

**2011/12 Business Plan Activities: Work Plan Annex I**

This section outlines the primary objectives of the Partnership support team & how the key objectives will be delivered. These objectives are outlined in the Partnership Enabling Grant agreement with the UK Border Agency.

**SESPM Activities 2011 / 12**

Activities	Actions	Key Performance Indicators	By Whom	By When	Resource Required	Expected Outcome
<b>1. Monitoring</b>	<ul style="list-style-type: none"> <li>Localise data from range of sources: ONS, DWP, Schools Census, UKBA</li> <li>Regular monitoring of potential data sources including: Migration Observatory, ONS &amp; collaborative research.</li> <li>Participation on SEEC data group</li> </ul>	<ul style="list-style-type: none"> <li>Production of 6 monthly monitoring reports</li> <li>Publication of headline figures on web pages</li> <li>Presentation to SEEC Executive</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Administrative Support</li> <li>Local Area Strategic Migration Groups</li> </ul>	<ul style="list-style-type: none"> <li>Production of evidence based narrative on migration in the SE which:               <ul style="list-style-type: none"> <li>Shapes policy</li> <li>Informs planning</li> <li>Acts a reliable resource for partners</li> </ul> </li> </ul>
<b>2. Research</b>	<ul style="list-style-type: none"> <li>Dissemination &amp; progression of research analysis into the level of <b>reliance on migrant labour.</b></li> <li>Supporting research</li> </ul>	<ul style="list-style-type: none"> <li>Research analysis dissemination plan drawn up &amp; actioned. Partners identified &amp; research utilised with testimonies.</li> <li>Coherent understanding</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Partnership</li> </ul>	<ul style="list-style-type: none"> <li>December 2011</li> <li>September</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>SEEC</li> <li>Business Support</li> <li>Administrative Support</li> <li>Kent University</li> </ul>	<ul style="list-style-type: none"> <li>LEP areas &amp; key partners i.e. HE, FE, Training Providers, MAC, Home Office &amp; BIS have high quality information to inform local &amp; national planning &amp; enabling local areas to respond positively to a potential reduction in migrant labour.</li> <li>Research informs local experiences &amp; is used</li> </ul>

	into the impact of <b>Gurkha veteran resettlement.</b>	of the numbers & impact of Gurkha resettlement.	<p>Manager</p> <ul style="list-style-type: none"> <li>Kent University</li> </ul>	2011	Partnership Manager Administrative Support	as part of a strategy towards community cohesion & resource allocation.
<b>3. Advisory, Consultative &amp; Coordination Functions informing &amp; influencing policy development.</b>	<ul style="list-style-type: none"> <li>Coordinate responses into new <b>national consultations</b></li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the consultations is promoted &amp; a coordinated response from the SE provided. At the time of writing this include: Family Route, the link between temporary &amp; permanent settlement &amp; the review of the shortage occupation list.</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Administrative Support</li> <li>Local Area Strategic Migration Group</li> </ul>	<ul style="list-style-type: none"> <li>SE partners are aware of &amp; engaged with national consultations.</li> <li>SE perspectives are represented &amp; contribute towards the development of policy.</li> </ul>
	<ul style="list-style-type: none"> <li>Participation at a range of national fora.</li> </ul>	<ul style="list-style-type: none"> <li>Continued contribution and provision of SE representation at: <ul style="list-style-type: none"> <li>All Party Parliamentary Group on migration.</li> <li>The National Migration Group.</li> <li>LGA Migration Task Group</li> </ul> </li> <li>Continue to facilitate the following :</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Representative from within SESPM Executive</li> </ul>	<ul style="list-style-type: none"> <li>SE perspectives are gathered &amp; articulated at strategic levels contributing to the development &amp; shaping of policy &amp; decision making.</li> </ul>

	<ul style="list-style-type: none"> <li>Continuation of the meeting structures across the SE.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>SESPM</b> Executive meetings: 3 meetings per year. Appropriate external presenters invited.</li> <li>➤ Local Area Strategic Migration Groups meetings: 3 times per year.</li> <li>➤ NRPf: 2 meetings &amp; establishment of an online network.</li> <li>➤ Information dissemination, reaction gathering &amp; follow up actions.</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>SESPM Executive</li> <li>Local Area Strategic Migration Groups</li> <li>UKBA</li> <li>National NRPf Network</li> </ul>	<ul style="list-style-type: none"> <li>The structure enables the practical application of information exchange at the strategic as well as connected into the operational level. The expected outcome is aligned to activities 4, 5 &amp; 6 of this work plan.</li> <li>SESPM continues to embed a position of lead professional body on migration in the SE.</li> </ul>
<b>4. Communication &amp; Awareness Raising.</b>	<ul style="list-style-type: none"> <li>Deliver bespoke <b>presentations</b> to partners as required.</li> <li>Exp&amp; the information range available on the <b>website</b></li> </ul>	<ul style="list-style-type: none"> <li>Delivery of information presentations to a range of audiences equal to or in excess of the nine delivered in 2010/11</li> <li>Specification for expansion of the web pages produced.</li> <li>Additional pages loaded on the website as per</li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Partnership Manager</li> <li>Administrative support</li> <li>Training provider &amp; resources.</li> </ul>	<p>Ongoing</p> <p>By October 2011</p>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Administrative Support</li> <li>Partnership Manager</li> <li>Administrative Support</li> </ul>	<ul style="list-style-type: none"> <li>Information &amp; promotion of SESPM's role to engage a broad range of partners &amp; deepen &amp; cement our expert position as a local resource.</li> <li>Obtain &amp; give information to inform contributions to strategic decision making &amp; strengthen relationship</li> </ul>

	<ul style="list-style-type: none"> <li>Promote &amp; coordinate SE participation in <b>national consultation exercises</b> (see also activity 3)</li> <li><b>Target information sharing</b> as appropriate</li> </ul>	<p>specification.</p> <ul style="list-style-type: none"> <li>Virtual NRPf Network for members created.</li> <li>Training to deliver in house web editing.</li> <li>Awareness of the consultations is promoted &amp; a coordinated response from the SE provided.</li> <li>Information is communicated on a range of activities including but not limited to: <ul style="list-style-type: none"> <li>➤ Outcome of Monitoring (activity 1) &amp; Research (activity 2) in line with the dissemination plan.</li> <li>➤ Developments such as the Pre Departure Accommodation is communicated to key local partners,</li> <li>➤ Outcomes of complied</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Partnership Manager</li> <li>Local Area Strategic Migration Group Partners</li> </ul>	<p>By November 2011</p> <p>By September 2011</p> <p>Ongoing</p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>Partnership Manager</li> <li>Administrative Support</li> <li>Partnership Manager</li> <li>Administrative Support</li> <li>Meeting Structures</li> <li>NRPf Network</li> <li>Operational Networks as required.</li> </ul>	<p>building.</p> <ul style="list-style-type: none"> <li>An up to date web resource drawn on by a range of local, national &amp; international partners.</li> <li>Ensuring</li> <li>SE partners are aware of &amp; engaged with national consultations.</li> <li>SE perspectives are represented &amp; contribute towards the development of policy</li> <li>SE Partners are provided with high quality information through a range of methods including email distribution, presentations &amp; as part of the meeting structures.</li> <li>SE Partners enabled to make contributions to national consultations.</li> <li>Local policy, decision making &amp; service planning &amp; delivery is</li> </ul>
--	---	---	---	--	---	---

		<p>national research including Roma communities &amp; Homelessness among Accession state migrants is distributed to all LASMG &amp; other partners as appropriate.</p> <ul style="list-style-type: none"> <li>➤ Changes in policy or entitlements such as the ending of transitional arrangements for A8 nationals is distributed &amp; explained using a range of methods including email, presentations, meetings &amp; web site,</li> <li>➤ Provision of &amp; changes to AVR are communicated to partners with appropriate follow up.</li> </ul>				<p>informed &amp; improved through the provision of high quality information through SESPM.</p> <ul style="list-style-type: none"> <li>• Migrant receive appropriate &amp; informed interventions agreed &amp; delivered.</li> </ul>
<p><b>5. Partnership, Collaborative Working &amp; Relationship Building</b></p>	<ul style="list-style-type: none"> <li>• <b>Gurkha Veteran Resettlement;</b> providing information &amp; support to assist local areas address challenges especially around rapid growth, expectation management &amp; impact on local services &amp; to maximise the benefits.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaborative approach coordinated facilitating connections between <b>NIACE, LASMG (HiW &amp; Kent &amp; Medway specifically), &amp; University of Kent</b></li> </ul>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Administrative Support</li> </ul>	<p>October 2011</p>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Administrative Support</li> <li>• Local Area Strategic Migration Groups (HiW &amp; Kent &amp; Medway)</li> <li>• NIACE</li> <li>• University of Kent</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy, decision making &amp; service planning &amp; delivery is informed &amp; improved through the provision of high quality information through SESPM.</li> <li>• Impact is articulated &amp; supports engagement with central government.</li> <li>• Resettled Gurkha communities receive appropriate &amp; informed interventions agreed &amp; delivered.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Assisted Voluntary Return</b> information promotion.</li> <li>• <b>Continuation of the meeting structures</b> across the SE involving a range of partners in addition to the settled membership.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness raising of AVR is undertaken throughout a range of engagements. Bringing <b>UKBA, Refugee Action, NRPf SE Network and Local Area Strategic Migration Groups</b> together to discuss the schemes and practitioners access to information channels.</li> <li>• SESPM Executive meetings: 3 meetings per year. Appropriate external presenters invited. <ul style="list-style-type: none"> <li>➤ Local Area Strategic Migration Groups meetings: 3 times per year.</li> <li>➤ NRPf: 2 meetings &amp; establishment of an online network.</li> <li>➤ Information dissemination, reaction gathering &amp; follow up actions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Administrative Support</li> <li>• Partnership Manager</li> <li>• Administrative Support</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• UKBA</li> <li>• SE NRPf Network</li> <li>• Local Area Strategic Migration Groups</li> <li>• Refugee Action</li> <li>• Partnership Manager</li> <li>• Projects budget</li> </ul>	<ul style="list-style-type: none"> <li>• Practitioners are equipped with an increased awareness of the AVR schemes and processes &amp; are in a position to enable entitled migrants to access information to help them make informed choices.</li> <li>• Partnerships &amp; collaborations provide collective benefit to a greater number with consistency in terms of information dissemination, reaction and collective voice, to articulate issues from a SE perspective &amp; influence outcomes &amp; decision making.</li> </ul>
--	---	---	--	-------------------------------	---	---

	<ul style="list-style-type: none"> <li>• Identification of <b>new partners</b> or relevant organisations to provide <b>specialist input</b> to SESPM, where necessary undertaking new projects &amp; research.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential new partners and specialist input is identified &amp; connected to SESPM in a range of ways including: <ul style="list-style-type: none"> <li>➤ Presentations at meetings</li> <li>➤ Provision of information</li> <li>➤ Attending dedicated events</li> <li>➤ Establishing research &amp; project development.</li> <li>➤ Making links with the Institute of Public Policy Research to develop a deeper understanding of <b>irregular migration</b> in the SE.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Projects budget</li> </ul>	<ul style="list-style-type: none"> <li>• Increasing the partnership network to include new members &amp; specialist input further embedding SESPM as the lead professional body on migration in the SE.</li> </ul>
<b>7. Grant Compliance</b>	<ul style="list-style-type: none"> <li>• Ensuring the terms of the Grant Agreement are met.</li> </ul>	<ul style="list-style-type: none"> <li>• All requirements of the grant and schedules are complied with.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Accountancy support</li> <li>• Administrative Support</li> </ul>	<ul style="list-style-type: none"> <li>• The grant purpose is delivered and the SE is provided with a comprehensive service which as a minimum meets the grant specification but also delivers added benefits to the Home Office.</li> </ul>
<b>9. Fund raising</b>	<ul style="list-style-type: none"> <li>• Explore avenues of additional funding to expand SESPM's work, progress further research and undertake projects.</li> </ul>	<ul style="list-style-type: none"> <li>• A fund raising plan to be drawn up to consider options of funding sources &amp; partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>• Partnership Manager</li> </ul>	By October 2011	<ul style="list-style-type: none"> <li>• Partnership Manager</li> <li>• Business Advice Support</li> </ul>	<ul style="list-style-type: none"> <li>• Additional funds identified to supplement or replace Home Office grant for 2012 onwards.</li> </ul>