

Contacting your Local Authority

As you know, receiving your [Local Authority Consent](#) is a key part of your application, but as Community Sponsorship is still a relatively new programme, there are many Local Authorities (LA) who have never been through the process of giving consent to a Group like yours. For some LAs, consent will be given by staff, some by CEO, others may require a full council meeting to discuss this; ensure you know the process that your LA will be following at an early stage in order to avoid delays in receiving your consent.

Reset are always available to speak to Local Authorities regarding the programme and what they may need to consider before providing consent to you. Please do let your Local Authorities know about us and the support we can give them.

In this resource, we provide a template email/letter you can send to your Local Authority/Authorities to outline the timelines and starting the research into what your Local Authority will need from you. The more information you can receive at the outset, the better.

Find out who you need to speak to

- Find out whether you are in a single or dual Local Authority Area: <https://www.gov.uk/find-local-council> - in a dual area, you will need both LAs to consent.
- Find out who to speak to at your Local Authority, there may not always be a lead on refugee resettlement in your Local Authority area – look on their websites, call the LA or speak to [your SMP](#) for an introduction.
- Ask Reset if they can make a connection between the relevant team and your Group.

Template Request - Please amend as you see fit.

Dear xx

We are a Community Sponsorship Group <insert name> working in <insert location> and we hope to resettle a refugee family in our community via the Government's Community Sponsorship Scheme. You can find out more about the scheme here: <https://resetuk.org/community-sponsorship> As a Community Sponsorship Group, we will be providing funding to support a family, finding accommodation for a two year period, as well as building a comprehensive resettlement plan in order to ensure that refugees access benefits, health care services, schools and begin to integrate in our neighbourhood. To date, over 250 refugees have been resettled by Community Sponsorship in the UK and these refugees currently form part of the pledge of 23,000 refugees the Government will resettle by March 2020.

In order to receive approval to welcome a refugee family, we do need the consent of the Local Authority, and we're keen to keep you informed of our progress, ensuring we are working to assure you of our plans. The Home Office have provided guidance for Local Authorities which is available on the gov.uk website:

<https://www.gov.uk/government/publications/apply-for-full-community-sponsorship> and Local Authorities across the UK have managed the consent process differently in terms of what they have asked for.

We also need to give the Local Authority Safeguarding Team an opportunity to review our Safeguarding Policy, and we would appreciate it if you could introduce us to the relevant team for this.

At this stage, it would be useful for us to know:

- What your consent process will be – who in the Local Authority will need to give their consent?
- What would you like from us – would you like to meet us at this stage, or see us once we have our application form at a more complete stage?
- **delete as appropriate* As we are in a dual Local Authority area, we will need to receive the consent of you and <other LA> - how would be the best way to work on this together?*

As a Local Authority, the Home Office asks us to work with you to:

- Receive written consent for our application to be considered – the Home Office won't look at our application until this is received.
- Give the LCSB an opportunity to review our Safeguarding Policy.
- Confirm that the accommodation we secure meets local standards
- You will be invited to attend a Pre-Approval meeting with our Group and the Home Office.
- Once we are approved, both our Group and our Local Authorities will need to approve the refugee family allocated to us.

Reset Communities and Refugees can [provide support and guidance to Local Authorities](#) and share how others have managed this process, and worked with Community Sponsorship Groups, and if you would like to be introduced to them, please let us know.

We are really looking forward to working with you on this exciting project,

With kind regards,

<Name – remember to include your contact information>