



E: [redacted]

[redacted]  
Chief Executive  
Scottish Refugee Council  
Portland House  
6th Floor  
17 Renfield Street  
Glasgow  
G2 5AH

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31/03/2022

Dear Mr [redacted],

**OFFER OF GRANT – WARM SCOTTISH WELCOME SCHEME - 1 MARCH 2022  
TO 31 MARCH 2023**

The Scottish Ministers in exercise of their powers under section 97 of the Charities and Trustee Investment (Scotland) Act 2005 hereby offer to give to Scottish Refugee Council (“the Grantee”) a grant of up to £1,300,000 STERLING. This will be payable over 1 March 2022 – 31 March 2023, in connection with the Warm Scottish Welcome Scheme, which is more particularly described in Part 1 of Schedule 1 (“the Project”) and subject to the following terms & conditions.

**1. Definitions and Interpretation**

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

## 2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project as required, and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The main objectives/expected outcomes of the Grant are:

- To expand the Grantee's core Refugee Integration Service for both the Ukraine Family Scheme and the Ukraine Sponsorship Scheme (Homes for Ukraine), including where the Scottish Government acts as 'super sponsor'.
- To expand community capacity to support Ukrainian displaced persons arriving in Scotland.

2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are:

- Recruitment of 15 additional advisors to the Grantee's core Refugee Integration Service, including Ukrainian & Russian speakers.
- Each advisor to work with around 60 clients per year and be supported by 2 to 3 volunteers.
- Expand regional integration hubs to support Ukrainian displaced persons.

2.6 The eligible costs for which the Grant can be claimed are:

- staff salaries and associated costs
- direct Project costs

2.7 The eligible costs exclude:

- reclaimable Value Added Tax
- redundancy payments
- capital expenditure, including the purchasing of property
- dissemination of funds to other recipients.

## 3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 In addition to the progress and financial reports to be submitted in relation to the funded Project, the Grantee shall within four weeks of the end of the period in which the Grant is payable submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Chief Executive.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, **any instalment of the Grant which has not been claimed by the Grantee by 31<sup>st</sup> March 2023 as set out in Schedule 1**, unless otherwise agreed in writing by the Scottish Ministers.

#### **4. Inspection and Information**

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of bi-annual progress reports, and quarterly financial reports to be submitted with claims for Grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the 12 month period and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may

reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 The Grantee must have robust safeguarding policies in place to protect vulnerable groups. The Grantee must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause.

4.7 In the event of the Grantee becoming aware of or suspecting:

- any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or
- any safeguarding incident by or in respect of any person involved in the Project, the Grantee shall immediately notify the Scottish Ministers of such activity or incident and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person.

4.8 The grantee shall immediately inform the Scottish Ministers of any change in its constitution, for example, but not limited to, a change in status from one type of body corporate to another.

## **5. Confidentiality and Data Protection**

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United

Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of Data Protection Laws are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

## **6. Disposal of Assets**

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

## **7. Publicity**

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

## **8. Intellectual Property Rights**

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

## **9. Default and Recovery etc. of Grant**

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If the Grant (or any part or condition thereof) does not comply with applicable Subsidy Control obligations, Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time in accordance with law.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of two per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

## **10. Assignment**

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

## **11. Termination**

The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

## **12. Corrupt Gifts and Payments of Commission**

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

## **13. Continuation of Conditions**

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

## **14. Compliance with the Law**

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

## **15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant

Acceptance below and return one full copy of the offer of Grant and Schedules electronically to [EqualityBudgetFunding@gov.scot](mailto:EqualityBudgetFunding@gov.scot). If the person accepting the Grant and the witness are unable to sign the Grant Acceptance below electronically, an email trail that makes clear this offer has been accepted by both parties before being sent on to me will suffice. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[redacted]

## GRANT ACCEPTANCE

On behalf of Scottish Refugee Council I accept the foregoing offer of Grant by the Scottish Ministers dated 31 March 2022 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Scottish Refugee Council is solvent. I confirm that I hold the relevant signing authority.

Signed:

*[Director/Company Secretary/Authorised Signatory]*

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness Signature:

Witness Name:

Address:

Date:

Place of Signing:

## **SCHEDULE 1**

### **PART 1: THE PROJECT**

- a) To expand Scottish Refugee Council's core Refugee Integration Service for both family scheme and new sponsorship scheme.

SRC advisers carry out an initial assessment of all refugees to determine level of need versus abilities and attributes in seven areas of Integration; Housing, Financial stability, Health and Wellbeing, Employment and volunteering, Adult Education and children schooling, Legal- status and documentation and social connection. The purpose of the assessment is to determine the level of support individuals and families require to enable efficient and effective action planning. The adviser works with refugees to immediately support access to benefits, set practical, realistic and timely goals with clear pathways to achieve them and clear roles of who will be responsible to take the action. Integration advisers adopt a case management approach and act as a key worker to ensure relevant support is in place.

Advisers will be supported by volunteers who will have a role in working with refugees and take responsibilities with specific actions agreed by all parties.

Depending on the level of need, volunteers could accompany refugees to appointments, act as advocate if required, support for completion under the adviser supervision, etc.

On average each adviser will work with 60 clients per year and be supported by 2 to 3 volunteers.

- b) To expand community capacity to support Ukrainian refugees arriving in Scotland

The existing New Scots Connect network works with 180 refugee-assisting groups across Scotland and is supported by our existing Regional integration Co-ordinators bringing together local voluntary organisations and local authorities across 5 areas of Scotland. These organisations will be able to provide welcome and integration support.

Regional hubs can be expanded by part-time roles working alongside the existing Regional Integration Coordinators and Refugee Integration Advisers. Their roles would be to support people to deliver their integration plans, orientation to local support, support the Ukrainian community to come together with other Ukrainians locally and nationally and build a strong Ukrainian community.

## PART 2: PAYMENT OF GRANT

1. The total Grant of up to £1,300,000 shall be payable by the Scottish Ministers to the Grantee on receipt of a completed claim for Grant in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.

2. The total Grant shall be payable over 1<sup>st</sup> March 2022 – 31<sup>st</sup> March 2023 in instalments as per the payment schedule table below. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by the end of the period, unless otherwise agreed in writing by the Scottish Ministers.

	Amount	Claim Date
Payment	550,000	14 April 2022
Payment	250,000	1 <sup>st</sup> July 2022
Payment	250,000	1 <sup>st</sup> October 2022
Payment	250,000	1 <sup>st</sup> January 2023
<b>Total</b>	<b>£1,300,000</b>	

3. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the period of funding. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.

4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within three weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the period of funding the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 13 April 2022 the amount of the Grant actually expended up to and including 31 March 2022.



## SCHEDULE 2

When making a claim for payment, please only return Schedule 2 (below).

EQUALITY FUNDING 1 MARCH 2022 – 31 MARCH 2023 CLAIM FORM – Warm Scottish Welcome				
Scottish Charity Number (if applicable)				
Grant Recipient				
Address				
Post Code				
Telephone				
Email				
Name of Project				
Period of claim	April-June (Q1) <input type="checkbox"/>	July-Sept (Q2) <input type="checkbox"/>	Oct-Dec (Q3) <input type="checkbox"/>	Jan-March (Q4) <input type="checkbox"/>
Amount claimed this quarter				
Bank Name				
Bank Address				
Sort Code				
Account Number				
Declaration	I hereby state that this claim for payment complies with all conditions set out in the grant offer and that the information above is true and complete.			
Signature				
Name				
Designation				
Date				
Scottish Government - Payment Authorisation (SG use only)				
Date received				
Cost Centre				
Entity Code				
Account Code				
Programme Code				
Amount				
Authorised by				
Name				
Date				

### Items of Expenditure

Please provide in the Excel spreadsheet of financial expenditure on which your original budget was submitted (a template for which can be found at <https://www.gov.scot/publications/equality-funding-2017-to-2020-process-for->

**recipients/ if necessary) items of expenditure relevant to the above period. If there is an over or underspend, please provide reasons for this.**

## SCHEDULE 3

### STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

WARM SCOTTISH WELCOME SCHEME- 1 MARCH 2022 TO 31 MARCH 2023

This is to confirm that the grant claimed by Scottish Refugee Council in relation to the above Project during the period 1 March 2022 – 31 March 2023 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Scottish Refugee Council.

Signed:

Name in block capitals:

Position:

Date:

## SCHEDULE 4

### DEFINITIONS

**“Agreement”** means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

**“Conditions”** means these grant conditions;

**“Data Protection Laws”** means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body which relates to the protection of individuals with regard to the processing of Personal Data to which a Party is subject including the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the UK GDPR.

**“Default”** means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

**“Period of funding”** means the period from 1<sup>st</sup> March 2022 – 31<sup>st</sup> March 2023;

**“Grant”** means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

**“Grantee”** means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee;

**“Project”** means the purpose for which the Grant has been awarded as described in the Offer of Grant;

**“Payment”** means each of the payments specified in Schedule 1 hereto.

**“Subsidy Control”** means the United Kingdom’s international commitments on subsidy control arising from, amongst others, the EU-UK Trade and Co-operation Agreement, World Trade Organisation Membership and commitments arising from international treaties and agreements to which the United Kingdom is party.

**“UK GDPR”** means the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) 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 and as amended by Schedule 1 to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419).



Accredited  
Until 2020



## First Minister

<b>Event:</b>	Scottish Refugee Council Visit Ukraine Resettlement Scheme
<b>Date:</b>	Wednesday 16 March 2022
<b>Time:</b>	09:30 – 10:30
<b>Venue Contact:</b>	[redacted] [redacted]
<b>Venue:</b>	Scottish Refugee Council 17 Renfield St, Glasgow G2 5AH
<b>SG Contacts:</b>	[redacted] [redacted] [redacted]
<b>Version:</b>	Final
<b>Dress Code:</b>	Business Attire <b>(Face Coverings</b> must be worn when moving around the premises)
<b>Media Opp:</b>	Comms to advise

### Event Description

**First Minister** has agreed to visit the Scottish Refugee Council to learn about their work supporting the Ukrainian Refugee Crisis and to meet with members of the Glasgow Association of Ukrainians in Great Britain.

Media will be present throughout the visit.

**Drop Off/ Pick Up:** Underground carpark

## **Programme:**

**09:30**

**First Minister** arrives and is met by [redacted]. **First Minister** will take the lift to the 6th floor office space.

**09:35**

**First Minister** will meet [redacted], Chief Executive. [redacted] will welcome the **First Minister** and introduce [redacted] and other members of the Team, who are assembled.

[redacted] will discuss the ongoing work of the Scottish Refugee Council during the current crisis.

**09:45**

**First Minister** will move to a nearby office space to meet with advisors and volunteers manning the Helpline phones and those who work direct with refugees.

**10:10**

There will be an opportunity for Media Bids.

**10:30**

**First Minister** is free to depart.

**EVENT ENDS**

**202200315249 – Information Release:**

**Question 1: The suggestion and introduction of any expanded service or funding related to Ukraine.**

From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 14 March 2022 21:16  
To: [redacted] <[redacted]@gov.scot>  
Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: Staff and budget - Ukrainian Family Scheme & Humanitarian Sponsorship Pathway & planning for increased protection places in Scotland

Dear [redacted]

Following on your conversations with [redacted] and [redacted], please see attached estimated staffing and resources required to deliver our proposed work noted in the Scottish Refugee Council concept paper 'Ukrainian Family Scheme & Humanitarian Sponsorship Pathway & planning for increased protection places in Scotland'.

To keep you updated, in collaboration with Ukrainian Community reps in Glasgow, we have finalised the Job Description for Helpline Advisers and will be recruiting in the next few days.

Please let me know if you need more information at this stage.

Thanks  
[redacted]  
Scottish Refugee Council

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From: [redacted] <[redacted]@gov.scot>  
Sent: 15 March 2022 10:35  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE: Staff and budget - Ukrainian Family Scheme & Humanitarian Sponsorship Pathway & planning for increased protection places in Scotland

Thanks [redacted]

This is really helpful and I will seek approval to confirm funding today (a prompt response is likely, and we see no problems with securing this). I have been asked to check that this is the maximum SRC require to ensure appropriate support is in place, given there is a wide open door right now to secure funding. So, sorry to ask as I know a lot of thought has already gone into this but is the number of people here sufficient or have you sought to minimise to an extent to avoid seeking too much funding?



<[redacted]@scottishrefugeecouncil.org.uk>; [redacted]  
<[redacted]@scottishrefugeecouncil.org.uk>;  
Subject: RE: Staff and budget - Ukrainian Family Scheme & Humanitarian  
Sponsorship Pathway & planning for increased protection places in Scotland

Folks

I can't remember if I have told you this yet, I did intend to. Anyway, funding package has been agreed and we are looking to progress grant asap.

Regards

[redacted]  
Scottish Government

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From: [redacted] <[redacted]@gov.scot>  
Sent: 31 March 2022 18:43  
To: [redacted]@scottishrefugeecouncil.org.uk  
Cc: [redacted] <[redacted]@gov.scot>  
[redacted] <[redacted]@gov.scot> [redacted] <[redacted]@gov.scot>  
Subject: Ukrainian Support - Grant Offer Letter

Dear [redacted],

Please find attached a grant offer letter in relation to Ukrainian support projects as detailed in the attached project papers. Please note I have taken the targets from the papers provided, and the profile of funding I have split equally over the lifetime of the project. I recognise your thinking will have developed since these papers and I am happy to update these sections to reflect that. Particularly in relation to the funding profiling.

It will also be possible to claim any costs so far incurred on this project from 1 March onwards in this financial year. Again I've attempted to reflect that in the profile, but recognise this may need changed to reflect actual spend.

I am happy to discuss on Monday [redacted], if you have any urgent queries [redacted] or [redacted], copied, will be available tomorrow.

Regards

[redacted]  
Scottish Government

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 13 April 2022 12:22

To: [redacted]< [redacted]@gov.scot>  
Cc: [redacted]< [redacted]@scottishrefugeecouncil.org.uk>;  
[redacted]<[redacted]@scottishrefugeecouncil.org.uk>  
Subject: SG Grant Offer to SRC - Ukrainian Family Scheme & Humanitarian  
Sponsorship Pathway & planning for increased protection places in Scotland

Hi [redacted],

Hope all is going as planned.

As you are aware, following your confirmation of the grant, we have started mobilisation, recruitment and activities.

I am writing to check if you would be able to send us a grant letter and payment schedule.

I am happy to provide more information, so please let me know what is needed.

With very best wishes  
[redacted]  
Scottish Refugee Council

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From: [redacted] <[redacted]@gov.scot>  
Sent: 13 April 2022 13:18  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Cc: [redacted]<[redacted]@scottishrefugeecouncil.org.uk>; [redacted]  
<[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@gov.scot>;  
[redacted] <[redacted]@gov.scot>  
Subject: RE: SG Grant Offer to SRC - Ukrainian Family Scheme & Humanitarian  
Sponsorship Pathway & planning for increased protection places in Scotland

Hi [redacted],

Copying those who led the grants, I did think they had been sent but I am a wee bit distant from it.

Regards

[redacted]  
Scottish Government

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From: [redacted] <[redacted]@gov.scot>  
Sent: 13 April 2022 13:34  
To: [redacted] <[redacted]@gov.scot>; [redacted]  
<[redacted]@scottishrefugeecouncil.org.uk>

Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>

Subject: RE: SG Grant Offer to SRC - Ukrainian Family Scheme & Humanitarian Sponsorship Pathway & planning for increased protection places in Scotland

Hi [redacted],

I'm afraid I didn't have your details so it was just sent to [redacted] account.  
Reattached here.

As you'll see we put in an arbitrary profiling for now, we can update that as soon as you have a better idea of the details. Could you let us know as soon as possible if you have any costs to date as we would need to process those this week to come from 21/22 financial year.

Regards

[redacted]  
Scottish Government

**Question 2: The First Minister's visit to SRC on 16 March.**

From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 14 March 2022 16:04  
To: [redacted] <[redacted]@gov.scot>  
Subject:

<https://www.scottishrefugeecouncil.org.uk/know-your-rights-ukraine-scheme/>

[redacted]  
Scottish Refugee Council

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From: [redacted]  
Sent: 14 March 2022 17:33  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE:

Hi [redacted],

Thank you for sharing the below information.

Would you be able to provide me with contact details for my colleagues in the Visits and Events Team to reach out to arrange a short site visit tomorrow ahead of Wednesday?

Forgot to say on the phone, many thanks for agreeing to accommodate this meeting a such short notice. I hope to be able to firm things up ASAP on our side.

Many thanks again and have a good evening.

Kind regards,

[redacted]  
Scottish Government

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 15 March 2022 15:14  
To: [redacted] <[redacted]@gov.scot>  
Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: Briefing

Hi [redacted],

Apols several calls got in the way – here's some notes. [redacted] can follow up re quote

For briefing tomorrow:

SRC Attendees:

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

AUB Glasgow

[redacted]

[redacted]

We are confirming more members of the Ukrainian community (up to 5)

Meet with members of the Ukrainian community to discuss their concerns and aspirations for the Ukrainian Family Scheme and Sponsorship scheme.

Meet with SRC helpline advisers and refugee integration advisers

Key messages

SRC is working with the Ukrainian community to increase its capacity of helpline advisers and refugee integration advisers, including bilingual staff, to support those fleeing Ukraine and arriving in Scotland through the Ukrainian Family Scheme, new sponsorship route and those who may claim asylum.

For nearly 40 years Scottish Refugee Council has been supporting New Scots to find a welcoming home in Scotland. Since 2005, Scottish Refugee Council has provided a Refugee Integration Service offering one-to-one holistic casework advice and advocacy to nearly 10,000 refugees, newly recognised by the UK Government in Scotland in need of international protection or resettled to Scotland, to access mainstream benefits, services and and develop personal integration plans.

Helpline advisers are the first point of contact through telephone and online chat, providing initial advice, information, signposting and referrals as needed.

A first online group session for family sponsors is taking place at 10 o'clock SRC's regional integration co-ordinators will work with local organisations and link individuals and families with communities and local support services. SRC is also increasing its offer

[redacted]

Scottish Refugee Council

**Question 3: The use of temporary accommodation - including hotels, tower blocks and cruise liners - in response to Ukraine.**

From: [redacted] <[redacted]@gov.scot>  
Sent: 22 June 2022 09:07  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Cc: [redacted]@gov.scot  
Subject: SRC Support

Good morning [redacted],

I currently work in the Scottish Government Ukraine Welcome and Integration team. I was looking to discuss the option of SRC providing support at one of the hotels in Glasgow where guests from Ukraine will be staying for a short period. The request is a bit short notice and from today if at all possible. I am happy to discuss with you or one of your team if helpful.

Many thanks in advance.

[redacted]

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 22 June 2022 09:26  
To: [redacted] <[redacted]@gov.scot>  
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE: SRC Support

Hi [redacted],

Happy to discuss, [redacted – not in scope]

Thanks,

[redacted]  
Scottish Refugee Council

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From: [redacted] <[redacted]@gov.scot>  
Sent: 22 June 2022 10:14  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE: SRC Support

Hi [redacted],

I will set up a team's call for 1035 if that suits?

[redacted]

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 22 June 2022 10:15  
To: [redacted] <[redacted]@gov.scot>  
Subject: RE: SRC Support

Yes that would be good, thanks.

[redacted]  
Scottish Refugee Council

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From: [redacted] <[redacted]@gov.scot>  
Sent: 23 June 2022 11:39  
To: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE: SRC Support

Hi [redacted],

I hope you are well today.

Thanks again for your time yesterday. We have shared your details with guests at the [redacted] but I was checking if there was the opportunity of someone going along to the hotel?

Many thanks.

[redacted]

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 23 June 2022 12:16  
To: [redacted] <[redacted]@gov.scot>  
Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: RE: SRC Support

Hi [redacted]

Really sorry I don't have anyone that can go today, but my colleague [redacted] will arrange for presence tomorrow, hope this is okay.

Thanks,

[redacted]  
Scottish Refugee Council

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 07 July 2022 11:04  
To: [redacted] <[redacted]@gov.scot>  
Subject: FW: Cruise Ship

Hi [redacted],

It was good speaking with you. I have sent the following email to [redacted] and [redacted], who I believe are away. Hope this helps in our discussions on use of cruise ships.

Thanks  
[redacted]

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From: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Sent: 11 August 2022 14:44  
To: [redacted] <[redacted]@gov.scot>  
Cc: [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>; [redacted] <[redacted]@scottishrefugeecouncil.org.uk>  
Subject: SRC feedback on visit to M/S Victoria Passenger Ship

Dear [redacted],

[redacted] , [redacted], [redacted] and I really appreciated the opportunity to visit the ship and it was very good to meet up with you and spend some time with Edinburgh colleagues face-to-face.

Huge effort has been made quickly by the Scottish Government, Council and contractors to mobilise the ship very swiftly to provide a warm welcome to UDPs and the teams should be commended.

[redacted – not in scope]

Best  
[redacted]  
Scottish Refugee Council

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[redacted]

Hugely helpful feedback – thank you. I am copying this to [redacted], [redacted], and [redacted] in the first instance.

I agree with the points you raise and am keen that we take account of these as we move forward, including around clarity of communication and taking steps to foster a sense of agency.

Best wishes

[redacted]  
Scottish Government