



REPORT TITLE: Support to Refugees on the Homes for Ukraine (HFU) Scheme

Cabinet Date	23 rd of November 2022
Cabinet Member	Cllr Kathy Williams, Cabinet Member for Adult Social Care Delivery
Key Decision	Yes
Purpose of Report	To seek Cabinet ratification of the decision taken by the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care Delivery, and the Corporate Leadership Team, to allocate Homes for Ukraine (HFU) Scheme grant funding received by the council from the Department for Levelling Up, Housing and Communities (DLUHC) in accordance with the conditions of the grant; and to seek delegated authority in relation to the future allocation of funding on the basis described hereunder.
Recommendations	<p>That Cabinet:</p> <ul style="list-style-type: none">a) Ratifies a decision taken by the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care Delivery, and the Corporate Leadership Team, to allocate (in accordance with Government “Homes for Ukraine” guidance and UK subsidy control regime requirements) Homes for Ukraine Scheme grant funding received by the council from the Department for Levelling Up, Housing and Communities (DLUHC). Such funding was allocated during the period 28 March 2022 to 23 November 2022 to the activities described in Appendix 1 of this report in the proportions described therein.b) Delegates authority to the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care Delivery and the Deputy Chief Executive & Executive Director of Corporate Resources, to consider and, if appropriate, approve the allocation (in accordance with Government “Homes for Ukraine” guidance and UK subsidy control regime requirements) of future Homes for Ukraine Scheme grant funding. Such funding shall be allocated from 23 November 2022 onwards to the activities described in Appendix 1 of this report in the proportions described therein.
Reasons for Recommendations	<p>The above recommendations will, if approved, secure the provision of essential and timely support to Ukrainians arriving in the county under the Homes for Ukraine (HFU) scheme; helping to ensure their welfare and successful integration into the community.</p> <p>The recommendations are in line with the council’s obligations under the HFU scheme and the conditions of the grant funding set out in the Homes for</p>

	Ukraine – guidance for councils (see Background Documents below) and in Appendix 2.
Resource Implications	The budget to fund the above funding allocations is coming from the £10,500 per guest tariff allocated by the Home Office to Tier 1 Local Authorities in the form of the HFU Scheme Section 31 Grant. The council anticipates 1,500 Ukrainian arrivals in the 12-month period beginning 28 March 2022; and as such our expected budget envelope is £15.75 million. The remainder of the funding will be used for the requirements set out in the Homes for Ukraine – guidance for councils and detailed in Appendix 2 . This includes the carrying out of property checks, welcome visits, and other needs identified as the scheme develops, such as payments towards energy bills for sponsors.
Background Documents	<ul style="list-style-type: none"> • Homes for Ukrainians - Guidance for Councils • Decision - Financial Support for 'Homes for Ukraine' Sponsors (gloucestershire.gov.uk) • Decision - Ukrainian Refugee Support (gloucestershire.gov.uk)
Statutory Authority	
Divisional Councillor(s)	Countywide
Officer	Name: Ruth Woolley Tel. no: 01452 426150 Email: ruth.woolley@gloucestershire.gov.uk
Timeline	The approval of expenditure under the HFU Scheme in Gloucestershire is a priority in order to ensure that the council fulfils its obligations thereunder in accordance with the conditions of the funding set out in the Homes for Ukraine – guidance for councils . Funding activities commenced in March 2022.

Background

The “Homes for Ukraine” (HFU) Scheme

1. The Homes for Ukraine (HFU) scheme allows Ukrainian nationals and their immediate family members to be sponsored by individuals or organisations who can offer them a home in the UK. Ukrainian guests are able to live and work in the UK for up to three years, as well as having access to healthcare, employment, benefits and other support. The number of Ukrainian nationals who can access this scheme is uncapped and is instead dependent on the number of sponsors who come forward.
2. The HFU scheme is separate from the Ukraine Family Scheme. The Ukraine Family Scheme allows Ukrainian nationals to join family members who are already settled in the UK. The Ukraine Family Scheme does not come with any specific funding.
3. The HFU scheme requires input from councils (upper and lower tier). Funding of £10,500 per guest has been made available to upper tier local authorities, with an additional top-up for child education. This will be paid to upper tier authorities for funding all of the associated activities to support the Ukrainian guests when they arrive in the UK with additional funding for early years and education places. Although £200 of this funding is designated as a ‘welcome’ payment for newly arrived guests, the remainder is unringfenced and can be used to pay for all associated activities.
4. Sponsors are expected to provide rent-free accommodation for a minimum of six months, with the option to continue with this sponsorship arrangement for a full 12 months. An optional tax-free ‘thank you’ payment of £350 per sponsoring household per month is available to sponsors who can accommodate one or more guests for up to 12 months. This funding is provided in a separate ring-fenced grant and local authorities are expected to cover their administration costs from within the grant.
5. There is a requirement from the Department of Levelling Up, Housing and Communities (DLUHC) to complete five checks for all sponsor settings. The checks are: (i) accommodation exists; (ii) accommodation is satisfactory; (iii) DBS checks have commenced; (iv) safeguarding checks have been completed; (v) guest has arrived. These checks are being carried out by a partnership between the district councils and the county council.
6. 1248 Ukrainian guests have been identified so far as matching with a sponsor in Gloucestershire. However, the scheme is uncapped, and it is likely that more Ukrainian guests will be sponsored in Gloucestershire.

Coordination of support for Ukrainian refugees in Gloucestershire

7. Members of the Gloucestershire Strategic Housing Partnership are coordinating the response to the HFU scheme. The Strategic Housing Partnership is hosted by Gloucester City Council and works on behalf of the seven local authorities, the Integrated Care Board, and the Office of the Police and Crime Commissioner.
8. The partnership has been leading the response to existing Home Office refugee and asylum seeker schemes including the Afghan Resettlement Programme and the

coordination and oversight of contingency hotels that house asylum seekers awaiting applications to be processed.

9. Members of the Strategic Housing Partnership are working collectively to ensure that the HFU scheme works effectively in Gloucestershire so that as many people as possible receive the support they need in the County. An HFU Strategic Planning group meets on a weekly basis to cover physical and mental health, housing, welfare, safeguarding, employment, and wider issues such as community integration and human trafficking. Partners attend from Districts, County Council, Health, the Department for Work and Pensions (DWP), Police and voluntary and community organisations, including Gloucestershire Action for Refugees and Asylum Seekers (GARAS).
10. Several sub-groups have been convened to focus on specific issues including sponsor information and support; welfare and community integration; housing and homelessness and exceptional cases (covering safeguarding and complex case work).
11. A HFU team has been set up at County level. The HFU team monitor a dedicated HFU Scheme in Gloucestershire inbox, field enquiries and carry out welcome and follow-up visits to sponsors and guests, assisted by the Gloucestershire Fire & Rescue Service (GFRS). Structures and staff in place to support the COVID-19 response have been used to help deliver the response to the Ukrainian situation.
12. The County Council is responsible for initial checks, including at least one in-person visit, payments to sponsors, DBS checks, provision of ongoing support, school places, and information about the local area. Following the guest(s)' arrival, councils are expected to confirm as soon as possible that the guest is well and that there are no welfare concerns or needs for care and support. Where there are concerns for the safety or welfare of a child, we follow our usual processes in line with Working Together to Safeguard Children which may include further assessments. Where it is suspected that the adult may have care and support needs, a needs assessment is undertaken in line with the requirements of the Care Act 2014.
13. The Full Council at GCC have condemned the invasion of Ukraine by Russian forces and released a motion detailing their full views. This included highlighting their agreement to work with both district colleagues and GARAS to provide support for all refugees in Gloucestershire.

Outline of Associated Costs

14. In addition to the welcome payments and monthly payments to sponsors who have had the five mandated checks completed, the guidance specifies that the associated costs of administering the scheme may be claimed from the £10,500 guest tariff (see Appendix 2).
15. Appendix 1 gives details of the costs associated with the HFU scheme in Gloucestershire in the period from March 2022 to November 2022. Broadly these costs fit into the following categories:
 - The five mandated safeguarding and accommodation checks

- Administration of the scheme including staff costs, variation to contracts, ongoing burdens to services such as fostering and incidentals such as printing; translation and car hire
- Costs associated with guest welfare and integration into the community including mental health support, transport, and payments to support groups
- Housing costs including for emergency accommodation.

16. Previous [Cabinet Member Agreement](#) has already been granted for additional financial support for sponsors and for a [contract variation](#) for GARAS to provide them with additional capacity to support Ukrainian guests arriving in Gloucestershire.

Options

17. Option 1: Agree to ratify a decision taken by the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care Delivery, and the Corporate Leadership Team, to allocate HFU Scheme grant funding from March 2022 to November 2022 to the activities set out in Appendix 1; and for the HFU Scheme grant funding to be allocated to the activities set out in Appendix 1.

This is the recommended option. Allocation of this grant funding will secure the provision of essential and timely support to Ukrainians arriving in the county under the HFU scheme. This will help to ensure their welfare and support their successful integration into the community.

The recommendations are in line with the Council's obligations under the HFU scheme and the conditions of the grant funding.

18. Option 2: Not to allocate the HFU Scheme grant funding to the activities set out in Appendix 1 nor ratify a decision taken by the Director of Public Health, in consultation with the Cabinet Member for Adult Social Care Delivery, and the Corporate Leadership Team, to allocate HFU Scheme grant funding from March 2022 to November 2022 to the activities set out in Appendix 1

This option is not recommended given that a failure to allocate funding to the activities set out in Appendix 1 or to ratify the said allocation of funding risks the Council failing to meet its obligations under the HFU scheme and the conditions of the grant funding set out in the [Homes for Ukraine – guidance for councils and detailed in Appendix 2](#).

Risks

19. The HFU scheme provides a new model of support for refugees which has not been offered to other refugees who have recently arrived in the UK, for example from Afghanistan. There is a risk that the additional offer of support for Ukrainians could cause dissatisfaction or a perception of unequal treatment amongst other refugees and the organisations that support them or requests for additional funding for other groups. This will need to be monitored through the structures set up to support the HFU scheme.

20. It should be noted that GCC Contract Procedure Rules/Public Contracts Regulations 2015 have been followed where applicable.

21. Also, there is a risk in respect of any grant funding that it may contravene the UK subsidy control regime requirements, hence legal advice will be sought in respect of the grant funding proposed in this report before it is awarded

Financial implications

22. The HFU Scheme grant funding from the government is intended to cover the costs arising for the first year of support provided to Ukrainian guests, and some ongoing costs (for unaccompanied minors).

23. Whilst administration costs may be taken from the £10,500 tariff, the additional capacity required to manage the scheme is a burden on staff across the partner organisations and impacts on capacity to cover BAU.

24. It will be important to take a longer-term view of the impact of a rapid increase in population on public services and plan accordingly in terms of how the funding can be used.

Climate change implications

25. Not applicable

Equality implications

26. Has an Equalities Impact Assessment (EIA) been completed? Yes

27. The principal equality issues are set out below:

- The proposed allocation of funding will support newly arrived refugees to address urgent needs and to help them to settle into their host homes. Given the trauma that many refugees will have faced, it is important that this first period of settling is supported appropriately so that people have the best chance of being comfortable in their host families. Ensuring fair access to the activities being funded is important and will be overseen by Gloucestershire County Council.
- Appropriate consideration will be given to the needs of refugees arriving who are from protected characteristic groups and any additional support required will be delivered through the existing contract with GARAS.
- Support is given to other migrants and refugees coming into the county through separate funding streams coordinated through the Strategic Housing Partnership and Migrant Planning Groups.

Data Protection Impact Assessment (DPIA) implications

28. The [Homes for Ukraine: Guidance for Councils](#) sets out the authorisation in place for personal data to be shared to help support the sponsor arrangement.

29. GCC's Information Management Service has been consulted and a DPIA has been completed for the wider HFU scheme as a whole. A Data Sharing Agreement has been

signed by all partners. There are no additional data protection considerations related to the specific recommendation outlined in this paper.

Social value implications

30. Supporting refugees locally provides an opportunity for the community, local businesses, and anchor institutions to work together to help people that have experienced trauma. In time, refugees supported by the local community may become an important part of the local community themselves. Refugees may be skilled workers who are able to contribute to the local economy and local public sector roles. Supporting refugees reduces the risk of further disruption to their lives and increases their ability to make a positive contribution to their local community.

Consultation feedback

31. The approach set out in this report has been shared with and supported by colleagues in the Strategic Housing Partnership. Partners attend and contribute to all the planning meetings and subgroups.

Officer recommendations

32. It is recommended that Cabinet should approve Option 1 set out in paragraph 22 above and the Recommendations contained in this report

Performance management/follow-up

33. Local Authorities are required to collect and accurately record on Foundry, data about both guests and sponsors in their area. Regular data returns are also required to trigger grant payments. Administration of the scheme may be audited in the future.

Appendix 1 – How the Grant is being Allocated

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
Mandated Checks						
1	The administration of sponsor property checks by District Councils	District Councils	Payment to District Councils	£150 per check	£32,100	£69,900
Sponsor Thank You Payments						
2	The administration of sponsors thank-you payments by District Councils	District Councils	Payment to District Councils	Tariff allocated within separate ring-fenced grant and costs need to come out of the grant	£50,000	
3	Sponsors thank you payments	Sponsors	Payment to District Councils	£350 per month for up to 12 months from beginning of	£68,250	£2,451,750

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
				hosting arrangement. £350 per month for up to 3 years from beginning of hosting arrangement for unaccompanied minors		
Welcome Payments						
4	Welcome payment to Ukrainian guests during the period 28 March 2022 to 27 November 2022	Ukrainian guests	Administered via PFS payment cards contract	£200 per guest Costing based on 1248 guests, as at 07/10/22	£249,600	
5	Administration of the welcome payment by GCC during the period 28 March 2022 to 27 November 2022	Internal costs	Payment to Provider	Administration fee for six months (anticipated), at £4,000 per month	£31,500	

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
				Accounts for 1500 guests, at £5 per card		
6	Welcome payment to Ukrainian guests during the period 27 November 2022 to 31 March 2024, including administration costs	Ukrainian guests (Welcome Payment) Internal costs (administration)	Payment to Provider	£200 per guest, costed at 100 new guests per month for 16 months. Administration fee for 16 months, at £1,700 per month Accounts for 100 new guests per month for 16 months (1,600 guests total), at £5 per card		£355,200
Direct Staffing Costs						

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
7	1 x Grade 10 – HFU Manager	Internal costs	Internal costs		£43,767	£31,262
8	8 x Grade 6 – HFU Response Officer	Internal costs	Internal costs		£92,307	£65,934
9	1 x Grade 4 – HFU administrator	Internal costs	Internal costs		£8,316	£5,940
Indirect Staffing Costs						
10	Support from Gloucestershire Fire & Rescue Service (GFRS) with visits, provided on an ad hoc basis	GFRS	Payment to GFRS		£34,200	£29,314
11	1 x foster social worker	Internal costs	Internal costs		£23,567	£16,833
12	6 x district support workers, one per district	District Councils	Payment to Districts		£300,000	£300,000
Additional support being provided						

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
13	The payment of a grant to the Gloucester Branch of the Association of Ukrainians in Britain to fund the support work that they are carrying out	Gloucester Branch of the Association of Ukrainians in Britain	Direct payment to VCS organisation	One-off grant	£10,000	
14	Grant Payments to other VCS organisations supporting Ukrainian refugees	VCS organisations	Direct payment to VCS organisation	One-off grant		£25,000
15	Payment of £150 per guest registered to primary care	Gloucestershire Integrated Commissioning Board	Payment to Integrated Commissioning Board	£150 per guest registered with a GP surgery		£207,150
16	Mental Health Support for Sponsors and Guests	Providers: Bear Us In Mind; Richard Castle and other	Direct payment to providers		£7,260	£35,000

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
		providers commissioned through normal procurement routes as needed				
17	Guest Travel Cards	Ukrainian guests	Administered via GCC Transport (travel cards contract)	£94 per card with 50 trips on Costing based on 2 cards per guest, with 1248 guests as at 07/10/22.	£234,624	£47,376
18	Administration by GCC of Guest Travel Cards	Internal costs	Internal costs	Additional contract costs if relevant and staff time		£38,405
19	Reimbursement of DBS checks online application fee incurred by sponsors	Sponsors	Administered via ASC payment cards contract	£20 per online fee	£26,622	£11,783

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
20	Translation Costs incurred by GCC in respect of advice and guidance materials being translated from English into Ukrainian and Russian	GCC translation provider	Direct payment to GCC translation provider		£2,345	£2,655
21	Hire Car during the period from 28 March 2022 to 23 November 2022 for use by GCC HFU Team in order to carry out welcome visits to guests	Pool car provider	Payment to provider via pool car contract		£7,500	£20,000
22	ICT Equipment for young Ukrainian guests engaging in remote learning with Ukrainian institutions outside of school	Provider	Direct payment to provider via ICT	£500 for laptop, Cyrillic keyboard and mouse. Costing for up to 30 guests.	£500	£14,500

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
23	GCC's printing costs incurred in the production of welcome packs for guests	Internal costs	Internal costs	Cost per document: Welcome Pack (English) = £1.38 Welcome Pack (Ukrainian) = £1.62 Welcome Pack (Russian) = £1.68 NHS guide = £1.08 Welcome visit forms = £0.38 Revisit form = £0.10 Costs calculated on the basis of paperwork required to be printed for 3 Welcome Visits	£3,074	£2,196

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
				and 3 Revisits per day.		
24	Advance payments to schools prior to the separate education funding being received, to cover costs of additional pupils in small schools.	Schools	Direct payment to relevant schools	£3,000 for Early years (ages 2 to 4), £6,580 for Primary (ages 5 - 11), and £8,755 for Secondary (ages 11-18).	£14,000	A separate education funding stream will be administered via the Director of Education and the relevant Cabinet Member, subject to relevant governance processes being completed

Activity Number	Activity	Intended recipient	Mechanism	Tariff	Funding allocated during the period 28 March 2022 to 23 November 2022 pursuant to a decision taken by the Director of Public Health as described in Recommendation 1 of this Report	Anticipated funding from 23 November 2022 onwards
25	Ad-hoc costs incurred by District Councils associated with facilitating guests to move towards independent living					£2,000
26	Temporary accommodation costs incurred by District Councils for exceptional cases and emergency accommodation if guests present as homeless following the breakdown of their matching arrangement	District Councils or provider	Payment to District Councils or direct payment to provider		£50,000	£40,000
TOTAL					£1,289,532	£3,772,198

Appendix 2 – Funding Guidance for Councils for HFU

¹The government is providing funding at a rate of £10,500 per person to councils to enable them to provide support to families to rebuild their lives and fully integrate into communities.

This funding is un-ringfenced, with a number of conditions attached, and matches the tariff offered under the first year of the Afghan Citizens Resettlement Scheme (ACRS) and Afghan Relocations and Assistance Policy (ARAP), although the role of councils will be different. For example, councils will not be asked to source initial accommodation under this scheme as this will be provided by the sponsor.

The government is also providing funding for councils to administer the optional ‘thank you’ payments at the £350 per sponsoring household per month rate. We allocate additional funding for these payments through a ringfenced grant, and we expect councils to cover administration costs within the tariff. There are also conditions attached to this grant. Further details on the grant conditions are outlined below.

The Department will make regular payments to councils, each covering three months of the programme, in arrears. On 30 June 2022 DLUHC made the first payment to councils in England, to cover the months March to May.

Payments are based on the actual number of Homes for Ukraine guests (for the £10,500 tariff) and the actual number of payments to sponsoring households (for the £350 ‘thank you’ payments) within each area. DLUHC will conduct a reconciliation process at the end of the financial year to ensure that councils receive their correct entitlement for both the £10,500 tariff and £350 ‘thank you’ payments. Future guidance will cover outstanding detail on this process, including the process by which we will account for movements of guests between sponsorships that cross local authorities.

In England, in two tier areas, both districts and counties have access to funds for their relevant duties under the scheme. Having engaged closely with representatives from the sector to determine the most appropriate payment mechanism, funding for both the £10,500 tariff and the £350 thank -you payments will be provided to upper tier councils.

However, in two tier areas it is a condition of the funding that councils must agree a plan locally to:

1. make prompt payments to lower tier authorities in relation to all the services which they provide to guests under the Homes for Ukraine Scheme, during the full duration of the scheme, including for services such as homelessness assistance for which lower tier authorities are responsible; and
2. make an immediate payment to lower tier councils in relation to any upfront costs.

¹ [Homes for Ukraine: guidance for councils - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/homes-for-ukraine-guidance-for-councils)

For the £350 thank you grant

Pursuant to section 31(5) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the following conditions:

1. Payments to sponsors should only be paid in accordance with circumstances set out in the Homes for Ukraine guidance for councils (linked at Annex C) and should not be released until:

a. a visit to the sponsoring household property, by the local authority, has been completed; and

b. the local authority has confirmed that the accommodation is suitable, that the guest is well and that there are no serious safeguarding or welfare concerns.

2. A recipient authority must ensure thank you payments to eligible sponsoring households who request them are made as soon as practicable.

For the £10,500 tariff grant

Pursuant to section 31(5) of the Local Government Act 2003, the Secretary of State determines that the grant will be paid subject to the following conditions:

1. A recipient authority must use the funding to carry out the activities, as set out in the Homes for Ukraine guidance, including completing all 5 safeguarding and accommodation checks, including DBS checks, on sponsors and the property in line with the Department's guidance as soon as practicable, and record these 5 checks on the Foundry system.

2. A recipient authority must commission or provide services that ensure guests and sponsors are provided with a source of advice and support to assist with registering for mainstream benefits and services, including where necessary specialist public health services and community integration.

3. In two tier areas, upper tier authorities must agree a plan locally to:

a. make payments to lower tier authorities in relation to all the services which they provide to guests under the Homes for Ukraine Scheme, during the full duration of the scheme, including for services such as homelessness assistance for which lower tier authorities are responsible; and

b. make an immediate payment to lower tier authorities in relation to any upfront costs.

4. A recipient authority must provide regular data returns in relation to the Homes for Ukraine Scheme, as set out in guidance. For example:

a. Entering relevant data on Foundry regularly, and at a minimum, weekly; and

b. that Section 151 officers must sign off quarterly returns to the Department which include: MI data to indicate how many people are moving in/out of the area; the number of £350 'thank you' payments made to sponsoring households; and confirmation that conditions have been met.