out within the Statement of Outcomes Schedules (Schedules 1 and 2) of these Funding Instructions.

8.3. The Recipient will be required to provide financial monitoring information to the Authority, as well as individual-level information on Beneficiaries in a regular and timely manner, for the purposes of monitoring and evaluating the Schemes. Details on the data to be collected and the submission process will be communicated in separate guidance from the Authority.

Financial Monitoring

8.4. For the purpose of financial monitoring of the Schemes, the Recipient shall provide information on request of the Authority's Assurance and Monitoring

Team to monitor spend against the Statement of Outcomes detailed in the Schedules. Whilst there is no requirement for submission of detailed costings, the Recipient shall provide data on how the money claimed has been spent and should, if required, be expected to further justify, explain, and evidence costs. Visits may be made from time to time by the Authority or its appointed representatives, including the National Audit Office.

8.5. Financial monitoring data will not include provision of any Personal Data. Evidence shall be provided via a designated secure Government online platform that complies with cyber security policies and will be outlined to Recipients in separate guidance.

8.6. In all cases, to assist with monitoring and evaluation of the Schemes, the Recipient shall supply the Authority with all such financial information as is reasonably requested from time-to-time, on an open book basis.

Beneficiary-Level Monitoring and Evaluation Data

8.7. Throughout the support period, the Recipient will be required to provide individual-level data on Beneficiaries for the purposes of monitoring and evaluating the Schemes. Data will include information on key services that have been delivered and outcomes that have been achieved. This data shall be submitted to the Authority via a designated secure Government online platform, the process for which will be outlined to Recipients in separate guidance, to ensure compliance with Data Protection Legislation.

8.8. In addition to providing individual-level data on Beneficiaries, local authorities may be invited to participate in other evaluation-related activities. These may include a local authority survey, relating to local delivery models, successes and challenges, and qualitative case studies, involving interviews with local authority staff, delivery partners, and Beneficiaries. Participation in other evaluation activities is not a condition of funding but is strongly encouraged as an opportunity to identify and share examples of good practice, to improve the evidence base around what works in supporting resettled Beneficiaries.

9. BREACH OF FUNDING CONDITIONS

9.1. Where a Recipient fails to comply with **any** of the conditions set out in this Instruction, or if any of the events mentioned in Clause 9.2 occur, then the Authority may reduce, suspend, or withhold payments, or require all or any part of the relevant payments to be repaid by the Recipient. In such circumstances, the Recipient must repay any amount required under Clause 9.1 within thirty (30) Days of receiving the demand for repayment.

9.2. The events referred to in Clause 9.1 are as follows:

9.2.1. The Recipient purports to transfer or assign any rights, interests or obligations arising under this Agreement without the agreement in advance of the Authority, or

9.2.2. Any information provided in the application for Funding (or in a claim for payment or Exceptional Costs) or in any subsequent supporting correspondence is found to be incorrect or incomplete to the extent the Authority considers to be material, or

9.2.3. The Recipient takes inadequate measures to investigate and resolve any reported irregularity.

10. ACTIVITIES – GENERAL

Sub-contracting

10.1. When procuring works, goods, or services the Recipient must ensure that it complies with its statutory obligations, for example the Public Contracts Regulations 2015 or Procurement Act 2023in England, Northern Ireland, and Wales. In any event, the Recipient shall demonstrate value for money and shall act in a fair, open, and non-discriminatory manner in all purchases of goods and services to support the delivery of the Schemes.

10.2. Where the Recipient enters into a contract (or other form of agreement) with any third party for the provision of any part of the Schemes, the Recipient shall ensure that a term is included in the contract or agreement requiring the Recipient to pay all sums due within a specified period: this shall be as defined by the terms of that contract or agreement, but shall not exceed thirty (30) Days from the date of receipt of a validated invoice.

10.3. The Recipient must take all reasonable steps to ensure that anyone acting on its behalf shall not bring the Authority or the Schemes into disrepute; for instance, by reason of prejudicing and/or being contrary to the interests of the Authority and/or the Schemes.

Hours of Operation

10.4. The Recipient shall note that the Authority performs normal business during the hours of 09.00 to 17.00 on Working Days.

10.5. The Scheme shall be provided at a minimum on each Working Day. The Authority recognises that in the interests of efficiency the exact availability and timings of the various service elements will vary. It is envisaged that some out of hours provision will be required from the Recipient.

10.6. All premises used to deliver the Schemes elements should meet all regulatory requirements and be suitable for the purpose.

Cases of Interest

10.7. In relation to the reporting and management of ‘cases of interest’, the Authority must be advised of such incidents as soon as reasonably possible, but in any event by the end of the next Working Day.

Complaints

10.8. The Recipient and/or its Delivery Partners shall develop, maintain, and implement procedures enabling Beneficiaries to complain about the support and assistance provided by the Recipient.

Staff Standards

10.9. At all times whilst delivering the Schemes the Recipient shall be mindful of the intent, and apply the spirit, of the UK Government’s “Code of Conduct for Recipients of Government General Grants”[7] which outlines the standards and behaviours that the government expects of all its Delivery Partners.

[7] https://www.gov.uk/government/publications/supplier-code-of-conduct

10.10. The Recipient shall:

10.10.1. ensure that the recruitment, selection, and training of Staff, are consistent with the standards required for the performance of the outcomes,

10.10.2. fully equip and train Staff to ensure they are able to fulfil their roles and ensure that appropriate and sufficient security provisions are made for all Staff undertaking face-to-face activities,

10.10.3. ensure that Staff levels are appropriate at all times for the purposes of delivering the Schemes and ensure the security and well-being of all Beneficiaries, dependent children, and its Staff,

10.10.4. take all reasonable steps to ensure that they and anyone acting on their behalf shall possess all the necessary qualifications, licences, permits, skills, and experiences to discharge their responsibilities effectively, safely and in conformance with all relevant law for the time being in force (so far as binding on the Recipient),

10.10.5. ensure that it has relevant organisational policies in place to deliver the activities funded by this Instruction. These shall remain current for the duration of this Instruction and be reviewed regularly by appropriate senior Staff. All Staff must be aware of these policies and of how to raise any concerns, and

10.10.6. Ensure that all applicants for employment in connection with the Schemes are obligated to declare on their application forms any previous criminal convictions subject always to the provisions of the Rehabilitation of Offenders Act 1974.

10.11. In addition, the Recipient shall ensure that all Staff:

10.11.1. employed or engaged have the right to work in the United Kingdom under applicable immigration law, and

10.11.2. are suitable and of good character to provide support to Beneficiaries. Consideration must be given to eligibility for Disclosure and Barring Service (DBS2) checks. Where such checks reveal prior criminal convictions that might reasonably be regarded as relevant to the appropriateness of the individual to have unsupervised access, particularly to children under the age of 18, or where such checks are not possible because of identification issues, the Recipient shall follow its internal policy and carry out an appropriate risk assessment before an offer of employment is made, and

10.11.3. who are likely to have unsupervised access to children under the age of 18 have been instructed in accordance with the relevant national child protection guidelines e.g. for people working in England, DfE's Working Together to Safeguard Children, 2015, and Local Authority's guidance and procedures, and

10.11.4. providing immigration advice should be known to the Immigration Advice Authority (IAA) in accordance with the regulatory scheme specified under Part 5 of the Immigration & Asylum Act 1999. The Recipient shall use all reasonable endeavours to ensure that its Staff do not provide immigration advice or immigration services unless they are "qualified", or "exempt" as determined and certified by IAA.

10.11.5. apply safeguarding responsibilities and obligations for as long as personnel, including volunteers, have formal involvement with the local authority in delivering resettlement and integration services to the Beneficiary.

10.12. The Recipient shall, on request, provide the Authority with details of all Staff delivering the Schemes.

10.13. The Recipient shall, on request, provide the Authority with CVs and/or job descriptions for all Staff selected to work on the project.

10.14. The Recipient shall use all reasonable endeavours to comply with the requirements of the Computer Misuse Act 1990.

10.15. The Recipient shall implement the Schemes in compliance with the provisions of Data Protection Legislation.

11. LIABILITY

11.1. The Authority accepts no liability to the Recipient or to any third party for any costs, claims, damage, or losses, however they are incurred, except to the extent that they are caused by the Authority's negligence or misconduct.

12. DISPUTE RESOLUTION

12.1. The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Instruction.

12.2. The Parties may settle any dispute using a dispute resolution process which they agree.

12.3. If the Parties are unable to resolve a dispute in line with the requirements of Clauses 12.1 or 12.2, the dispute may, by agreement between the Parties, be referred to mediation in accordance with the Model Mediation Procedure issued by the Centre for Effective Dispute Resolution ("CEDR"), or such other mediation procedure as is agreed by the Parties. Unless otherwise agreed between the Parties, the mediator will be nominated by CEDR. To initiate the mediation, the Party shall give notice In Writing (the Alternative Dispute Resolution Notice) to the other Party, and that latter Party will choose whether or not to accede to mediation. A copy of the ADR Notice should be sent to CEDR. The mediation will start no later than ten (10) Working Days after the date of the ADR Notice.

12.4. The performance of the obligations which the Recipient has under this Instruction will not cease or be delayed because a dispute has been referred to mediation under Clause 12.3 of this Instruction.

13. INTELLECTUAL PROPERTY RIGHTS (IPRS) AND BRANDING

13.1. The Parties shall retain exclusivity in their own Background IPRs.

13.2. Unless otherwise agreed In Writing, the Recipient shall own all IPR created using the Grant. However, the Recipient shall grant to the Authority at no cost a non-exclusive irrevocable, royalty-free perpetual worldwide license to use and to sub-license the use of any material or IPR created by the Recipient

whether partially or wholly funded from the Grant for such purposes as the Authority shall deem appropriate.

13.3. Ownership of Third-Party software or other IPR necessary to deliver the Purpose will remain with the Recipient or the relevant Third Party.

13.4. Neither Party shall have the right to use any of the other Party's names, logos, branding or trademarks on any of its products or services without the other Party's prior written consent.

13.5. The Recipient shall at all times during and following the end of the Funding Period:

13.5.1. comply with requirements of the Branding Manual in relation to the Purpose, and

13.5.2. cease use of the *Funded by UK Government* logo on demand if directed to do so by the Authority.

13.6. The Recipient shall seek approval from the Authority prior to using the Authority's logo when acknowledging the Authority's financial support of its work. Such acknowledgements (where appropriate or as requested by the Authority) shall include the Authority's name and logo (or any future name or logo adopted by the Authority) using the templates provided by the Authority from time to time.

13.7. When using the Authority's name and logo, the Recipient will comply with all reasonable branding guidelines as issued by the Authority from time-to-time.

13.8. The Authority may freely share any information, branding, know-how, system or process developed using the Grant during the Funding Period and beyond to support similar or subsequent schemes.

14. SOCIAL VALUE REQUIREMENTS

14.1. The Recipient shall be mindful of and take reasonable measures to ensure that all its activities in delivering the Purpose support the UK Government's commitment to Social Value by:

14.1.1. fighting climate change in compliance with the UK Government's "Greening Government Commitments"[1] including the need to avoid adverse impacts on the environment and contributing to the Net Zero by 2050 ambition,

- conserving energy, water, wood, paper and other resources,
- reducing waste,
- reducing fuel emissions wherever possible,
- phasing out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment, and
- having due regard to the use of recycled products, so long as they are not detrimental to the provision of the Purpose or the environment, to include the use of all packaging, which should be capable of recovery for re-use or recycling.

14.1.2. tackling economic inequality through the creation of new businesses, new jobs and new skills, increasing supply chain resilience and capacity, quality apprenticeship schemes, ending the gender pay imbalance, prompt payment throughout its commercial arrangements, and ensuring opportunities for SMEs and Civil Society and those owned or led by protected characteristics, and

14.1.3. supporting equal opportunity and wellbeing by reducing the disability employment gap, tackling workforce inequality, improving health and wellbeing, and improving community integration, and

14.1.4. safe and secure supply chains free from modern slavery and human trafficking through inspection and audit, use of the Modern Slavery Assessment Tool, assessing and recording risks, and supply-chain mapping.

15. CONTACT DETAILS

For queries relating to this Instruction or the submission of payment applications, please email the Resettlement Services Payments Team at:

ResettlementLAPaymentsTeam@homeoffice.gov.uk

SCHEDULE 1: POST-ARRIVAL RESETTLEMENT SUPPORT

1. PART 1 – YEAR 1 STATEMENT OF OUTCOMES

Please note: Schedule 1 applies only to eligible Beneficiaries who were resettled into Settled Accommodation on or before 28 February 2025. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Provision of accommodation

1.1 The Recipient will arrange accommodation for those Beneficiaries they are supporting which:

1.1.1 meets local authority standards, and

1.1.2 will be available on their arrival and/or relocation to the local authority area, and

1.1.3 is affordable and sustainable.

1.2 The Recipient will ensure that the accommodation is furnished appropriately. The Funding should not be used to procure luxury items: This means that Funding received should be used for food storage, cooking, and washing facilities but should not include the provision of other white goods or brown goods, i.e., TVs, DVD players or any other electrical entertainment appliances. This shall not preclude the Recipient from providing Beneficiaries with additional luxury, white or brown goods through other sources of funding.

1.3 The Recipient shall ensure that the Beneficiary is registered with utility companies and ensure that arrangements for payments are put in place (no pre-pay coin or card meter accounts)[8].

1.4 The Recipient will provide briefings on the accommodation and health and safety issues for all new arrivals including the provision of an emergency contact point.

1.5 Recipients can make use of the private rented sector and Ministry of Defence Service Family Accommodation for suitable offers of accommodation. Any expenditure incurred from the tariff for this purpose must meet similar thresholds of due diligence to ensure the effective use of public funds. Flexible use of the funding to enable private rented sector procurement may include but is not limited to:

- Deposits
- Landlord incentives
- Letting fees

[8] It is the Authority's preference that pre-pay coin or card meter accounts should not be used as these are generally more costly. Recipients seeking exceptions should liaise through the Authority's relevant Local Authority Engagement Team Strategic Regional lead.

- Necessary furnishings

1.6 No funding will be available to local authorities above the amounts set out in the Tariff and existing Funding Instructions, but local authorities are encouraged to allocate this flexibly and as they see fit to make use of all accommodation options. Local authorities will be expected to deliver on all the elements as set out in the Statement of Outcomes and are encouraged to proportion expenditure sensibly.

Find Your Own Accommodation

1.7 Where the Recipient supports Beneficiaries to find their own accommodation in the private rented sector (via the Find Your Own Accommodation pathway) they need to ensure that points 1.1 to 1.6 of this Schedule are met. There is an expectation for receiving local authorities to make reasonable efforts to ensure private rented accommodation found by Beneficiaries meets reasonable local authority standards, is safe, sustainable and in reasonable condition; and that all families looking for their own accommodation have sufficient guidance to enable them to consider the property's relevant standards.

1.8 The Recipient should engage with the Transitional Accommodation local authority (where applicable) to confirm what type of support will need to be provided to the Beneficiary. Local authorities should endeavour to follow the principles in the Find Your Own Accommodation Working Protocol circulated on 26 April 2023.

1.9 In the instances, mentioned in 1.1 and 1.8, the Recipient should agree to provide full integration support for thirty-six (36) Months to the Beneficiary to enable the Recipient to have access to this funding.

Initial Reception Arrangements

1.10 Transport arrangements to accommodation will vary depending on whether any Beneficiary is arriving directly from abroad or whether they are in a Transitional Accommodation. Where appropriate the Recipient will meet and greet all Beneficiaries arriving from the relevant airport and escort them to their accommodation. In other circumstances, transport to their accommodation will be arranged by the Authority. When Beneficiaries arrive at their accommodation, they should be provided with a briefing on how to use the amenities.

1.11 The Recipient will ensure that all Beneficiaries are provided with a welcome pack of groceries on their arrival – the content of this pack should consider the culture and nationality of the Beneficiary(s).

1.12 Included in the annual tariff is provision for the Recipient to provide an initial cash allowance for each Beneficiary of £200 (two hundred pounds) – this is to ensure they have sufficient funds to live on while their claim for benefits is processed. **If any Beneficiary is already in receipt of mainstream benefits this initial cash allowance should not be provided.** Where a Beneficiary is resettled in an area in which Universal Credit has been implemented, the Recipient may provide an additional one-off payment of up to £100 (one hundred pounds) for each Beneficiary, if required. This should be claimed as an Exceptional Cost on the initial Annex A claim.

Casework Support

1.13 The Recipient should ensure that all Beneficiaries are provided with a dedicated source of advice and support to assist with registering for mainstream benefits and services, and signposting to other advice and information giving agencies. This support includes:

1.13.1 Assisting with the understanding and managing of eVisa accounts. When prompted by the Authority, the Recipient must provide the Authority with an email address to enable the Authority to create accounts for each person after arrival. Once the account is created, the Authority will email the account details directly to the Beneficiary email address provided. The Recipient must then provide support to the Beneficiary by explaining what the account is for, how they manage it and how it will assist them in accessing support from other providers.

1.13.2 Registering with local schools, or if Adults, English language, and literacy classes (see paragraphs 1.26 - 1.36 of this Schedule), or other appropriate training.

1.13.3 Attending local Job Centre Plus appointments for benefit Assessments (where necessary),

1.13.4 Registering with a local GP, and other healthcare providers in line with identified medical needs,

1.13.5 Advice around and referral to appropriate mental health services and to specialist services as appropriate,

1.13.6 Providing assistance with access to employment.

1.14 The Recipient shall develop an overarching (or framework) integration support plan and bespoke integration support plans for all Beneficiaries for the first twelve (12) Month period of their support to facilitate their integration and orientation into their new home/area. The plan should consider the varying needs of individual Beneficiaries and how to support these needs and the needs of individuals on the basis of their characteristics.

1.15 Throughout the period of resettlement support the Recipient shall ensure interpreting services are available. Any additional interpreting costs incurred, for example attendance at Job Centre Plus or Healthcare appointments, may be claimed as an Exceptional Cost, subject to the prior approval of the Authority.

1.16 The above outcomes will be provided through a combination of office-based appointments, drop-in sessions, outreach surgeries and home visits (virtual or in person).

1.17 The Recipient shall collate such casework information as is agreed to enable the Authority to monitor and evaluate the effectiveness of the Schemes' delivery.

1.18 Where Beneficiaries are not accessing key services, including where needs based on protected characteristics may not be met or where Recipients are otherwise concerned about the welfare of Beneficiaries or their dependants, Recipients are asked to contact their regional contact officer.

Requirements for Beneficiaries with special needs/assessed community care needs

1.19 In order to facilitate a Recipient's need to make additional arrangements, such as property adaptations (see also **Annex E**), for each Beneficiary identified as potentially having special needs/community care needs, the Authority will ensure, as far as possible, that these needs are clearly identified and communicated to the Recipient a minimum of forty-two (42) Days prior to the arrival in the UK of each Beneficiary. Where a Beneficiary/s are already residing in Transitional Accommodation in the UK, this information will be communicated to the Recipient as soon as practicable to enable necessary arrangements to be made.

1.20 Where special needs/community care needs are identified only after arrival, the Recipient will use best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible.

1.21 Where sensitive issues (including safeguarding issues or incidents of domestic abuse, violence, or criminality) are identified by the Authority, the Authority will notify the Recipient immediately, and no longer than one (1) Day, after receipt of the information.[9]

Provision of Education for U18s

1.22 The Recipient has a statutory duty for ensuring educational places are available for children of school age.

1.23 To support the Recipient in achieving this obligation, the Authority will pay Funding in respect of any Beneficiary aged between 3 and 18 years (including those ACRS Beneficiaries brought in under the Community Sponsorship Scheme) to meet the:

1.23.1 provision of education in state-funded establishments; and

1.23.2 Recipient's statutory obligations regarding the assessment of Special Educational Needs & Disabilities (SEND), in respect of which the costs of the assessment will also be met on a case-by-case basis.

1.24 The Recipient shall be responsible for ensuring that the appropriate level of funding is paid to places of education (including schools, academies, free schools, and Further Education colleges, as appropriate) who accept Beneficiaries from the relevant age groups.

1.25 Further additional payments may also be made in order to cover necessary Exceptional Costs of social care, where compelling circumstances exist. These will be assessed and made on a case-by-case basis.

English Language Provision for Adult Beneficiary

1.26 The purpose of language training is to ensure that each Adult Beneficiary is able to progress towards the level of proficiency needed to function in their everyday life; to promote integration; and to support those resettling in the UK to progress towards self-sufficiency, including accessing services or joining the workforce.

[9] Case of Interest procedure – further information can be obtained from Local Authority Engagement Team Strategic Regional lead.

1.27 The Recipient shall undertake an assessment of each Adult Beneficiary's English language capability to determine their training needs; this assessment should take place at the earliest opportunity. The Adult Beneficiary should be made aware of their assessment level. The assessment should determine whether Formal Language Training is appropriate, and where Informal Language Training should be used to complement, or as a foundation for, Formal Language Training. As a minimum, Adult Beneficiaries should be able to access conversational practice to consolidate/complement their Formal Language Training.

1.28 If Formal Language Training is deemed appropriate according to their assessment, the Adult Beneficiary should be able to access a minimum of eight (8) hours per week within one (1) Month of arrival or, for those already in the UK, at the start of Recipient support. This should be provided to Adult Beneficiaries until they have reached Entry Level 3 or for at least twelve (12) months after the start of Recipient support (whichever is the sooner).

1.29 Different Adult Beneficiaries will face different barriers to participating in Formal Language Training depending on their unique circumstances. There is, therefore, not a singular uniform activity that this Funding should be used for. Instead, the Recipient's use should be informed by the nature of existing local provision and by each Adult Beneficiary's specific circumstances and requirements. Possible activities include but should not be limited to:

1.29.1 Funding payments for mainstream Formal Language Training.

1.29.2 Commissioning discrete Formal Language Training classes for Adult Beneficiaries or funding advanced levels of ESOL for those that have a higher level of English language proficiency.

1.29.3 Supporting the delivery of the minimum eight (8) hours provision per week (Part 1, paragraph 1.28 of this Schedule 1).

1.29.4 Language training or preparation for language proficiency tests supporting access to employment, further education, or higher education.

1.29.5 Commissioning classes at the level which faces the greatest pressure in the area with the agreement that some of the Adult Beneficiaries attend – along with other students – and with the agreement that the additional capacity created allows Adult Beneficiaries at other levels to attend mainstream classes.

1.29.6 Funding evening and weekend classes.

1.29.7 Funding online resources and/or provision to complement face-to-face services, enabling Beneficiaries to access a variety of ESOL support that best meets their requirements.

1.30 The Funding is prioritised for participation in ESOL provision. However, if there is a lack of available provision, up to 25% of the Funding can be spent to increase ESOL infrastructure, and therefore future participation rates, where deemed absolutely necessary. ESOL infrastructure could include, for example, training ESOL teachers, buying equipment and resources and renting classroom space. The Recipient will be expected to report back on the proportion of spend on ESOL infrastructure.

1.31 For some Adult Beneficiaries, attending Formal Language Training will be more challenging than for others. For example, they might have caring responsibilities, a disability or find attending Formal Language Training

difficult. In these instances, it is important that steps are taken to address these barriers so 25% of the ESOL infrastructure element of the Funding (as set out in para 1.30) can be used to support activities that help overcome accessibility barriers. Childcare funding should be claimed separately, as described at Part 5.

1.32 The Recipient, however, should look to utilise other local or central funding sources or services, wherever possible.

1.33 In instances where Adult Beneficiaries arrive outside term time, making immediate access to Formal Language Training difficult, alternative Informal Language Training should instead initially be provided within one (1) month of arrival.

1.34 The provision of Informal Language Training is also a suitable alternative in instances where a Beneficiary is assessed as being at pre-entry ESOL level or finds a Formal Language Training environment a barrier to accessibility, which cannot be resolved using the infrastructure funding set out in paragraph 1.30.

1.35 In such instances as set out at paragraphs 1.33 and 1.34, the Recipient should encourage the Adult Beneficiary to access Formal Language Training in the future. This is because Informal Language Training cannot provide accredited qualifications which are often necessary for accessing employment, further study, or training.

1.36 An additional amount of Funding is also available to Recipients, to increase Adult Beneficiary access to Language Training appropriate to their ability and needs. This is outlined in Part 4 of this Schedule 1. This is a single payment to be claimed within the first 12 months of arrival or, for those already in the UK, at the start of Recipient support.

Delayed and Cancelled Arrivals

1.37 In the event of a delayed arrival, the Recipient can claim void rent costs incurred until arrival. The Recipient should be aware that the tariff has been calculated to pay for a period of void rent costs. To reflect this, fifty-six (56) days void rent costs are already built into the tariff to enable Recipients to secure properties before beneficiaries arrive.

1.38 In the event of a cancelled arrival funding will be available for those incurring costs (e.g., for void rent costs and set up) for cancelled arrivals if the property/ies cannot be used for another Beneficiary. The Authority will accept claims for void rent costs for the property/ies concerned. Void rent costs will be considered:

- From the date that you (Local Authority) became liable for the rent or the date that the property was formally offered to the Authority (whichever is later),
- To the date of the Authority email notifying you to release the property, or
- In cases where you have already advised the Authority that you could no longer hold the property/ies, void rent costs will be considered to the date of that notification.

Funding and Claims Process

1.39 The Authority agrees to provide Funding as a contribution to the Recipient's Eligible Expenditure in delivering the outcomes described in Part 1 of this

Schedule 1 (paragraphs 1.1 to 1.25, inclusive), on a standard per capita per annum rate for each Beneficiary as follows:

YEAR 1 UNIT COSTS[10]					
	Adult Benefit Claimant	**Other Adults**	**Children 5-18**	**Children 3-4**	**Children U-3**
	£	**£**	**£**	**£**	**£**
Local Authority Costs	10,500	10,500	10,500	10,500	10,500
Education	0	0	4,500	2,250	0
TOTALS	**10,500**	**10,500**	**15,000**	**12,750**	**10,500**

1.40 Payments will be based on the age of the Beneficiary on arrival in the Recipient's area.

1.41 Once these maxima have been reached, no further funding will be paid by the Authority to a Recipient save for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.13 and 6.14).

1.42 On the Day the Recipient commences the provision of support as set out in this Funding Instruction, the Recipient will be eligible to claim 40% of the total projected annual per capita amount for that person. The Recipient must make a claim on the relevant standard claim form (**Annex A**).

1.43 The remainder will be due in two equal instalments at the end of the fourth (4th) and eighth (8th) Months following the Beneficiary's arrival in the UK.

1.44 The per capita tariff includes an element for the Recipient to cover up to fifty-six (56) Days (i.e., eight weeks) of void rent costs. The process for claiming additional/exceptional void rent costs is explained in **Annex F.**

1.45 Funding received is to be pooled and managed across all those identified as supported by the relevant Recipient.

1.46 Additional funding to meet the Recipient's SEND responsibilities for any Beneficiary will be met by the Authority on a case-by-case basis as an Exceptional Cost.

1.47 Where compelling circumstances exist, the Recipient may request additional funding for educational purposes in respect of any Beneficiary who is 18 years or younger and who is in full-time education. Such requests will be considered on a case-by-case basis, as an Exceptional Cost, with the final decision on payment, duration, and rate (which may be adjusted from time to time) to be set by the Authority.

1.48 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

[10] Payment values are valid only for the duration of this Funding Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

2. PART 2 – YEAR 2 TO 3 STATEMENT OF OUTCOMES

Please note: The Year 2 and Year 3 Statement of Outcomes applies only to eligible Beneficiaries who were resettled into Settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Year 2 – 3 Funding

2.1 Year 2 – 3 Funding is intended as a contribution towards a Recipient's costs incurred supporting a Beneficiary's continued participation in the Schemes.

2.2 To maximise flexibility, it will be for the Recipient to determine the best use of Funding claimed to support the Beneficiary on their journey towards integration and self-sufficiency. Support should be in line with the person-centred integration goals identified in the personalised integration support plan and should include (but not be limited to) ongoing integration into the communities into which a Beneficiary has been resettled; progress towards and into employment (which may include tailored employment support and sector specific formal or informal language training); social care costs for Adults and children; or additional educational support. Support should be tailored and particularly consider how to best support the Beneficiary with particular barriers to integration as well as having due regard to protected characteristics.

2.3 The Recipient should be able to explain how they are supporting the Beneficiary and furthering the aims of the Schemes by documenting the type(s) of support provided. This should be done with reference to the individual's personal integration plan and goals.

Funding and Claims Process

2.4 The Recipient may claim Funding from the first anniversary (i.e., 12 Months) following the commencement of the provision of support under the Schemes, and for subsequent years until the end of the third year.

2.5 The key principles of the Funding are that it:

2.5.1 provides a per Beneficiary annualised tariff (see table 2.6),

2.5.2 is not ringfenced,

2.5.3 supports programme evaluation and reporting, and

2.5.4 can be pooled across all Beneficiaries that a Recipient is supporting.

2.6 A maximum of two (2) annual flat rate payments may be claimed by a Recipient for each Beneficiary supported:

YEAR 2 TO 3 - UNIT COSTS [11]		
Timeframe	13-24 months	25-36 months

[11] Payment values are valid only for the duration of this Funding Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

Tariff	£6,000	£4,020

2.7 The Authority will only approve one claim per Beneficiary per annum.

2.8 No further Funding will be paid by the Authority to a Recipient apart from for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.13 and 6.14).

2.9 All claims for Year 2 – 3 Funding must be submitted during the second financial quarter (i.e., from 1 July, but in all cases by 30 September) in the same year: late returns may result in payment requests being delayed or refused. Payment will only be made to recipients for all Beneficiaries who are resident in the local authority area on the date of 30 September. If the Beneficiary is not resident on that date, then payment will be refused. Once satisfied that a payment request has been correctly submitted, the Authority will endeavour to make payments of Funding due during the third quarter of the same financial year (i.e., from 1 October, but no later than 31 December).

2.10 Funding will be by means of a single annual payment to be claimed at the times as detailed in the following table:

YEARS 2-3 FUNDING – PAYMENT PROFILE FOR ACRS & ARAP ARRIVALS		
Arrivals into the support of the Local Authority between	**Claim funding for**	
	Year 2	**Year 3**
22/06/2021 to 21/06/2022	21/06/2023	21/06/2024
22/06/2022 to 30/06/2023	31/08/2024	31/08/2025
01/07/2023 to 30/06/2024	31/08/2025	31/08/2026
01/07/2024 to 28/02/2025	31/08/2026	31/08/2027

2.11 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

3. PART 3 – STATEMENT OF OUTCOMES FOR RECIPIENTS IN RELATION TO COMMUNITY SPONSORSHIP FOR ACRS BENEFICIARIES ONLY

Please note: The Statement of Outcomes in Part 3 applies only to Eligible Beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

3.1 A key aspect of the Community Sponsorship Scheme (the 'Schemes') is the requirement for each approved Sponsor to have the support of their relevant statutory authorities, including the Recipient.

Reimbursement for Education Costs

3.2 In accordance with their statutory duty, a Recipient shall be entitled to claim Funding towards educational costs incurred supporting children of school age up to the following maximum per capita rates:

UNIT COSTS (£GBP) FOR SCHEMES[12]					
	Adult Benefit Claimant	**Other Adults**	**Children 5-18**	**Children 3-4**	**Children U-3**
YEAR 1 Education	0	0	4,500	2,250	0

3.3 The Recipient shall be responsible for ensuring that the appropriate level of funding is paid to places of education (incl. schools, academies, free schools, and Further Education colleges, as appropriate) who accept Beneficiaries from the relevant age groups.

3.4 The Recipient may request additional funding for educational purposes in respect of all supported Beneficiaries who are 18 years or younger and who are in full-time education, where compelling circumstances exist. Such requests will be considered on a case-by-case basis, with the final decision on payment, duration, and rate (which may be adjusted from time to time) to be set by the Authority.

3.5 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

Reimbursement for other Support Costs during Years 1 and 2

3.6 If, for any reason, a Sponsor is unable to fulfil its obligations in delivering the Afghan Citizens Resettlement Scheme (ACRS), the Recipient will be required to step-in and provide the necessary support through:

3.6.1 The first twelve (12) Months (Year 1), including the provision of accommodation, casework support, education (incl. Language

[12] Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

Training), and social care, as described in Part 1 of this Schedule, and

3.6.2 The second twelve (12) Months (Year 2), the provision of accommodation and any other support as the Recipient deems appropriate, as described in Part 2 of this Schedule.

3.7 Where a Sponsor becomes unable to fulfil their contractual obligations, or otherwise support those resettled under the ACRS and their immediate dependants, a Recipient may also be eligible to claim Funding for each person supported up to the following maximum standard per capita rates:

UNIT COSTS (£GBP) FOR SCHEMES[13]					
	Adult Benefit Claimant	**Other Adults**	**Children 5-18**	**Children 3-4**	**Children U-3**
YEAR 1 Resettlement Costs	10,500	10,500	10,500	10,500	10,500
YEAR 2 Resettlement Costs	6,000	6,000	6,000	6,000	6,000

3.8 It is recognised that a Sponsor may already have fulfilled some of their obligations with respect to an individual or family's support requirements. It will, therefore, be for the Recipient to assess and determine each person's needs against the outcomes described in Part 1 and Part 2 of this Schedule 1.

3.9 The exact value of the Funding and timing of the payment will be determined on a case-by-case basis depending on the circumstances of each person for whom the Recipient is claiming.

3.10 Funding up to the maxima noted will be dependent on the length of time for which the Recipient is required to provide support for the individual or family. Typically, this will be:

3.10.1 More than six (6) Months – full value

3.10.2 Less than six (6) Months – 50% of the value

Funding for Year 3

3.11 A Recipient will be eligible to claim for contributions to costs under the relevant time periods described in Part 2 of this Schedule 1, to be determined on a case-by-case basis.

3.12 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

[13] Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

4. PART 4 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR ADDITIONAL FUNDING TO SUPPORT ENGLISH LANGUAGE PROVISION FOR ADULT BENEFICIARIES

Please note: The Access to ESOL Statement of Outcomes for additional funding to support English Language for Adult Beneficiaries Part 4 applies only to eligible Beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Increasing Access to Language Training

4.1 As noted in Part 1, paragraph 1.36 of this Schedule 1, the additional Funding available is primarily intended to increase any Adult Beneficiary access to Formal Language Training appropriate to their ability and needs.

4.2 It can also be used to support Informal Language Training (Part 1, paragraph 1.27 of this Schedule 1).

4.3 In line with existing good practice guidance on resettlement, it is intended that this Funding be used in a way that promotes integration and the journey towards self-sufficiency.

Key Performance Indicators

4.4 The Authority has designed a set of indicators to assess the effectiveness of the Funding in achieving its outcome. These Critical Success Factors are:

4.4.1 payments received,

4.4.2 split of spend on participation and spend on non-participation (detailed in Part 1, paragraphs 1.30 -1.31 of this Schedule)

4.5 In addition, Recipients should report on the following:

4.5.1 To what extent has the Funding increased local capacity to deliver ESOL? Have there been any delivery barriers which this Funding has not been able to overcome?

4.5.2 To what extent has the Funding improved access to ESOL? Have there been any accessibility barriers which this funding has not been able to overcome?

4.5.3 To what extent has the funding helped improve Adult Beneficiaries' integration and progress towards self-sufficiency, including in the workplace?

4.6 The Recipient will be expected to report on these success measures through the annual End of Year monitoring process.

Funding and Claims Process

4.7 A per capita payment may be claimed for each Adult Beneficiary provided with language training by the Recipient at the following standard rate:

Unit Costs (£GBP)[14] (see para 4.11 below)	
Adult Beneficiary (aged 19+ at the start of Recipient support)	£850 – claim when Recipient support commences
Adult Beneficiary (aged 18+ at the start of Recipient support)	£850 – claim once Beneficiary attains 19 years

4.8 Community Sponsors will claim these per capita payments for those identified as a Beneficiary under the ACRS that they support.

4.9 A Recipient may 'pool' any Funding claimed, at a local or regional level, to maximise its ability to effectively identify individuals' language training requirements, be responsive to these needs through the most appropriate delivery arrangements and range of providers within a local area.

4.10 Following a Beneficiary being assessed as eligible (Part 1, paragraph 1.27 of this Schedule 1) the Recipient will be able to submit a claim.

4.11 The Recipient must make a claim on the relevant standard claim form (Annex A) to receive payment. ESOL should be inserted in column O of the Annex and the standard tariff of £850 inserted in column P against each Beneficiary for whom the Funding is being claimed.

4.12 Claims for the £850 additional ESOL funding may be claimed for each Adult Beneficiary who, on the start of Recipient support, is 19 years+ or reaches the age of 19 years within the first 12 months of that support.

4.13 In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.

[14] Payment values are valid only for the duration of this Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

5. PART 5 – COMMUNITY SPONSORSHIP ACCESS TO FUNDING

Please note: The Community Sponsorship Access to funding Statement of Outcomes (Part 5) applies only to eligible Beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Reimbursement for Additional Funding to Support English Language Provision for Adult Beneficiaries under the Afghan Citizens Resettlement Scheme (ACRS)

5.1 Community Sponsors can claim Additional Funding to support English Language provision for Adult Beneficiaries resettled under the ACRS as per Part 4, paras 4.7 to 4.13 of this Schedule.

UNIT COSTS (£GBP) FOR SCHEMES	
Adult Beneficiary (aged 19+ at the start of support by the Community Sponsor group)	£850 – claim when Community Sponsorship support commences
Adult Beneficiary (aged 18+ at the start of support by the Community Sponsor group)	£850 –claim once the beneficiaries attain 19 years

5.2 Claims for the £850 additional ESOL funding may be claimed for each Adult Beneficiary resettled under the ACRS who, on the start of Recipient support, is 19 years+ or reaches the age of 19 years within the first 12 months of that support.

5.3 Community Sponsors may also bid for the funding available for childcare to facilitate participating in Formal Language Training activity, as set at in Part 5 of this Schedule 1.

5.4 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

6. PART 6 – SUPPORT INTO SETTLED ACCOMMODATION: STATEMENT OF OUTCOMES FOR FLEXIBLE HOUSING FUNDING

Please note: Flexible Housing Funding applies only to eligible beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Outcomes

6.1. The £7,100 Flexible Housing Funding is available to help the Recipient source Settled Accommodation or support a Beneficiary to secure Settled Accommodation at the earliest opportunity. It can be used flexibly by the Recipient, who will be free to determine how best to use the Funding. For the purposes of this Funding, Settled Accommodation is defined as accommodation that meets local authority standards and is deemed suitable and sustainable.

6.2. For Beneficiaries who arrived in the UK between 1 September 2023 and 28 February 2025 funding is capped at £35,000 per household. The Recipient can claim this funding to move Beneficiaries from Transitional Accommodation (and where applicable Ministry of Defence reception sites) or Temporary Accommodation into appropriate Settled Accommodation. This may include, but is not limited to, helping a Beneficiary find their own Private Rented Sector accommodation or to match LAHF properties (rounds 1 and 2 only).

6.3. For arrivals from 1 September 2023, funding cannot be claimed where the Beneficiary has moved into accommodation provided by sponsor groups under the Communities for Afghans scheme, PRS leased by Mears or Ministry of Defence Service Family Accommodation.

6.4. For the ARAP scheme, funding can only be claimed where the Beneficiary does not have a suitable match to, or has refused, accommodation allocated by the Ministry of Defence, therefore council support is needed to move the Beneficiary into alternative Settled Accommodation.

6.5. Where an ARAP individual/household are moving from Transitional Accommodation (Ministry of Defence reception and/or Transitional Service Family Accommodation), to be reunited with a settled household, into a local authority secured/Local Authority Housing Fund (LAHF) property no further Flexible Housing Funding (or initial funding if not already been claimed for the settled household) can be claimed.

6.6. For monitoring and evaluation purposes the Recipient must be able to demonstrate that the Funding has been used to support Beneficiaries to move into appropriate Settled Accommodation.

6.7. Uses for this funding may include (but are not limited to):

6.7.1. Support to access the Private Rented Sector (for example via the Find Your Own Accommodation Pathway), including (but not limited to):

- Landlord incentives (such as upfront rent payments)

- Support with rent guarantees
- Deposits
- Initial rent, or ongoing rental top-ups where required.
- Furnishings

6.7.2. Support the Beneficiary with advice and guidance on tenancy sustainment, for example providing information on how to set-up bills and property up-keep.

6.7.3. Resource support which enables the sourcing, matching and/or management of properties for the Beneficiary, including on related schemes such as LAHF round 1 and 2 properties, where applicable.

6.7.4. Engagement with other organisations to help source appropriate Settled Accommodation.

6.7.5. Capital spend to bring forward Settled Accommodation (including but not limited to):

- Refurbishing and/or converting local authority-owned residential or non-residential buildings, including defunct sheltered accommodation.
- Acquiring, refurbishing and/or converting non-local authority owned residential or non-residential buildings, including bringing empty or dilapidated properties back into use.
- Acquiring new build properties 'off-the-shelf', including acquiring and converting shared ownership properties.
- Developing new properties, including through modern methods of construction (MMC).
- Match funding LAHF rounds 1 and 2 properties for Afghan families.
- Furnishings.

6.8. The funding is split into two specific categories:

6.8.1. **Arrivals from 1 April 2023 to 31 August 2023**, £7,100 per beneficiary residing in a bridging hotel (all bridging hotels closed on 31 August 2023) or Temporary Accommodation.

6.8.2. **Arrivals from 1 September 2023 to 28 February 2025**, £7,100 per beneficiary residing in transitional or Temporary Accommodation (and where applicable Ministry of Defence reception sites), capped at £35,000 per household.

6.9. Funding can be claimed once the Beneficiaries are confirmed as moving from temporary or Transitional Accommodation (and where applicable Ministry of Defence reception sites) into settled accommodation.

6.10. Funding, once claimed, will be paid in one lump sum.

6.11. Funding can only be claimed once per Beneficiary, irrespective of whether, for example, a Beneficiary moves between different local authorities. If multiple local authorities incur expenditure this should be resolved locally.

6.12. The key principles of the Funding are that it is:

6.12.1. Not ring fenced.
6.12.2. Supports programme evaluation and reporting.
6.12.3. The Authority will only approve one claim per Beneficiary; and
6.12.4. No further funding will be paid by the Authority to the Recipient under Schedule1, Part 7 of this funding instruction.

Funding and Claims Process

6.13. The Recipient may claim funding from the point at which the Beneficiary moves into settled accommodation.

Flexible Housing Funding available in 2024/2025	
Beneficiary – resident in Bridging accommodation at 1/4/2023 to 31/8/2023 (now closed)	£7,100 per Beneficiary
Beneficiary – resident in Transitional Accommodation (and where applicable Ministry of Defence reception sites) who arrived in the UK between 1 September 2023 and 28 February 2025	£7,100 per Beneficiary, capped at £35,000 per household.

6.14. The Recipient must make a claim on the specific “FLEXIBLE HOUSING FUND” Annex A to receive this single payment.

6.15. Guidance on how the Annex A should be included is included on the “Guidance Tab”.

6.16. Claims must be supported with evidence that the Beneficiary has been placed into Settled Accommodation, this may be in the form of a signed copy of the tenancy agreement or similar documentation.

6.17. Both the completed Annex A and the supporting information must be submitted using MOVEIT.

6.18. In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.

Monitoring and Evaluation

6.19. The Authority will require the Recipient to provide information regarding the use of this funding for monitoring and evaluation purposes to determine how it has been used to support Beneficiaries into settled housing.

6.20. The Authority will require the Recipient to provide information and documentation regarding Beneficiaries for monitoring and evaluation purposes.

6.21. This will include the provision of individual level information on Beneficiaries for the evaluation of the Schemes. The evidence form should only be submitted via the Authority’s secure data transfer portal, “MOVEIT DMZ”, to ensure compliance with Data Protection Legislation.

6.22. The Recipient shall provide information requested to monitor progress against the Statement of Outcomes. Visits may be made from time to time by the Authority or its appointed representatives, including the National Audit Office. Whilst there is no requirement for submission of detailed costings, the Recipient must be able to provide the costs for individual cases and will, if required, be expected to justify, explain, and evidence costs.

6.23. In all cases, to assist with monitoring and evaluation of the Schemes, the Recipient shall supply the Authority with all such financial information as is reasonably requested from time-to-time, on an open book basis.

6.24. Proof of spend is not required for funding to be released, only confirmation that the Beneficiary is confirmed as moving into settled accommodation to allow local authorities to access the funding as soon as possible.

6.25. **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

SCHEDULE 2: POST-ARRIVAL RESETTLEMENT SUPPORT - AFGHAN CITIZENS RESETTLEMENT SCHEME (ACRS), PATHWAY 1, STAGE 2 (SEPARATED FAMILIES)

Please note: The Statement of Outcomes for ACRS, Pathway 1, Stage 2: Schedule 2 applies only to eligible Beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

1. PART 1 – YEAR 1 STATEMENT OF OUTCOMES

Eligibility

1.1 The intended Beneficiaries of the ACRS Pathway 1, Stage 2 are the immediate family members of those who hold permission under ACRS Pathway 1 and were evacuated during Operation PITTING without them. In exceptional cases this may also include Additional Family Members.

1.2 For the purpose of this policy, Operation PITTING is defined as the series of evacuation flights that took place between 13 August 2021 and 28 August 2021.

1.3 The ACRS Pathway 1, Stage 2 is an out-of-country pathway intended to reunite families who remain separated by the events of Operation PITTING. Individuals residing in the UK under other forms of leave will not be eligible to switch onto the ACRS via this Pathway.

1.3.1 The expectation is that the Beneficiary will reside in their UK-based families' accommodation. Recipients may use tariff funding to support any overcrowding issues this may cause the Beneficiary's UK-based family.

1.3.2 The Recipient will not be able to claim flexible housing or homelessness funding but may be entitled to support under the Local Authority Housing Fund (LAHF) if the households they are joining become overcrowded.

1.3.3 No funding will be available to the Recipient above the amounts set out in the tariff and is encouraged to allocate this flexibly and as they see fit to make use of all accommodation options. The Recipient will be expected to deliver on all the elements as set out in the Statement of Outcomes and are encouraged to proportion expenditure sensibly.

Initial Reception Arrangements

1.4 The Authority will provide the receiving family member/s with the details of the Beneficiaries' flight to the UK, and they will be expected to meet and greet and take those arriving to their respective homes.

1.5 Included in the annual tariff is provision for the Recipient to provide an initial cash allowance for each Beneficiary of £200 – this is to ensure they have sufficient funds to live on while their claim for benefits is processed and should be provided to the Beneficiary on arrival. Where a Beneficiary is resettled in an area in which Universal Credit has been implemented, the Recipient may provide an additional one-off payment of up to £100 for each Beneficiary, if required. This should be claimed as an Exceptional Cost on the initial Annex A claim.

Casework Support

1.6 The Recipient should ensure that Beneficiaries are provided with a dedicated source of advice and support to assist with registering for mainstream benefits and services, and signposting to other advice and information giving agencies. This support includes:

1.7 Registering with local schools, or if Adults, English language and literacy classes (see paragraphs 1.19-1.29), or other appropriate training,

1.7.1 Attending local Job Centre Plus appointments for benefit Assessments (where necessary),

1.7.2 Registering with a local GP, and other healthcare providers in line with identified medical needs,

1.7.3 Advice around and referral to appropriate mental health services and to specialist services as appropriate,

1.7.4 Providing assistance with access to employment.

1.8 The Recipient shall develop an overarching (or framework) support plan and bespoke support plans for each family or individual for the first twelve (12) Month period of their support to facilitate their orientation into their new home/area. The plan should consider the varying needs of individuals within households and how to support these needs and the needs of individuals on the basis of their characteristics.

1.9 Throughout the period of resettlement support the Recipient shall ensure interpreting services are available. Any additional interpreting costs incurred, for example attendance at Job Centre Plus or Healthcare appointments, may be claimed as an Exceptional Cost, subject to the prior approval of the Authority.

1.10 The above outcomes will be provided through a combination of office-based appointments, drop-in sessions, outreach surgeries and home visits (virtual or in person).

1.11 The Recipient shall collate such casework information as is agreed to enable the Authority to monitor and evaluate the effectiveness of the Schemes' delivery.

1.12 Where Beneficiaries are not accessing key services, or where Recipients are otherwise concerned about the welfare of Beneficiaries or their dependants, Recipients are asked to contact their regional contact officer.

Requirements for Beneficiaries with special needs/assessed community care needs:

1.13 In order to facilitate additional arrangements, such as property adaptations (see also **ANNEX E**), for each Beneficiary identified as potentially having special needs/community care needs, the Authority will ensure, as far as possible, that these needs are clearly identified and communicated to the Recipient a minimum of forty-two (42) Days prior to the arrival in the UK of each Beneficiary. Where special needs/community care needs are identified only after arrival in the UK, the Recipient will use its best endeavours to ensure that care is provided by the appropriate mainstream services as quickly as possible.

1.14 Where sensitive issues (including safeguarding issues or incidents of domestic abuse, violence or criminality) are identified pre-arrival by the Authority, the Authority will notify the Recipient immediately, and no longer than one (1) Day, after receipt of the information.

Provision of Education for U18s:

1.15 The Recipient has a statutory duty for ensuring educational places are available for children of school age.

1.16 To support the Recipient in achieving this obligation, the Authority will pay Funding in respect of Beneficiaries aged between 3 and 18 years to meet the:

1.16.1 Provision of education in state-funded establishments; and

1.16.2 The Recipient's statutory obligations regarding the assessment of Special Educational Needs & Disabilities (SEND), in respect of which the costs of the assessment will also be met on a case-by-case basis.

1.17 The Recipient shall be responsible for ensuring that the appropriate level of funding is paid to places of education (incl. schools, academies, free schools and Further Education colleges, as appropriate) who accept Beneficiaries from the relevant age groups.

1.18 Further additional payments may also be made in order to cover necessary Exceptional Costs of social care, where compelling circumstances exist. These will be assessed and made on a case-by-case basis.

English Language Provision for Adult Beneficiaries

1.19 The purpose of language training is to ensure that each Adult Beneficiary is able to progress towards the level of proficiency needed to function in their everyday life; to promote integration; and to support Beneficiaries to progress towards self-sufficiency, including accessing services or joining the workforce if they are seeking employment.

1.20 The Recipient shall undertake an assessment of each Adult Beneficiary's English language capability to determine their training needs; this assessment should take place at the earliest opportunity. The Adult Beneficiary should be made aware of their assessment level. The assessment should determine whether Formal Language Training is appropriate, and where Informal Language Training should be used to complement, or as a foundation for, Formal Language Training. As a minimum, Adult Beneficiaries should be able to access conversational practice to consolidate/complement their Formal Language Training.

1.21 If Formal Language Training is deemed appropriate according to their assessment, the Adult Beneficiary should be able to access a minimum of eight (8) hours per week within one (1) Month of arrival. This should be provided to Adult Beneficiaries until they have reached Entry Level 3 or for at least twelve (12) months after their arrival in the UK, (whichever is the sooner).

1.22 Different Adult Beneficiaries will face different barriers to participating in Formal Language Training depending on their unique circumstances. There is, therefore, not a singular uniform activity that this Funding should be used for. Instead, the Recipient's use should be informed by the nature of existing local provision and by each Adult Beneficiary's specific circumstances and requirements. Possible activities include but should not be considered limited to:

1.22.1 Funding payments for mainstream Formal Language Training.

1.22.2 Commissioning discrete Formal Language Training classes for Adult Beneficiaries or funding advanced levels of ESOL for those that have a higher level of English language proficiency.

1.22.3 Supporting the delivery of the minimum eight (8) hours provision per week (paragraph 1.21 of this Schedule 2).

1.22.4 Language training or preparation for language proficiency tests supporting access to employment, further education or higher education.

1.22.5 Commissioning classes at the level which faces the greatest pressure in the area with the agreement that some of the Adult Beneficiaries attend – along with other students – and with the agreement that the additional capacity created allows Adult Beneficiaries at other levels to attend mainstream classes.

1.22.6 Funding evening and weekend classes.

1.22.7 Funding online resources to complement face to face ESOL provision, enabling Beneficiaries to access a variety of ESOL support that best meets their requirements.

1.23 The Funding is prioritised for participation in ESOL provision. However, if there is a lack of available provision, up to 25% of the Funding can be spent to increase ESOL infrastructure, and therefore future participation rates, where deemed absolutely necessary. ESOL infrastructure could include, for example, training ESOL teachers, buying equipment and resources and renting classroom space. The Recipient will be expected to report back on the proportion of spend on ESOL infrastructure.

1.24 For some Adult Beneficiaries, attending Formal Language Training will be more challenging than for others. For example, they might have caring responsibilities, a disability or find attending Formal Language Training difficult. In these instances, it is important that steps are taken to address these barriers so the 25% ESOL infrastructure element of the Funding (as set out in paragraph 1.23) can be used to support activities that help overcome accessibility barriers [childcare funding should be claimed separately, as described at Part 4, of this Schedule 2].

1.25 The Recipient, however, should look to utilise other local or central funding sources or services, wherever possible.

1.26 In instances where Adult Beneficiaries arrive outside term time, making immediate access to Formal Language Training difficult, alternative Informal Language Training should instead initially be provided within one (1) month of arrival.

1.27 The provision of Informal Language Training is also a suitable alternative in instances where a Beneficiary is assessed as being at pre-entry ESOL level or finds a Formal Language Training environment a barrier to accessibility, which cannot be resolved using the infrastructure funding set out in paragraph 1.23.

1.28 In such instances as 1.26 and 1.27, the Recipient should encourage the Adult Beneficiary to access Formal Language Training in the future. This is because Informal Language Training cannot provide accredited qualifications which are often necessary for accessing employment, further study or training.

1.29 An additional amount of Funding is also available to Recipients, to increase Adult Beneficiaries' access to Language Training appropriate to their ability and needs. This is outlined in Part 3 of this Schedule 2. This is a single payment to be claimed within the first 12 months of arrival.

Funding and Claims Process

1.30 The Authority agrees to provide Funding as a contribution to the Recipient's eligible expenditure delivering the outcomes described in Part 1 of this Schedule 2 (paragraphs 1.1 to 1.17 inclusive), on a standard per capita per annum rate for each Beneficiary as follows:

YEAR 1 UNIT COSTS[10]					
	Adult Benefit Claimant	**Other Adults**	**Children 5-18**	**Children 3-4**	**ChildrenU-3**
	£	**£**	**£**	**£**	**£**
Local Authority Costs	10,500	10,500	10,500	10,500	10,500
Education	0	0	4,500	2,250	0
TOTALS	**10,500**	**10,500**	**15,000**	**12,750**	**10,500**

1.31 Payments will be made based on the age of the Beneficiary on arrival in the UK.

1.32 Once these maxima have been reached, no further funding will be paid by the Authority to a Recipient save for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.13 and 6.14).

1.33 On the Day of a Beneficiary's arrival in the UK, the Recipient will be eligible to claim 40% of the total projected annual per capita amount for that person. The Recipient must make a claim on the standard claim form (**Annex A**).

1.34 The remainder will be due in two equal instalments at the end of the fourth (4th) and eighth (8th) Months following the Beneficiary's arrival in the UK.

1.35 Additional funding to meet the Recipient's SEND responsibilities for any Beneficiary will be met by the Authority on a case-by-case basis as an Exceptional Cost.

1.36 Where compelling circumstances exist, the Recipient may request additional funding for educational purposes in respect of Beneficiaries who are 18 years or younger and who are in full-time education. Such requests will be considered on a case-by-case basis, as an Exceptional Cost, with the final decision on payment, duration and rate (which may be adjusted from time to time) to be set by the Authority.

1.37 In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.

2. PART 2 – YEAR 2 TO 3 STATEMENT OF OUTCOMES

Year 2 – 3 Funding

Please note: The Year 2 and Year 3 Statement of Outcomes applies only to Eligible Beneficiaries who were resettled into settled accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled Accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

2.1 Year 2 – 3 Funding is intended as a contribution towards a Recipient's costs incurred supporting a Beneficiary's continued participation in the Schemes.

2.2 To maximise flexibility, it will be for the Recipient to determine the best use of Funding claimed to support the Beneficiary on their journey towards integration and self-sufficiency. Support should be in line with the person-centred integration goals identified in the personalised integration support plan and should include (but not be limited to) ongoing integration into the communities into which a Beneficiary has been resettled; progress towards and into employment (which may include tailored employment support and sector specific formal or informal language training); social care costs for adults and children; or additional educational support. Support should be tailored and particularly consider how to best support the Beneficiary with particular barriers to integration as well as having due regard to protected characteristics.

2.3 The Recipient should be able to explain how they are supporting Beneficiaries and furthering the aims of the Schemes by documenting the type(s) of support provided. This should be done with reference to the individual's personal integration plan and goals.

Funding and Claims Process

2.4 The Recipient may claim Funding from the first anniversary (i.e. 12-Months) following the commencement of the provision of support under the Scheme, and for subsequent years until the end of the third year.

2.5 The key principles of the Funding are that it:

2.5.1 provides a per Beneficiary annualised tariff (see table 2.6),
2.5.2 is not ringfenced,
2.5.3 supports programme evaluation and reporting, and
2.5.4 can be pooled across all Beneficiaries that a Recipient is supporting.

2.6 A maximum of two (2) annual flat rate payments may be claimed by a Recipient for each Beneficiary supported:

YEAR 2 TO 3 - UNIT COSTS [15]		
Timeframe	13-24 months	25-36 months
Tariff	£6,000	£4,020

2.7 The Authority will only approve one claim per Beneficiary per annum.

[15] Payment values are valid only for the duration of this Funding Instruction; future years are indicative and may, from time to time, be adjusted by the Authority.

2.8 No further Funding will be paid by the Authority to a Recipient apart from for any claims made in respect of Exceptional Costs (see Terms & Conditions, Clauses 6.13 and 6.14).

2.9 All claims for Year 2-3 Funding must be submitted during the second financial quarter (i.e. from 1 July, but in all cases by 30 September) in the same year: late returns may result in payment requests being delayed or refused. Payment will only be made to Recipients for Beneficiaries who are resident in the local authority area on the date of 30 September. If the Beneficiary is not resident on that date, then payment will be refused. Once satisfied that a payment request has been correctly submitted, the Authority will endeavour to make payments of Funding due during the third quarter of the same financial year (i.e. from 1 October, but no later than 31 December).

2.10 Funding will be by means of a single annual payment to be claimed at the times as detailed in the following table:

YEARS 2-3 FUNDING – PAYMENT PROFILE FOR ACRS – Pathway 1, Stage 2 Separated families ARRIVALS		
Arrivals into the support of the Local Authority between	**Claim funding for**	
	Year 2	**Year 3**
30/10/24 – 28/02/25	31/08/2026	31/08/2027

2.11 **In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.**

3. PART 3 – ACCESS TO ESOL: STATEMENT OF OUTCOMES FOR ADDITIONAL FUNDING TO SUPPORT ENGLISH LANGUAGE PROVISION FOR ADULT BENEFICIARIES

Please note: This Part 3 Access to ESOL Statement of Outcomes for additional funding to support English Language for Adult Beneficiaries applies only to eligible Beneficiaries who were resettled into Settled Accommodation on or before **28 February 2025**. All other arrivals - including those who were in Transitional Accommodation, arrived in the UK, or were resettled into Settled accommodation on or after 1 March 2025 - are covered by the Afghan Resettlement Programme (ARP), as outlined in the guidance published on GOV.UK.

Increasing Access to Language Training

2.12 As noted in Part 1, paragraph 1.23 of this Schedule 2, the additional Funding available is primarily intended to increase Adult Beneficiaries' access to Formal Language Training appropriate to their ability and needs.

2.13 It can also be used to support Informal Language Training (Part 1, paragraph 1.20 of this Schedule 2).

2.14 In line with existing good practice guidance on resettlement, it is intended that this Funding be used in a way that promotes integration and the journey towards self-sufficiency.

Key Performance Indicators

2.15 The Authority has designed a set of indicators to assess the effectiveness of the Funding in achieving its outcome. These Critical Success Factors are:

2.15.1 payments received,

2.15.2 split of spend on participation and spend on non-participation (detailed in Part 1, paragraphs 1.23 -1.24 of this Schedule 2)

2.16 In addition, Recipients should report on the following:

2.16.1 To what extent has the Funding increased local capacity to deliver ESOL? Have there been any delivery barriers which this Funding has not been able to overcome?

2.16.2 To what extent has the Funding improved access to ESOL? Have there been any accessibility barriers which this funding has not been able to overcome?

2.16.3 To what extent has the funding helped improve Adult Beneficiaries' integration and progress towards self-sufficiency, including in the workplace?

2.17 The Recipient will be expected to report on these success measures through the annual End of Year monitoring process.

Funding and Claims Process

2.18 A per capita payment may be claimed for each Adult Beneficiary provided with language training by the Recipient at the following standard rate:

2.19 A per capita payment may be claimed for each Adult Beneficiary provided with language training by the Recipient at the following standard rate:

Unit Costs (£GBP)[14] (see para 3.10 below)

Adult beneficiary (aged 19+ on arrival)	£850 – claim on arrival
Adult beneficiary (aged 18+ on arrival)	£850 – claim once beneficiary attains 19 years

2.20 A Recipient may 'pool' any Funding claimed, at a local or regional level, so as to maximise its ability to effectively identify individuals' language training requirements, be responsive to these needs through the most appropriate delivery arrangements and range of providers within a local area.

2.21 Following a Beneficiary being assessed as eligible (Part 1, paragraph 1.20 of this Schedule 2) the Recipient will be able to claim.

2.22 The Recipient must make a claim on the standard claim form (**Annex A**) in order to receive payment. ESOL should be inserted in column O of the Annex and the standard tariff of £850 inserted in column P against each Beneficiary for whom the Funding is being claimed.

2.23 Claims for the £850 additional ESOL funding may be claimed for each Adult Beneficiary who on arrival is 19 years + or reaches the age of 19 years within the first 12 months of arrival in the UK.

2.24 In submitting a claim under this Funding Instruction, the Recipient is confirming they have to the best of its knowledge and belief, submitted true and accurate information.

ANNEX A – EXPENDITURE CLAIM PRO-FORMA

The following Annex A Excel spreadsheets, Additional Housing Support Costs claim form and Exceptional Costs claim forms will be provided separately by the Resettlement Payments Team.

- ACRS/ARAP Annex A – Year 2/3 claims
- ACRS/ARAP Exceptional Costs claim form – 2025/26
- ACRS/ARAP Approval in Principle Request Form – 2025/26

ANNEX B – SCHEDULE OF DATES FOR THE SUBMISSION OF PAYMENT CLAIMS

For arrivals ACRS & ARAP up to and including 28 February 2025 – Year 1 claim.

Arrival	Initial Submission	Subsequent Submission	Final Submission
April 2024	15 May 2024	15 September 2024	15 January 2025
May 2024	15 June 2024	15 October 2024	15 February 2025
June 2024	15 July 2024	15 November 2024	15 March 2025
July 2024	15 August 2024	15 December 2024	15 April 2025
August 2024	15 September 2024	15 January 2025	15 May 2025
September 2024	15 October 2024	15 February 2025	15 June 2025
October 2024	15 November 2024	15 March 2025	15 July 2025
November 2024	15 December 2024	15 April 2025	15 August 2025
December 2024	15 January 2025	15 May 2025	15 September 2025
January 2025	15 February 2025	15 June 2025	15 October 2025
Up to and including 28th February 2025	15 March 2025	15 July 2025	15 November 2025

ANNEX C – UNHCR RESETTLEMENT SUBMISSION CATEGORIES

1. Seven resettlement submission categories

1.1 The Authority is responsible for identifying suitable Refugees for resettlement to the UK under the UK Resettlement Scheme in liaison with the United Nations High Commission for Refugees (UNHCR) based upon the following seven resettlement submission categories[16]:

a. Legal and or Physical Protection Needs

b. Survivors of Torture and/or Violence

c. Medical Needs

d. Women and Girls at Risk

e. Family Reunification

f. Children and Adolescents at Risk*

g. Lack of Foreseeable Alternative Durable Solutions

2. *UNCHR's Categories of Children and Adolescents at Risk

2.1 ***Unaccompanied children (UAC):*** are those children who have been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so.

2.2 ***Separated children (SC):*** are those separated from both parents, or from their previous legal or customary primary caregiver, but not necessarily from other relatives. These may, therefore, include children accompanied by other Adult family members.

2.3 ***Children without legal documentation:*** This would include children without legal documentation to prove their legal identity, and who may be particularly vulnerable and considered for resettlement, including:

a. children aged 0-4 years who lack evidence of their birth (no birth certificate, no birth notification passport or family booklet), and where one parent is not present (in particular, where the parent who has the right to pass nationality is not present), or

b. children aged 12-17 who lack documentation to prove their age and who face other protection risks (child labour, child marriage, child recruitment, children detained or in conflict with the law) who are at particular risk because they lack proof of their status as children and are therefore unable to prove their right to age-specific child protections under the law.

2.4 ***Children with specific medical needs:*** Child with serious medical condition is a person below the age of 18 that requires assistance, in terms of treatment or provision of nutritional and non-food items, in the country of asylum.

[16] As defined in the UNHCR's Resettlement Handbook (http://www.unhcr.org/46f7c0ee2.pdf)

2.5 ***Children with disabilities:*** A child with disability is a person below the age of 18 who has physical, mental, intellectual, or sensory impairments from birth, or resulting from illness, infection, injury, or trauma. These may hinder full and effective participation in society on an equal basis with others.

2.5 ***Child carers:*** The Child Carer category includes a person below the age of 18, who is not an unaccompanied child and who has assumed responsibility as head of household. This could include, for example, a child who still lives with his/her parents, but has taken on the role of caring for them (and possible siblings) due to the fact that the parents are ill, disabled, etc.

2.7 ***Children at risk of harmful traditional practices, including child marriage and female genital mutilation:*** Person below the age of 18 years of age who is at risk of, or is a victim/ survivor of a harmful traditional practice. Every social grouping has specific traditional practices and beliefs, some of which are beneficial to all members while others are harmful to a specific group, such as women. Such harmful traditional practices include for instance, female genital mutilation, early marriage, dowry price, widow inheritance, female force feeding, witch hunting, female infanticide, son preference and its implications for the girl child. Depending on the circumstances, certain forms of male circumcision, scarring or tattooing fall also under this category.

2.8 ***Child labour:*** Includes children engaged in:

a. the worst forms of child labour: Person below the age of 18 who is engaged in the worst forms of child labour, which include all forms of slavery or practices similar slavery (such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict); the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances; the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children; and

b. other forms of child labour: Person below the age of 18 who is engaged in forms of child labour other than the worst forms, such as work that is likely to be hazardous or to interfere with his/her education, or to be harmful to his/her health or physical, mental, spiritual, moral, or social development. UNICEF defines child labour as work that exceeds a minimum number of hours, depending on the age of a child and on the type of work. Such work is considered harmful to the child: ages 5-11: at least one hour of economic labour or 28 hours of domestic labour per week; ages 12-14: at least 14 hours of economic labour or 28 hours of domestic labour per week; ages 15-17: at least 43 hours of economic or domestic work per week.

2.9 ***Children associated with armed forces or armed groups*** are persons below the age of 18 who are or have been recruited into, or used by, an armed force or armed group in any capacity, including as fighter, cook, porter, messenger, spy, or for sexual purposes or forced marriage. It does not only refer to a child who is taking or has taken a direct part in hostilities.

2.10 ***Children in detention and/or in conflict with the law:*** Person below the age of 18 who is, or has been, charged or convicted for an infringement of the law.

2.11 ***Children at risk of refoulement[17]:*** Person below the age of 18 who is at risk of being returned to the frontiers of territories where his/her life or freedom would be threatened, or where he/she is at risk of persecution for one of more grounds of the 1951 Refugee Convention, including interception, rejection at the frontier or indirect *refoulement*.

2.12 ***Children at risk of not attending school***: Person below the age of 18 who is unable or unwilling to attend school or is at heightened risk of interruption or discontinuation of his/her education.

2.13 ***Children survivors of (or at risk of) violence, abuse, or exploitation, including Sexual and Gender-Based Violence (SGBV):*** Person below 18 years of age, who is at risk of physical and/or psychological violence, abuse, neglect, or exploitation. The perpetrator may be any person, group, or institution, including both state and non-state actors.

[17] Refoulement means the expulsion of persons who have the right to be recognised as refugees.

ANNEX D – DATA SHARING PROTOCOL (DSP)

1. AIMS AND OBJECTIVES OF THE DSP

1.1. The aim of this DSP is to provide a set of principles for information sharing including but not limited to the sharing of "personal data[18]" as classified under the Data Protection Legislation [19] between the Authority and the Recipient.

1.2. For the purpose of this DSP, the Authority is the Home Office, and the Recipient is a participating local or regional authority to which the Authority has agreed to provide Funding under this Instruction as a contribution towards Eligible Expenditure incurred supporting Beneficiaries.

1.3. This DSP sets out the rules that the Recipient must follow when handling information that includes Personal Data as defined in the UK Data Protection Legislation. The UK Data Protection Legislation stipulates specific obligations upon all individuals who process Personal Data which must be adhered to. The UK Data Protection Legislation requires that all sharing of Personal Data is carried out in accordance with the seven UK General Data Protection Regulation[20] principles. The Recipient, when processing Personal Data, in connection with this Funding Instruction must comply with these principles of good practice.

1.4. The seven GDPR principles can be accessed via this link to the Information Commissioners Office Website: A guide to the data protection principles | ICO.

2. DATA PROTECTION LEGISLATION

2.1. The seven UK GDPR principles require that Personal Data shall be:

a) processed lawfully, fairly and in a transparent manner in relation to individuals ('lawfulness, fairness and transparency');

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be

[18] Personal data" as meaning "any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. This definition provides for a wide range of personal identifiers to constitute personal data, including name, identification number, location data or online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

[19] Data Protection Legislation" means:

(a) the UK GDPR

(b) the Data Protection Act 2018

(c) regulation made under the DPA 2018

(d) regulation made under section 2(2) of the European Communities Act 1972 which relate to the EU GDPR or the Law Enforcement Directive

[20] Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018

considered to be incompatible with the initial purposes ('purpose limitation');

c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation');

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ('accuracy');

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the Personal Data are processed; personal data may be stored for longer periods insofar as the Personal Data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals ('storage limitation');

f) processed in a manner that ensures appropriate security of the personal Data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

g) the controller shall be responsible for, and be able to demonstrate compliance with, paragraph 2.1 (a) – (f) (six other principles), ('accountability').

3. SECURITY

3.1. The Recipient and its Staff shall exercise care in the use of information that they acquire during their official role, and to protect information which is held by them in accordance with the Data Protection Legislation. Such measures include:

- not discussing information about a Beneficiary in public; and
- not disclosing information to parties who are not authorised to have access to the shared information.

3.2. In addition to the above, the Recipient must ensure that:

- Personal Data received is processed solely for the purposes of discharging their obligations for supporting the Beneficiary under this Instruction,
- all Personal Data received is stored securely,
- not disclosing information to third parties who are not authorised to have access to the shared information.
- only people who have a genuine need to see the data will have access to it,
- information is only retained while there is a need to keep it, and destroyed in line with government guidelines and Data Protection legislation,
- all reasonable efforts have been taken to warrant that the Recipient does not commit a Personal Data breach of security,
- any information losses, wrongful disclosures or personal data breaches originating from the Authority are reported to the Authority's Security team at HOSecurity-DataIncidents@homeoffice.gov.uk, within 24 hours of

discovery,

- they follow any information as provided by the Authority's Security Team and Data Protection Officer, who will provide direction on the appropriate steps to take e.g., notification of the Information Commissioner's Office (ICO) or dissemination of any information to the Beneficiary.
- The responsibility to notify the Authority is not withstanding the internal policies SMPs, and local authorities will have regarding reporting data breaches to the ICO in their role as data controller in accordance with Clause 5 of this funding instruction.

3.3. Security breaches and incidents can result in government information being made available to those not authorised to have it or violate confidentiality. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the public.

3.4. The Authority will make available further information as to what constitutes a personal data breach upon request. Both the Authority and the Recipient agree to advise and consult with each other on the appropriate steps to take, e.g., notification of the ICO or dissemination of any information to the data subjects.

3.5. As public sector bodies the Authority and the Recipient are required to process Personal Data in line with His Majesty's Government Security Policy Framework (Security policy framework: protecting government assets - GOV.UK (www.gov.uk)) guidance issued by the Cabinet Office when handling, transferring, storing, accessing, or destroying information assets.

4. SUBJECT ACCESS REQUEST

4.1 The Authority and Recipient will answer any subject access or other requests made under the Data Protection Legislation that it receives for the data where it is the Controller for that data. In cases where such a request is received, both the Authority and the Recipient shall:

- consult the other before deciding whether or not to disclose the information;
- allow the other a period of at least five (5) working days to respond to that consultation;
- not disclose any Personal Data that would breach the principles of the Data Protection Legislation; and,
- give proper consideration to any arguments from the other as to why data should not be disclosed, and where possible reach agreement before any disclosure is made.

5. DATA TO BE SHARED

5.1 The Authority will share a variety of documents with the Recipient providing information on the Beneficiary(s). The type of data will be dependent on how and under which route the Beneficiary arrived in the UK, and may include:

a. **Family Questionnaire (where available)**

5.2 The Authority will share with the Recipient the following documents:

a. **UNHCR Resettlement Registration Form (RRF) (ACRS Pathway 2 only)**

- Biographic data for each Refugee including marital status, religion, ethnic origin, and contact details in host country;
- Education, skills, and employment summary;
- Known relatives of the principal applicant and spouse not included in the referral submission;
- Summary of the Basis of the Principal Applicant's Refugee Recognition[21];
- Need for resettlement[22];
- Specific needs assessment[23];
- The number of people within a family due to be resettled, age and gender or family members;
- The language spoken;
- Ability to communicate in English; and
- Any known specific cultural or social issues[24].

b. **IOM Migration Health Assessment form (MHA) (all ACRS Pathways and ARAP)**

- Consent from Refugee/Beneficiary to conduct a medical examination;
- Consent from the Refugee/Beneficiary to Medical Advisors to disclose any existing medical conditions to the Authority necessary for the resettlement process[25].

c. **UNHCR Best Interest Assessments and Determinations (ACRS Pathway 2 only)**

- Information about any particular safeguarding circumstances and an assessment of the best interests of the individuals affected[26].

d. **IOM Pre departure Medical Screening Form (PDMS) and Pre-embarkation Certificate (PEC) (all ACRS Pathways and ARAP)**

- Biographic data for each refugee that requires this form;
- Medical information in relation to the Refugee/Beneficiary including

[21] Classed as special category data under Data Protection Legislation.

[22] Classed as special category data under Data Protection Legislation.

[23] Depending on the content, this could be classed a potentially special category data under Data Protection Legislation.

[24] Depending on the content, this could be classed a potentially special category data under Data Protection Legislation.

[25] Classed as special category data under Data Protection Legislation.

[26] Depending on the content, this could be classed a potentially special category data under Data Protection Legislation.

medical history, updates on treatments and medication, on-going care requirements.

e. **Home Office Matching Triage Questionnaire (ARAP cohorts)**

- Biographic Data for Each Beneficiary including Name, Sex, Date of Birth, Primary Language.
- The number of people within a family due to be resettled, age and gender of family members.
- Ability to communicate in English.
- Education, Skills and Employment Summary
- Mobility needs, impairments for each Beneficiary (includes dependants)[27].

5.3 The above documents will contain the following personal information on a Refugee/Beneficiary.

6. STORAGE, RETENTION AND DESTRUCTION SCHEDULE

6.1 The Recipient will keep all personal information shared securely in accordance with the handling instructions associated with the information security classifications as well as its own data retention and destruction schedules.

6.2 Recipients will not retain the personal information for longer than is necessary for the purpose of resettlement activity as outlined in the funding instruction.

6.3 A regular review shall be conducted by the Recipient to assess the necessity of retaining the Beneficiary's personal data. Once the data is no longer relevant for those purposes it will be destroyed securely.

7. CENTRAL POINTS OF CONTACT FOR ISSUES, DISPUTES AND RESOLUTION

7.1 The Recipient shall provide the Authority with reasonable co-operation and assistance in relation to any complaint or request made in respect of any data shared under this data sharing arrangement, including providing the Authority with any other relevant information reasonably requested by the Authority.

7.2 Any operational issues or disputes that arise as a result of this DSP must be directed in the first instance to the Local Authority Engagement Team Strategic Regional leads.

8. STAFF RESPONSIBILITIES

8.1 Staff authorised to access a Beneficiary's Personal Data are personally responsible for the safekeeping of any information they obtain, handle, use and disclose.

[27] Classed as special category data under Data Protection Legislation.

8.2 Staff should know how to obtain, use and share information they legitimately need to do their job.

8.3 Staff should never access information shared under this Funding Instruction, unless it is part of their role, and they have a business need to do so.

8.4 Staff have an obligation to request proof of identity or takes steps to validate the authorisation of another before disclosing any information requested under this DSP.

8.5 Staff should uphold the general principles of confidentiality, follow the guidelines set out in this DSP and seek advice when necessary.

8.6 Staff must make sure they know what classification the information should have and stick to the rules for that level of protection.

8.7 Staff should not share any of the information shared or discuss individual details of cases outside of a business need and working environment.

8.8 Staff should never use removable media to store/move this information. Staff should keep work laptops and work phones secure at all times.

8.9 Staff should be aware that any violation of privacy or breach of confidentiality is unlawful and a disciplinary matter that could lead to their dismissal. Criminal proceedings might also be brought against that individual.

9. SHARING DATA

9.1 Staff should never give out sensitive information over the phone or in any other way unless they are sure who they are giving it to, and they are entitled to that information.

9.2 Staff should not send any personal information, or information that could identify the case, by unsecure email.

9.3 Staff have an obligation to request proof of identity or takes steps to validate the authorisation of another before disclosing any information requested under this DSP.

9.4 Staff should uphold the general principles of confidentiality, follow the guidelines set out in this DSP and seek advice when necessary.

9.5 Staff should be aware that any violation of privacy or breach of confidentiality is unlawful and a disciplinary matter that could lead to their dismissal. Criminal proceedings may also be brought against that individual.

10. FREEDOM OF INFORMATION REQUESTS

10.1 Both the Authority and the Recipient will answer any requests made under the Freedom of Information Act 2000 that it receives for information that it holds solely as a result of, or about, this data sharing arrangement. In such cases where such a request is received, both the Authority and the Recipient shall:

- Consult the other before deciding whether or not to disclose the information.

- Allow the other a period of at least five (5) working days to respond to that consultation; and
- Not disclose any Personal Data that would breach the principles of the Data Protection legislation.

11. METHOD OF TRANSFER OF A BENEFICIARY'S PERSONAL DATA

11.1 The Authority will use a secure process, known as MOVEit, to transfer the data which allows internal and external users to share files securely and shall provide the interaction between the parties.

11.2 The Recipient shall be given access to MOVEit over a web-based browser. Once this arrangement is operative, the Recipient shall, to the extent from time to time specified by the Authority, be required to use MOVEit for the purpose of its interface with the Authority under this Funding Instruction.

11.3 A list of authorised Staff should be available for inspection if requested by the Authority.

12. RESTRICTIONS ON USE OF THE SHARED INFORMATION

12.1 All information on a Beneficiary that has been shared by the Authority must only be used for the purposes defined in Section 3 of this DSP, unless obliged under statute or regulation or under the instructions of a court. Therefore, any further uses made of the Personal Data will not be lawful or covered by this DSP.

12.2 Restrictions may also apply to any further use of personal information, such as commercial sensitivity or prejudice to others caused by the information's release, and this should be considered when considering secondary use of personal information. In the event of any doubt arising, the matter shall be referred to the Authority whose decision – in all instances – shall be final.

12.3 A full record of any secondary disclosure(s) must be made if required by law or a court order on the Beneficiary's case file and must include the following information as a minimum:

- Date of disclosure;
- Details of requesting organisation;
- Reason for request;
- What type(s) of data has been requested;
- Details of authorising person;
- Means of transfer (must be by secure); and
- Justification of disclosure.

12.4 The restrictions on secondary disclosures as set out in paragraph 12.1 and 12.2 of this DSP apply equally to third party recipients based in the UK and third-party recipients based outside the UK such as international enforcement agencies.

13. AUDITS

13.1 The Recipient agrees that it may be audited at the request of the Authority to ensure that the Personal Data has been stored and/or deleted appropriately, and that they have conformed to the security protocols set out in this DSP.

13.2 The Authority confirms that no other information would be reviewed or audited for this purpose.

ANNEX E - PROPERTY ADAPTATIONS FOR BENEFICIARY(S)

1. 'In principle' approval

1.1 'In principle' approval must be sought from the Resettlement Payments Team in advance of any work being undertaken. Costs would be expected to be in line with average costs for each adaptation shown in the table below. The Authority will also consider reasonable property adaptation reversal costs with approval sought from the Resettlement Services Payments Team prior to any work.

1.2 The Recipient may seek approval in principle for property adaptations for Beneficiaries moving into Settled Accommodation within the first 12 months of arriving in their area.

1.3 The Recipient shall use the "Approval in Principle Request Form" as provided by the Authority

1.4 Property adaptations for any Beneficiary who has mobility issues are divided into two categories:

a) Minor adaptions which are included within the tariff rate, and
b) Major adaptions which may be paid for from the Exceptional Cases fund.

2. Minor adaptations

2.1 These are works that do not need any structural changes to the property including (but not limited to):

- grab rails
- stair rails
- lever taps
- level access thresholds
- half steps to doors
- flashing/vibrating doorbells/smoke alarms, and
- over bath showers.

2.2 These would be paid for from the standard tariff for each Beneficiary.

3. Major adaptions

3.1 These are works that need structural changes to the property and can include:

Adaptation	Estimated average cost (£GBP)
Level access shower facilities	£3,500
Stairlifts	£1,500 (Straight) – £5,000 (Corners)
Ramps	£500 to £1,000
Changing the height of kitchen work surfaces	£2,000
Adapting the home for wheelchair use such as widening doorways	£600 - £800 per door
Ground floor bathroom/bedroom facilities	£2,000 to £3,000

3.2 These may be funded by the Exceptional Cases fund following an assessment by an occupational therapist or similarly qualified person. The maximum that can be spent on any property is £30,000 and should not include extensions.

ANNEX F – VOID RENT COSTS FOR *FOUR BEDROOM PROPERTIES

1. Use of Funding for Void Costs

1.1 Local authorities are already able to use the Year One tariff (see Schedule 1, Part 1) to pay for a period of void rent costs. To reflect this, fifty-six (56) Days void rent costs ('voids') are already built into the tariff to enable Recipients to secure properties before Beneficiary families arrive.

1.2 The Authority understands the supply challenges associated with securing *four (4) or more bedroom properties. To support Recipients and Community Sponsors to secure these properties when they become available, the Authority has agreed to fund an additional twenty-eight (28) Days voids as an Exceptional Cost outside of the tariff. This will bring the total period of voids covered up to eighty-four (84) Days.

2. Criteria

2.1 Recipients are able to submit an Exceptional Costs claim to pay for up to an additional twenty-eight (28) Days voids for four (4) or more bedroom properties only.

2.2 All claims must be accompanied by evidence demonstrating excess voids were incurred over and above the tariff fifty-six (56) Days, up to a maximum of an additional twenty-eight (28) Days.

2.3 The Authority will also consider other voids in exceptional circumstances, such as non-arrival of a family after the property has been secured.

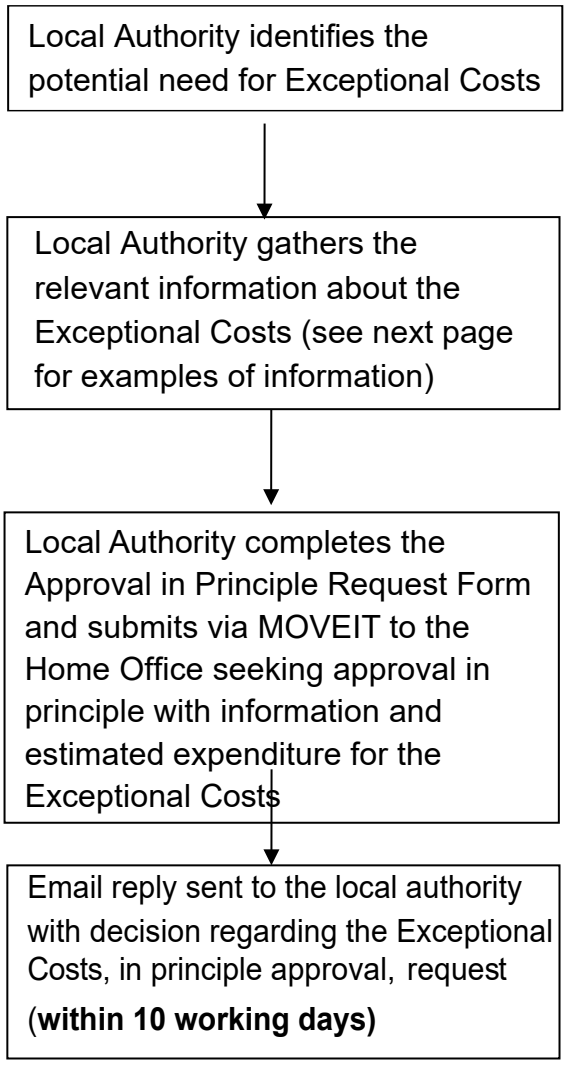
2.4 Recipients are asked to contact their regional contact officer to discuss if they believe exceptional circumstances apply.

ANNEX G – GUIDE TO CLAIMING EXCEPTIONAL COSTS

1. 'In principle' approval

In most circumstances 'In principle' approval would need to be sought from the Resettlement Services Payments Team in advance of any work being undertaken.

Approval In Principle



1.2. Delays may occur when the Authority receives insufficient information to decide in principle.

2. Urgency

Where there is an urgency, please contact the ResettlementPaymentsSMT@homeoffice.gov.uk

Examples of supporting information

Property adaptations

- Information about the need for the adaptations e.g. OT assessment, other medical information.
- Estimate of cost of each adaptation – at least two estimates should be supplied, to demonstrate that the best value for money has been achieved.
- If the LA use a preferred supplier, then a single estimate together with written confirmation why they are choosing this supplier.

Void rent costs

- Remember the tariff includes funding to cover the first 56 days for property rental.
- Reason for claiming additional void rent costs.
- Evidence of expenditure e.g. rent invoices.
- Evidence of the date that the property was acquired for resettlement.

SEND costs

- Information about the specific client needs, supported by Education, Care and Health Assessment (ECHA), Special Educational Needs Co-ordinator (SENCO) report or similar. Include details of what is being requested.
- Cost of dedicated teaching support.
- Advertisement for the teaching support.
- Details and estimated costs of any specialist equipment, providing estimates to show best value for money.

Social Care costs

- OT and medical assessments.
- Details and estimated costs of specialist care.
- Details and estimated costs of any specialist equipment, providing estimates to show best value for money.

Processing an Exceptional Cost claim

- Once expenditure has occurred, Local Authority may submit a claim for pre-approved Exceptional Costs.

- Local Authority completes “Exceptional Costs” claim form.
- Completed Exceptional Costs claim submitted with the all the evidence of expenditure, to the Resettlement Payments team via MOVEit SRP Annex A account.

- Afghan Scheme Payments team checks all the information submitted by the Local Authority.
- If claim is complete, it will be approved for payment within 10 working days.

- Payment Advice sent to Local Authority

ANNEX H – RECORD OF CHANGES TO THESE FUNDING INSTRUCTIONS (TO PREVIOUS PUBLISHED VERSION)

Clause, paragraph number	Details of change
Front cover	Validity of this Funding Instruction covers 1 April 2025 to 31 March 2026 Date of issue changed to February 2026 Version v1.1
Page 8 Definitions 1.2	"Cases of Interest" definition amended with additional fourth bullet point
Clause 6 – 6.13- 6.14	New sub paragraph included – "Other Changes That May Impact on Funding"