

# MEMORANDUM OF UNDERSTANDING: THE EXECUTIVE OFFICE (TEO) AND BELFAST CITY COUNCIL (BCC) IN RESPECT OF REFUGEE INTEGRATION FUNDING

## Parties to this Memorandum of Understanding (“MoU”)

Dated this 23<sup>rd</sup> day of July 2024.

This MoU is between:

THE EXECUTIVE OFFICE (“TEO”), as lead Executive Department for co-ordination of the Refugee Integration Funding, and Belfast City Council (the “**Recipient**”).

Any reference to the Recipient will also be taken to include any delivery partners engaged by the recipient, notwithstanding the MoU remains between TEO and Belfast City Council.

### 1. Purpose of this document

- 1.1 The Recipient has agreed to enhance and/or develop support and services for refugees, with particular regard to employability and integration across the local Council area. It will do this through the delivery of services, as outlined in its proposal as set out at **Annex A** (the “**Services Document**”).
- 1.2 To enable the Recipient’s delivery of the Services with effect from 1st April 2024 until 31 March 2025, TEO will make available financial resources, provided from the Home Office Refugee Integration Funding, subject to the terms and conditions of this MoU.

### 2. The Services

- 2.1 Subject to the following provisions of this MoU, TEO will provide funding to meet costs associated with the agreed service provision, as further set out in **Annex A** (the “**Services Document**”).
- 2.2 The Recipient will deliver the Services in accordance with the terms and conditions of this MoU and shall be responsible for the day-to-day management of the service provision.

### 3. Remuneration

- 3.1 The Recipient shall receive remuneration of £100,000 under this MoU to enhance employability and integration support services for refugees in the Belfast City Council area.

- 3.2 Remuneration for any work or activities prior to 1st April 2024 will be outside the scope of this agreement.
- 3.3 It is the responsibility of the Recipient to ensure that documentation relating to the services and expenditures are maintained and accurate in accordance with the Services Document. This will include but is not limited to documentation associated with any grant funding/contractual arrangements including letters of offer/contracts, any verification of expenditure, monitoring reports and any salary costs where applicable.

#### **4. Changes to Approved Services**

- 4.1 It shall be the Recipient's responsibility to ensure the Services Document is accurate in all respects. Any proposed or anticipated changes to the Services as approved by this MoU must be notified in writing to TEO as soon as it becomes known by the Recipient, together with the Recipient's reasons for the change and an explanation of how the Services still align to the objectives of the Refugee Integration Funding programme. Changes will be subject to the approval of TEO and agreed with the Recipient.
- 4.2 The objectives of the Refugee Integration Funding programme include: delivering cultural and community orientation to refugees; delivering awareness raising workshops; expanding existing telephony services; providing integration and capacity building; offering sporting and cultural good relations events; facilitating ESOL classes; addressing isolation, mental and physical wellbeing; and provision of wrap around support services.

#### **5. Monitoring & Records**

- 5.1 The Recipient shall provide quarterly reports in a template provided by TEO, to outline programme delivery as set out in **Annex B** (the "**Monitoring Template**"). Where required, TEO may seek evidence to support this overview including copies of any grant funding arrangements with delivery partners or P11s for any staff remunerated.
- 5.2 The Recipient will ensure the quarterly reports provide an update on expenditure to date, including where any funds have been used to support capital expenditure.
- 5.3 The Recipient shall retain all finance, accounting and other records relating to the Services securely and in accordance with current NICS record keeping policies.

#### **6. Reduction of allocations**

- 6.1 TEO shall be under no obligation to provide further remuneration to the Recipient under this MoU. If any of the circumstances in Clause 6.2 arise, TEO will engage with the Home Office on their impact including the need for claw back of any funding.

- 6.2 The circumstances referred to in Clause 6.1 are the following:
- 6.2.1 the Services for whatever reason can no longer be delivered;
  - 6.2.2 the progress of the Project has become unsatisfactory;
  - 6.2.3 the Recipient has changed the nature or scale of the Services provided to an unacceptable degree which undermines the intended purpose of the funding made available; or, is in conflict with the overarching MOU between TEO and Home Office.
  - 6.2.4 the monies provided have not been applied entirely for the purposes of the Services;
  - 6.2.5 the Recipient fails to comply with any of its obligations contained in this MoU, and;
  - 6.2.6 where funding is provided for the same services by any other funder.

## **7. Freedom of Information**

- 7.1 The Freedom of Information (FOI) Act 2000 applies to TEO and establishes the rights of access to information held by public authorities including the Recipient. Any information submitted to TEO, whether in the future or prior to the date of this MoU, may need to be disclosed by TEO in a response for a request for information under the FOI Act.

## **8. Liability**

- 8.1 TEO accepts no responsibility, financial or otherwise, for any expenditure or liabilities arising out of the Recipient's work or activities in connection with the Services.

## **9. Equality**

- 9.1 The Recipient shall comply with the statutory provisions in force in Northern Ireland regarding the promotion of equality of opportunity with respect to religious belief, political opinion, racial group, marital status, age, sexual orientation, gender, disability and having dependents.

## **10. Dispute Resolution**

- 10.1 Any issues with any aspects of the terms of this MoU or the delivery of the Services, which cannot be resolved at an operational level will be referred to the Accounting Officers for discussion and resolution.

**The following have agreed to the terms of this Memorandum of Understanding:**

Signed:

Jonathan R McNaught

**Jonathan McNaught**

The Executive Office

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*Signatory:*

*Recipient:*

### SERVICES DOCUMENT

#### 1.0 Description of Services being delivered

##### General

Belfast City Council is proposing to use the funding to commission eight proposals, through an open call, that support the integration and inclusion of people that have been granted Refugee Status.

Council will invite projects that specifically address some or all of the following:

- Proposals that are innovative and do not duplicate the work of other services
- Proposals that engage host communities and people who have been granted Refugee Status
- Proposals that foster contact and connections with host communities to improve the welcome that people who have been granted Refugee status receive
- Proposals that encourage and support groups to involve people who have been granted Refugee Status to get involved in the life of their communities through participation in local activities, networks and organisations
- Proposals that are delivered in areas where, to date, there has been limited infrastructure / funding for interventions supporting the inclusion of people granted Refugee Status
- Proposals that provide transition / move on support
- Proposals that provide orientation and advocacy support

#### 2.0 Objectives linked to the remuneration

Delivery of the services for refugees accommodated in the Belfast City Council area will develop local capacity to meet the needs of local newcomers. Implementation will ensure:

- refugees have access to advice and support locally:
- refugees living within Belfast have access to language and advocacy support:
- the integration of newcomers into their community is supported through the provision of local services.

#### 3.0 Outputs

Belfast City Council will be asked to monitor the performance of the delivery of the objectives and provide regular updates to TEO on the delivery of the services noted above, which may include but not limited to, raising of issues encountered and making recommendations for improvement.

#### **4.0 Timescales / Key Milestones**

Funding will be provided by 31<sup>st</sup> August 2024 to enable planning, development and implementation of services. The Recipient will provide TEO with updates on use and deliverables quarterly.

#### **5.0 Remuneration details (including any additional conditions to those in the MOU)**

TEO will provide financial resources to Belfast City Council to facilitate the delivery of the above services in line with the costs outlined in the proposal.

#### **6.0 Costs (eligible and ineligible)**

Eligible costs will include:

- Salaries, staff travel, advocacy, room hire, refreshments, Resources/equipment, Art making sessions, local activities, management support.

Ineligible costs will include:

- Costs of any service or output not covered above.

#### **7.0 Any other relevant conditions / requirements**

None

MONITORING TEMPLATE

**REFUGEE EMPLOYABILITY AND INTEGRATION PROJECTS**  
Covering the financial years 2023/24 and 2024/25

**Quarterly Report**

**1. Name of Project**

Choose an item.

**2. Contact details for person completing this report**

Name: Click or tap here to enter text.  
Department: Click or tap here to enter text.  
Email address: Click or tap here to enter text.

**3. Which quarter does this return relate?**

Choose an item.

**Finances**

**4. What was your Resource DEL expenditure for the quarter? Please provide information including cost on any capital type assets purchased which are integral to the successful delivery of your resource project.**

Click or tap here to enter text.

**Delivery**

**5. Please provide a brief description of progress made, including key achievements, e.g. number of refugees supported, by your project in the last quarter**

Click or tap here to enter text.

**6. Is the project currently running behind expected timescales?**

Click or tap here to enter text.

**Evaluation**

**7. Please provide a brief summary of any lessons learned through the project in this quarter that may be relevant for wider policy or delivery.**

Click or tap here to enter text.

### **Next Quarter**

**8. Please provide a brief description of key milestones planned to be delivered next quarter.**

Click or tap here to enter text.