**Community Action Derby - New Arrivals Alliance (CAD) – Terms of Reference revised July 2025**

The New Arrivals Alliance is a multi-agency, multi-disciplinary body that draws together a wide range of statutory and non-statutory organisations and stakeholders. It is responsible for developing the asylum and refugee integration work programme in the City of Derby and facilitating a partnership approach to meeting the diverse needs of asylum seekers and refugees.

The steering group will work to ensure equality and best practice is implemented. It will seek to agree and progress priorities for sustaining refugee integration and community cohesion.

It is a strategic co-ordination body which adopts a multi-agency long-term problem-solving approach to deliver optimum outcomes to new arrivals in the city and support and direct relevant services working in the field. We aim to make Derby a welcoming and supportive place for new arrivals, bringing together individuals, groups, and organisations ensuring their voices are heard and influence those in charge to positively evolve policy and practice.

The New Arrivals Alliance aims to strengthen the voice of communities, enabling other groups to better understand their concerns and priorities, integrating new arrivals into the city, and addressing the inequality of access to services.

The Alliance’s principal aims are as follows: -

1. To take a strategic overview of dispersal arrangements in the city and the wider impact on community cohesion, housing, education, and health services. Facilitating communication between, and strengthening the Network and Alliance members voice, on legal and policy issues that affect all migrants and ensuring they are engaged in decision making.

2. To work in collaboration to achieve this through a mechanism of co-operation across statutory and non-statutory and wider partners to effectively meet the needs of new communities.

3. To promote equality, work towards the elimination of discrimination and promote the human rights of all. The Alliance will ensure refugees continue to be a priority group for services and need is closely monitored.

4. To consider the impact of migration on the region and city, particularly issues relating to the support of asylum seekers and the settlement and integration of refugees – clearly defining areas of inter-agency co-operation.

5. To function as a consultative group on policies and procedures that affect new communities and actively participate and engage in regional and national issues, effectively sharing pertinent information.

6. To provide a forum where people can meet and share information about how services work, identify and seek to address gaps in resources, utilising their experience and understanding to inform the partnership priorities and improve access and understanding of the help available to migrants in Derby.

7. To work to ensure people with lived experience of migration are given a voice and influence and to ensure the Alliance has clear priorities and goals based on the importance to migrant groups themselves.

8. To enhance the development of a positive vision of the cultural, social, and economic benefits that asylum seekers and refugees can contribute.

9. To establish and monitor working groups for specific tasks within the relevant plans and deliver work deemed appropriate by the group.

10. To secure new funding for the sector through a range of funders and commissioners.

At all times, the Group will endeavour to reach a consensus and collective view, but individual members and their organisations are regarded as independent and may take such positions they may consider necessary.

**Structure of the Alliance**

**Members** - The Alliance core membership is to be made up of voluntary sector organisations providing direct services and support to new arrivals in Derby.

The Alliance membership process for organisations and individuals is under constant review. The Alliance will recruit new members to the group by Expression of Interest at appropriate junctures determined by the Steering Group.

Member discussion will be constructive, open, and honest with attendees respecting appropriate confidentiality. It will seek to engage representatives from a diversity of interest groups. The most appropriate group or individual will manage the principal aims of the collective feeding in their progression to the Alliance.

The Terms of Reference and membership of the group will be subject to review in case its focus needs to change, and it will be agile in this respect. The group can establish working parties to progress actions, discuss items in detail and report back to the group. These groups and the wider membership of the Alliance will have the opportunity to feedback to the Steering Group for consideration of their perspectives. Key information will be circulated to the group with this information appearing on the NAA Webpage.

Alliance members will pro-actively engage with work streams and attend monthly meetings, or as scheduled. There is an expectation that members, unless there are exceptional circumstances which can be discussed with the NAA Manager, attend a minimum of 50% of the scheduled meetings. If two consecutive meetings are missed, then consideration will be given to the removal of the individual/organisation from the Steering Group. It is acceptable to send a suitably briefed colleague if the Steering Group Member cannot make it themselves, via prior notification to the NAA Manager.

If the member concerned opposes the decision to remove them, they have a right to appeal via the NAA Manager and/or Chair, who will take the case to the next appropriate Steering Group to achieve a consensus.

To progress group actions and decisions it is essential that the Steering Group has appropriate quoracy. A minimum of two thirds, or four members of the current of Steering Group need to be present to progress with a meeting. If more than one person is present from any organisation they will only count as one individual for the purpose of quoracy.

Decisions will continue to be made by consensus.

The groups and their wider remits are outlined below: -

* **Steering Group -** The Steering Group will be comprised of a diverse range of individuals who operate strategically and in a position of influence in the new arrivals space and ensure transparency and accountability of the Alliance and monitor its effectiveness, acting as a critical friend and ally.
* **The Lived-experience Advisory Group** – This group will be critical to oversee the work of the Alliance, provide reality checks and be key in ensuring we have the focus correct. They will be the voice that informs decisions and priorities – ensuring the group retains focus on key issues affecting new arrivals and what matters to them.
* **The Commissioned Funding Allocation Group –** This group is to ensure an equitable, accountable, and transparent allocation of funds according to priority and ensure appropriate checks and balances are in place to ensure integrity which is paramount when distributing finances and resources.

**Partners** - The Alliance will endeavour to develop strong working relationships with other stakeholders including: -

* Local authorities and all relevant departments participating in asylum dispersal and refugee resettlement.
* UK Visas and Immigration (COMPASS Service Delivery Managers, Immigration, Compliance and Enforcement, Voluntary Returns Service, Resettlement Operations).
* Asylum accommodation providers such as SERCO and any commissioned or associated housing providers in the city.
* Legal Aid Agencies operating or prepared to operate in the city.
* Public Health England and the UK Health Security Agency.
* East Midlands Strategic Migration Partnership
* DWP
* Further education providers
* Police
* Voluntary sector organisations supporting asylum seekers and refugees outside of Derby (e.g. Regional and National organisations and bodies)

NB This list is not exhaustive and will be reviewed periodically over time.

Changes to the Terms of Reference can periodically be reviewed and amended by the Alliance Steering Group