

## **ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) FOR INTEGRATION FUND**

### **MEMORANDUM OF UNDERSTANDING**

#### **Purpose**

This Memorandum of Understanding (MOU) is entered into between Nottingham City Council and the Secretary of State for Housing, Communities and Local Government ('MHCLG'). The MOU provides a framework for Nottingham City Council and MHCLG to collaborate on the ESOL for Integration Fund programme and sets out the expectations of both parties.

While this is not a legally enforceable agreement, this MOU sets out:

- funding arrangements from MHCLG to fund Nottingham City Council to deliver the agreed activity and outcomes; and
- the agreed principles for monitoring and evaluating the delivery and outcomes of the project, including the respective responsibilities of Nottingham City Council and MHCLG.

#### **Duration**

The MOU relates to funding from the ESOL for Integration Fund 2020/21 for the period 01 July 2020 to 31 March 2021.

#### **MHCLG will be expected to:**

##### 1. Provide funding

MHCLG will provide **£225,939.00** funding to Nottingham City Council via Section 31 grant, in the expectation that funding is used to deliver the agreed ESOL for Integration Fund programme.

##### 2. Maintain a relationship as grant funder

MHCLG as grant funder will:

- Provide constructive and practical support and challenge to the grant-holding local authority
- Monitor progress on the delivery of the agreed outputs and outcomes
- Provide steer to grant-holding local authorities on learner data collection and monitoring and evaluation activities.
- Work with grant-holding local authorities and partner organisations to facilitate working groups for the sharing of good practice and collaborative problem solving.

**Nottingham City Council will be expected to:**

Provide community-based English language taught sessions for learners at New to ESOL level (pre-entry to entry level one), in speaking, listening, reading and writing led by relevantly qualified practitioners.

Provide community-based social mixing ESOL clubs and activities, such as conversation clubs and language cafes to participants at New to ESOL level (pre-entry to entry level one) or higher.

Work collaboratively with MHCLG, and commissioned external contractors, who will undertake an impact and process evaluation of the programme.

**Project outputs**

Project Output	Project Activity	Delivery target	Monitoring and evaluation
<p><b>Enrol residents to qualified tutor led pre entry to entry level one ESOL courses</b></p>	<p>Identify community-based venues</p> <p>Publicise through appropriate outreach channels.</p> <p>Provide practical solutions to remove barriers to learning, such as childcare.</p> <p>Conduct initial learner assessments to identify starting level of English language proficiency in reading, writing, speaking and listening (pre-entry to entry level one).</p> <p>Produce a plan of sessions to be taught detailing guided learning hours, topic content and delivery method (e.g. face to face, via digital platform, self-learning online)).</p> <p>Deliver learning activities, adjusting content and curriculum as appropriate to meet needs of learners.</p>	<p><b>504 learners</b></p> <p><b>(80% completing course – 403)</b></p>	<p>Nottingham City Council Project Manager / team.</p> <p>Register of attendance.</p> <p>Individual learning plans / learner records.</p> <p>DELTA data return (x2).</p> <p>Progress reports (x2).</p> <p>End of programme DELTA learner assessment data return.</p> <p>End of programme report.</p>

	<p>Provide Information, Advice and Guidance (IAG) of a least one session per learner.</p> <p>Monitor attendance and retention and take action as needed.</p> <p>Conduct summative learner assessments to evaluate student level of English proficiency in reading, writing, speaking and listening.</p>		
<p><b>Engage residents in ESOL social clubs and/or activities</b></p>	<p>Identify community-based venues</p> <p>Identify tutors / volunteers to lead sessions and facilitate appropriate activities.</p> <p>Publicise through appropriate outreach channels</p> <p>Provide practical solutions to remove barriers to attending, such as childcare.</p> <p>Produce a plan of activity to be offered and delivery method (e.g. visit, face to face, via digital platform)</p> <p>Deliver clubs, activities and/or visits adjusting content and curriculum as appropriate to meet needs of participants.</p>	<p><b>428 participants</b></p>	<p>Nottingham City Council Project Manager / team.</p> <p>Register of attendance.</p> <p>DELTA data return (x2).</p> <p>Progress reports (x2).</p> <p>End of programme report.</p>

## Project outcomes

<b>Project Outcomes</b>	<b>Project activities</b>	<b>Measurement activity</b>	<b>Reporting method</b>
<b>Increase in English language proficiency of learners attending taught ESOL course</b>	Participation in ESOL sessions led by suitably qualified practitioners.	Quantitative data reporting via learner assessments in reading, writing, speaking and listening on entry and exit of taught ESOL course.  Qualitative data via self-reporting.	Collection and collation of aggregate learner assessment data across whole programme and submitted to MHCLG via end of programme DELTA data return on or before 20 May 2021.  Submission of an end of programme report on or before 20 June 2021.  Reporting of programme achievements through progress reports and/or case studies.
<b>Increase in social connectedness to local places, amenities and services for learners on taught courses and participants attending clubs.</b>	Participation in ESOL sessions led by suitably qualified practitioners.  Participation in ESOL social clubs and activities.	Quantitative data reporting via completion of Integration survey on entry and exit of course.  Qualitative data via self-reporting.	Collection and collation of aggregate learner and participant survey responses across whole programme and submitted to MHCLG via end of programme DELTA data return due on or before 20 May 2021.  Submission of an end of programme report on or before 20 June 2021.  Reporting of programme achievements can be made through progress reports and/or case studies.  Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external

			evaluator during the programme and after March 2021.
<b>Increase in awareness of local events and usage of local heritage, cultural and leisure sites</b>	<p>Encouragement by tutors and support staff of available sites and upcoming events.</p> <p>Participation in visits to sites and/or sessions with representatives from local organisations such as museums, libraries and leisure centres.</p>	Qualitative data via Self-reporting.	<p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>
<b>Increase in knowledge regarding health and wellbeing information for learners, participants and their families.</b>	<p>Participation in ESOL sessions led by suitably qualified practitioners around making appointments with healthcare professionals.</p> <p>Participation in activities and discussions around health and wellbeing.</p> <p>Signposting to sources of information on health and wellbeing or visits from representatives from local health and wellbeing services.</p> <p>Tutors and support staff to be suitably trained in safeguarding, identifying and supporting vulnerable attendees.</p>	<p>Quantitative data reporting via completion of Integration survey on entry and exit of course.</p> <p>Qualitative data via self-reporting.</p>	<p>Collection and collation of aggregate learner and participant survey responses across whole programme and submitted to MHCLG via end of programme DELTA data report due on or before 20 May 2021.</p> <p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>

<p><b>Reduction in isolation through increased opportunities to meet local people from different backgrounds for both learners on taught courses and participants attending clubs.</b></p>	<p>Participation in ESOL sessions led by suitably qualified practitioners.</p> <p>Participation in ESOL social clubs and activities.</p>	<p>Quantitative data reporting via completion of Integration survey on entry and exit of course.</p> <p>Qualitative data via self-reporting.</p>	<p>Collection and collation of aggregate learner and participant survey responses across whole programme and submitted to MHCLG via end of programme DELTA data report due on or before 20 May 2021.</p> <p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>
<p><b>Increased awareness of local progression opportunities, with learners on taught courses having specific and identified next step opportunities.</b></p>	<p>Participation in at least one one-to-one session of Information Advice and Guidance with a suitably trained advisor for learners on taught ESOL sessions, identifying local progression opportunities in education, volunteering and/or employment.</p> <p>Signposting to next steps opportunities sources of information on local progression pathways and courses for attendees of clubs and activities.</p>	<p>Qualitative data via self-reporting.</p>	<p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>

<p><b>Increase in digital literacy skills and online engagement, where offered.</b></p>	<p>Participation in blended learning activities.</p> <p>Encouragement by tutors and support staff of local online services, groups and information.</p> <p>Attendance at digital based social club and/or activity, where offered.</p>	<p>Quantitative data reporting via completion of Integration survey on entry and exit of course.</p> <p>Qualitative data via self-reporting.</p>	<p>Collection and collation of aggregate learner and participant survey responses across whole programme and submitted to MHCLG via end of programme DELTA data report due on or before 20 May 2021.</p> <p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>
<p><b>Professional development opportunities for volunteers and support staff.</b></p>	<p>Volunteering and supporting learners and participants within projects.</p> <p>Supporting progression towards specialist qualifications or training courses.</p>	<p>Qualitative data via self-reporting.</p>	<p>Submission of an end of programme report on or before 20 June 2021.</p> <p>Reporting of programme achievements made through progress reports and/or case studies.</p> <p>Voluntary participation of learners in focus groups and/or interviews as part of longitudinal evaluation with MHCLG-appointed external evaluator during the programme and after March 2021.</p>

## Aims

That ESOL provision offered by Nottingham City Council, funded by MHCLG's ESOL for Integration Fund:

- Will provide community based English language taught sessions led by suitably qualified ESOL practitioners for participants at New to ESOL level (pre-entry to entry level one), in speaking, listening, reading and writing led by relevantly qualified practitioners.
- Will provide at least one one-to-one session of Information, Advice and Guidance (IAG) through suitably qualified advisors to all learners on taught sessions, identifying local progression pathways and next step opportunities after completion of the taught course.
- Will provide community-based social mixing ESOL clubs and activities, such as conversation clubs and language cafes participants at New to ESOL level (pre-entry to entry level one) or higher.
- Will build learners' and club participants' confidence to integrate and engage more widely in their local communities and mix with people from different backgrounds.
- Adopts approaches to tuition that builds learners' and club participants social connection to the local area and builds confidence to visit local places and use local amenities and services.
- Provides practical solutions to overcome learner and club participant barriers such as supporting those with child-caring responsibilities or experiencing digital exclusion.
- Is targeted using the best available national and local sources of evidence of need.
- Reaches and engages learners and club participants who may not have previously taken steps to learn English.
- Exhibits good governance and the collection of robust data to enable measurement of progress in achieving the Funds aims.
- Delivers genuine value for money with robust programme management.

## Target learners – ESOL taught sessions

That target learners attending taught ESOL provision offered by Nottingham City Council, funded by MHCLG's ESOL for Integration Fund meet each of the following criteria:

- People with little or no English language skills who would most benefit from New to ESOL level (pre–entry to entry level one) support.
- Learners will only be eligible if assessed at pre-entry level in at least **two** of the three assessment areas (Speaking and Listening, Reading and Writing). If a candidate is assessed as established entry level one for one or more of the assessment areas, their proficiency levels are likely to be too advanced.



- People not in employment and not actively seeking employment at this stage (i.e. those not generally eligible for other types of fully funded support to learn English).
- Adults over 19 years of age.

### **Target learners – ESOL social clubs and activities**

That participants attending ESOL social clubs and activities offered by Nottingham City Council, funded by MHCLG's ESOL for Integration Fund meet each of the following criteria:

- People with little or no English language skills who would most benefit from ESOL pre-entry to entry level one support or those lacking confidence at higher levels.
- People not in employment and not actively seeking employment at this stage (i.e. those not generally eligible for other types of fully funded support to learn English).
- Adults over 19 years of age.

### **Learner assessments**

In addition to the two learner data returns as set out in this MOU; for each learner attending a taught ESOL session Nottingham City Council is expected to conduct an initial reading, writing, speaking and listening assessment and an end of course summative assessment using the standardised template provided by MHCLG.

It is expected that learners achieving 'established' at entry level one in two or more areas during initial assessment -reading writing speaking and listening – will not be provided with an ESOL taught session provided by the funding as their level of learning will be too advanced. Learners of a higher level may still participate in social clubs and / or activities element of the programme.

Nottingham City Council will be expected to keep record of the assessment scores for each learner, anonymised by using a unique learner identifier, and use these to inform their end of year DELTA return and end of programme report.

### **Integration surveys for learners and participants**

Each learner registered on a taught ESOL session and each participant attending a social club or activity shall be asked to complete the MHCLG Integration Survey upon their first visit to the class or club and secondly upon completion of the class or course.

Nottingham City Council will be expected to keep record of the survey responses for each participant, anonymised by using a unique learner/participant identifier, and use these to inform their end of year DELTA return and end of programme report.

### **Coronavirus (Covid -19)**

Nottingham City Council will be expected to adhere to government recommendations and Public Health England Guidance when providing ESOL sessions.

Alternative and blended learning methods, as detailed in the application form submitted by Nottingham City Council, may be used to deliver ESOL sessions as required in response to any social distancing measures in place.

Where face to face delivery can be provided Nottingham City Council will be expected to undertake risk assessments that include any guidance on social distancing and put health and wellbeing measures, such as handwashing facilities, in place.

### **Monitoring and evaluation**

MHCLG will be expected to provide a template and guidance to support Nottingham City Council to produce a theory of change model for their programme prior to the programme delivery start date. This will be used to set out expected outcomes/impacts from the programme design and inputs.

MHCLG will be expected to provide templates of all programme reports and DELTA data return forms along with full guidance on usage.

Nottingham City Council will be expected to:

Provide two programme progress reports during the funding period to MHCLG as follows:

On or before <b>20 November 2020</b>	For project activities and headlines pertaining to delivery start, learner and participant engagement in term 1, current programme progress and any risks/issues.
On or before <b>20 March 2021</b>	For project activities and headlines pertaining to ongoing delivery, learner and participant engagement in term 2, current programme progress, exit strategy for conclusion of programme and any risks/issues.

Provide two in programme output data returns through MHCLG online data collection platform, DELTA, as follows:

On or before <b>20 January 2021</b>	For data pertaining to delivery in term 1: Delivery start date to 31 December 2020
On or before <b>20 April 2021</b>	For data pertaining to delivery in term 2: 01 January 2021 to 31 March 2021.

Output data to be provided for each community hub delivering taught ESOL learning detailing:

- Community hub name
- Community hub postcode
- Community hub type
- Number of learner enrolments in the period
- Number of learners completing the course in the period
- Number of learners dropping out of the course in the period

Provide the following information on enrolled learners for the relevant period, aggregate across the entire project detailing:

- Ethnic Background
- First language spoken
- Age
- Sex
- Disability
- Religion
- Length of time living in UK

Output data to be provided for each community hub delivering ESOL social clubs and activities detailing:

- Community hub name
- Community hub postcode
- Community hub type
- Number of participants in period

Provide the following information on participants for social clubs and activities for the relevant period, aggregate across the entire project detailing:

- Ethnic Background
- First language spoken
- Age
- Sex
- Disability
- Religion
- Length of time in UK

Provide one end of programme output data return through MHCLG online data collection platform DELTA as follows:

On or before <b>20 May 2021</b>	<p>For data across whole programme using unique learner/participant identifiers pertaining to:</p> <p>Initial learner assessments completed</p> <p>Summative learner assessments completed.</p> <p>Initial integration surveys completed</p> <p>Summative integration surveys completed</p>
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Provide one end of programme report as follows:

On or before <b>20 June 2021</b>	Summarising key data on learners and should include evidence on how the programme met the following aims of the fund:
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	<p>Delivery of ESOL taught sessions, social clubs and activities in highly localised community settings.</p> <p>Effective targeting, recruitment and enrolment of isolated and hard to reach residents to ESOL sessions on the programme.</p> <p>Social connection and integration of learners and participants to the Nottingham area and key places, amenities, services and transport links within it.</p> <p>Building confidence to use English language in everyday situations such as going shopping, making an appointment with a doctor, talking to a child's teacher or using public transport.</p> <p>Increased awareness of local progression opportunities, with learners on taught courses having specific and identified next step opportunities.</p> <p>Increased awareness of progression and professional development opportunities for volunteers supporting the programme.</p>
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### **Monitoring and evaluation: Summary**

<b>Date for submission</b>	<b>Reporting method</b>	<b>Content</b>
On or before <b>20 November 2020</b>	Progress report term 1 template.	Brief overview of project activities and headlines pertaining to delivery start, learner and participant engagement in term 1, current programme progress and any risks/issues.
On or before <b>20 January 2021</b>	DELTA return term 1 data.	<p>Output data to be provided <u>for each community hub delivering taught ESOL learning in term 1 detailing:</u></p> <ul style="list-style-type: none"> <li>• Community hub name, postcode and type.</li> <li>• No. of learner enrolments and their</li> </ul>

		<p>particular characteristics.</p> <ul style="list-style-type: none"> <li>• No. completing course.</li> <li>• No. dropping out.</li> </ul> <p>Output data to be provided <u>for each community hub delivering ESOL social clubs and activities in term 1</u> detailing:</p> <ul style="list-style-type: none"> <li>• Community hub name, postcode and type.</li> <li>• No. of participants and their particular characteristics.</li> </ul>
On or before <b>20 March 2021</b>	Progress report term 2 template.	Brief overview of activities and headlines pertaining to ongoing delivery, learner and participant engagement in term 2, current programme progress, exit strategy for conclusion of programme and any risks/issues.
On or before <b>20 May 2021</b>	DELTA return term 2 data.	<p>Output data to be provided <u>for each community hub delivering taught ESOL learning in term 2</u> detailing:</p> <ul style="list-style-type: none"> <li>• Community hub name, postcode and type.</li> <li>• No. learner enrolments and their particular characteristics.</li> <li>• No. completing course.</li> <li>• No. dropping out.</li> </ul> <p>Output data to be provided <u>for each community hub delivering ESOL social clubs and activities in term 2</u> detailing:</p> <ul style="list-style-type: none"> <li>• Community hub name, postcode and type.</li> <li>• No. of participants and their particular characteristics.</li> </ul>
On or before <b>20 May 2021</b>	DELTA return assessment and survey data.	Output data using unique identifiers for initial and summative learner assessments and

		learner/participant surveys across whole programme.
On or before <b>20 June 2021</b>	End of programme report.	Overview of whole programme and how key aims of the fund have been met.

### **Process evaluation**

Local authorities may be asked by MHCLG to participate in an independently commissioned process evaluation to help MHCLG better understand whether the programme was able to achieve its stated aims. We would encourage all councils approached to take part in the evaluation to collaborate with the evaluators. This would involve programme managers, stakeholders and project delivery partners participating in qualitative interviews and focus groups with an appointed external evaluator after March 2021. Consent documentation, including data sharing agreements, will be undertaken separate to this MOU.

It is recommended that all learners attending taught ESOL and / or participants attending social clubs and activities provided by through the Fund are clearly informed through privacy statements of the potential sharing of any personal data for future evaluation purposes.

### **Randomised Control Trial (RCT)**

Local authorities may be invited by MHCLG to participate in a control trial through an appointed external evaluator. We would encourage all councils approached to collaborate with the evaluation, as it is an important part of the programme. This will involve close working on the final design and delivery of the programme with the external evaluator and MHCLG, so that the study can be undertaken effectively, and robust results produced from the research. The RCT will reliably measure the impacts of the programme on learner's proficiency and social integration outcomes. Further details of what collaboration will involve along with required consent activities, including data sharing agreements, will be undertaken separate to this MOU.

### **Data Protection**

MHCLG expects reporting of fully anonymised aggregated learner data only. The fully anonymised and aggregate data will be shared with the appointed external evaluator.

Nottingham City Council will be responsible for establishing secure data control of learner information between community hubs and/or partnership organisations and themselves.

Nottingham City Council will be responsible for ensuring requirements under the General Data Protection Regulation and Data Protection Act 2018, including the need for a Data Protection Impact Assessment, are adhered to for any quantitative and qualitative data collected about learners and participants.

Nottingham City Council will be responsible for ensuring that all learners attending taught ESOL and / or participants attending social clubs and activities provided through the ESOL for Integration Fund are clearly informed through privacy notices of the purpose of collection and potential future sharing of any personal data.

Where alternative delivery methods are employed to deliver learning in response to social distancing measures, such as use of digital and social media platforms, Nottingham City Council will be responsible for ensuring the method adheres to their own learner privacy and security requirements.

Nottingham City Council may be asked by MHCLG to participate in activities through an appointed evaluator to help MHCLG better understand whether the programme was able to achieve its stated aims. Consent documentation for these activities, including data sharing agreements, will be undertaken separate to this MOU.

### **Procurement**

Nottingham City Council will be responsible for ensuring that any third-party partnership arrangements or procurement activities related to delivering projects for the ESOL for Integration Fund programme comply with Procurement Law and Nottingham City Council's own procurement procedures.

"**Procurement Law**" includes, but is not restricted to EC Directives 2004/18/EC, 2004/17/EC and 2007/66/EC, the Public Contracts Regulations 2006 (SI No 5/2006), as amended, Directive 2014/24/EU the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (SI No 6/2006), as amended, and includes the Interpretative Communication, the Consolidated Versions of the Treaty on European Union and the Treaty on the Functioning of the European Union.

### **Funded digital purchases**

Where funding has been provided for the purchase of technology to deliver the programme, such technology should continue to be used for the benefit of community based ESOL learners beyond the conclusion of the programme.

### **Compliance with State Aid Law**

Nottingham City Council will be responsible for ensuring compliance with State Aid Law for the full term of their ESOL for Integration Fund programme.

"**State Aid Law**" means the law embodied in Articles 107 -109 of Section 2, Title VII of the Common Rules on Competition, Taxation and Approximation of Laws- Consolidated Versions of the Treaty on European Union and the Treaty on the Functioning of the European Union.

### **Due Diligence**

Nottingham City Council will be responsible for undertaking due diligence checks on all organisations involved in delivery of their ESOL for Integration Fund programme.

**Amendment of this Memorandum of Understanding**

The arrangements under this MOU will be kept under review by MHCLG and Nottingham City Council and can be amended at any time upon securing written agreement between both parties.

Signed by:



Name: Nigel Jackson  
*Duly authorised to sign for  
Nottingham City Council*

Dated: 10/07/2020

Signed by:



Name: Natalie Nolan  
*Duly authorised to sign for the  
Secretary of State for  
Housing, Communities and  
Local Government*

Dated: 10.07.2020