



Directors of Social Services in Wales
Directors of Finance
Local Authority Training Managers
Transformational Regional Workforce Leads
Welsh Government – Social Services Directorate

Date 05/12/2018

Dear Colleagues,

**Social Care Wales Workforce Development Programme (SCWWDP)
2019/20: Grant Circular**

A. Introduction

1. This circular sets out the arrangements for the SCWWDP for 2019/20. It announces the grant allocations for each region and invites grant applications based on the seven regional partnership areas (“partnerships”) established under Part 9 of the Social Services and Well-being (Wales) Act 2014.
2. The grant will support compliance with the Welsh Government Code of Practice on the role of Directors of Social Services, that came into force in April 2016. Chapter 4 of the code on workforce development is of particular relevance as it requires the development and delivery of a plan for workforce development for the whole sector workforce.
3. This circular details the requirements to be met to draw down the SCWWDP funding.
4. The primary responsibility for effective training, development and qualification provision for the social care workforce remains with employers. The SCWWDP grant is intended to provide a significant supplement to the resources provided by employers.
5. The grant must be used to support all types of provider of social care in each region and the governance arrangements that oversee the use of this funding must include representatives from a range of settings. Clear and full arrangements for governance are requested as part of the application process.
6. Subject to confirmation from Welsh Government, the funding available from Social Care Wales through SCWWDP in 2019/20 which provides 70% cost of the programme will be £7,149,350. The grant funding will be allocated and paid to the identified lead local authority from the region, it is for each region to

determine the most effective use of resources, but through local arrangements resources will be distributed to each local authority to meet local priorities where required. A breakdown of the individual local authority allocations, should a region wish to use this approach is indicated in Annex 2.

7. Local Authorities are, as a minimum, required to 30% match fund the grant, an indication of allocations is included in Annex 2. Regions can adapt the way the 30% allocation is resourced, but 30% is a minimum contribution in order to secure the grant.
8. All documentation must be submitted to Social Care Wales in electronic format. A proforma for applications will be issued alongside this circular and the schedule for each stage of application and claim is included in Annex 1. The lead local authority will ensure the required application requirements are met and will maintain appropriate records for audit purposes.

B. Aims and Objectives

9. This grant should be used to support the continued implementation of the Social Services and Well-being (Wales) Act 2014; Regulation and Inspection of Social Care (Wales) Act and identified regional and local priorities to support improvement of care and support across all social care providers and organisations. In addition to regulated and commissioned services, this includes, but is not exhaustive of, personal assistants to direct payment recipients, volunteers, people who use care and support, carers, regional services such as safeguarding boards, adoption, CAF/CASS and Care Inspectorate Wales. This extends to work with the future supply of workforce and relevant initiatives with schools, Further Education, Higher Education and Employment schemes.
10. The objectives of the SCWWDP, working in partnership to support social care staff across all organisations in 2019/20 are to:
 - support the continued implementation of the Regulation and Inspection of Social Care (Wales) Act including:
 - supporting the domiciliary care workforce to prepare for registration and supporting knowledge/role of responsible individuals.
 - support the training, development and qualification of social care managers: including the Middle Manager Development Programme; Team Manager Development Programme; and those requiring registration as managers
 - support the ongoing development of approaches to outcome focussed care and support practice
 - support for both social work qualifying training and post qualifying training in Wales
 - support frontline social care workers to develop their skills overall in relation to social care, and support the introduction of the revised induction framework

- enable the workforce to meet regulatory requirements for qualification and/or registration using guidance available in the [Qualification Framework](#)
- provide learning and development to equip the workforce to work effectively alongside carers and to meet the aspirations of the SSWBW Act for carers, this includes raising awareness of carers and good practice in carers needs assessments. Social Care Wales provides the following national resources to support these objectives:
 - a carer awareness e-learning module
 - a toolkit for practitioners undertaking carers needs assessment.

C. Expectations of the Region

11. Governance arrangements are requested as part of the application forms, with partnerships established to oversee the grant within each region drawing membership from:

- commissioned services
- statutory, third sector and private sector employers
- people who use care and support
- carers
- training providers including further and higher education
- commissioners
- regulated and non-regulated providers covering social work and social care for children and family services and adult services. This should include adult care; domiciliary care; children's care and foster care.

Other local statutory partners including for example health, education, housing, the police and probation should also be engaged to take advantage of opportunities to work together and ensure that all are equipped to support delivery of duties under the legal framework and to align, where appropriate, learning and development frameworks and provision. This will also support the work to consider the workforce implications that flow from the development of a more integrated approach to care and support.

12. The role of the Partnership is to:

- steer and oversee the development and delivery of the Regional Learning and Development Plan, based on training needs analysis and workforce data
- plan and ensure delivery of learning and development across the social care workforce. This should include (but not exclusive to) other services that do not fall directly into the regional footprint which should have their workforce needs taken account, for example, CAF/CASS and the National Adoption Service
- monitor progress against plans and
- evaluate the impact of the Regional Learning and Development Plans on services and the workforce.

13. Partnerships should give consideration to the workforces' ability to deliver services bilingually in line with the "More than just Words" Strategic Framework for Welsh Language Services in Health, Social Services and Social Care <http://gov.wales/topics/health/publications/health/guidance/words/?lang=en>
14. Partnerships should adopt a leadership role in relation to identifying other sources of resources including funding for different parts of the sector that supplement the SCWWDP grant e.g. apprenticeship funding, adult learning opportunities.

D. Funding

15. Uses of this funding are limited to the categories below:
 - training to support continued implementation of the Social Services and Well-being (Wales) Act 2014
 - training to support continued implementation of the Regulation and Inspection of Social Care (Wales) Act
 - the costs of other learning and development events and activities, including staff replacement and other costs for social work and social care, with a primary focus on accredited training
 - the costs of secondments for social work qualifying training, including staff replacement costs
 - social worker training – with an emphasis on pre-qualifying, qualifying and post-qualifying training which focus on continuing professional education and learning in line with the CPEL framework
 - meeting registration requirements for qualifications or units of qualifications for current Social Care Wales registered groups or those to be registered in future
 - practice improvement linked to professional regulation
 - the non-salary costs, including course fees, of seconding staff for learning and development
 - the costs of staff employed to provide learning and development and for work based assessment, including accredited qualification assessment
 - the costs of the provision of equipment and, where justified, the rent of premises for training and assessment of competencies
 - the costs of helping people who use care and support and carers to take part in SCWWDP partnership learning and development events and evaluation.
16. For learning and development supported by the SCWWDP grant, all of the following conditions must be met:
 - we anticipate that training will mostly be provided free of charge to all partner social care organisations (this applies only to the aspect of training delivery, charges in respect of administration, non-attendance or hospitality are still applicable). Charges may be made to support co-investment in training with other agencies

- only 10% of the SCWWDP grant can be used to support training that is solely used to comply with health and safety legislation, as these are the responsibility of the employer. This does not include training completed as part of broader training (i.e. as part of a qualification). This legislation includes the:
 - Management of Health and Safety at Work Regulations 1999
 - Manual Handling Operations Regulations 1992
 - Control of Substances Hazardous to Health Regulations
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
 - Lifting Operations and Lifting Equipment Regulations 1998
 - Provision and Use of Work Equipment Regulations 1998
 - Personal Protective Equipment at Work 1992
 - Health and Safety at Work etc. Act 1974
 - Food Safety Act 1990.
- grant funding may not be used to pay for individual places on any courses where these have already been subsidised by Social Care Wales. Partnerships must ensure there is no double funding on any course fees
- grant funding should not be used to support shared corporate services either within one local authority or across a group of local authorities unless the funding is wholly and exclusively used for the purposes of the SCWWDP
- the largest proportion of the grant must be utilised for learning and development and qualifications (including costs of staff to deliver training) rather than on programme staffing, management and administration. We do not expect the funding on programme staffing to increase (outside of any cost of living awards). Partnerships may employ staff jointly where this is an effective approach to the development of social care sector and costs appropriately.

17. As part of end year monitoring, regions will be expected to report on any significant variance between planned and actual expenditure.

18. Funding previously issued under the Regional Facilitation Grant will now be contained within this grant and is not expected to attract a 30% match funding but can only be used for the priorities identified in section 19.

19. The priorities for this element of the grant will be as follows:

- continuation of the core element that supports sector wide engagement within the regions
- the delivery of the registered managers forums (minimum of 1 per region per year)

- the development of regional care career connector function to support the central attraction, recruitment and retention campaign for the duration of this programme of work. A remit for this function is included in Annex 3. Each region is required to identify a named individual responsible for this function.

20. The funding for each of these three priorities is shown in Annex 4.
21. Reporting against these priorities will be required in line with the reporting arrangements for the other aspects of this grant through the rolling action plan.

E. Governance

22. SCWWDP may, in some circumstances, be subject to European Commission State Aid Rules. The Welsh Government has previously issued guidance on how the rules apply to SCWWDP.
23. Applications should be submitted by date 25 February 2019. Please ensure all documentation is signed by the relevant officers as identified on the endorsement forms.
24. Applications will be assessed for their compliance with this circular and the relevance of the plans to it. Applications should be made using the application template provided.
25. We will expect regional partnerships to formally monitor this grant mid-year and at year end. Templates will be provided for these reports, which should document progress against planned achievements, reasons for deviations from plans, corrective actions that have been established and confirmation of spending plans for the remaining period of the financial year.
26. We will supply audit forms for verification of accounts of SCWWDP expenditure.
27. Regional partnerships are required to evaluate the use and effectiveness of the grant and the partnership. Social Care Wales is required to ensure the correct use of the funding and will need to work with regions to evidence the impact of the grant programme across Wales.
28. Directors of Social Services must ensure that:
 - the SCWWDP funding is utilised for the whole social care sector workforce and appropriate training places, funding and qualification opportunities are made available to all areas of the sector
 - applications are compliant with this guidance
 - evidence of compliance with the qualifications framework is provided
 - all requested documentation is signed and submitted by respective deadlines.

Part or all of the funding will be withheld if a Partnership:

- fails to comply with this circular
- fails to send in their application or monitoring forms by the due deadline
- fails to comply with the need for due vigilance through the audit of spending
- fails to return the evaluation documentation on the impact of its plans and use of funding (in other words, outcomes and outputs) in line with the expectations laid out in this circular.

29. The grant claim forms will be issued alongside the grant offer letter. A single allocation of the grant will be made in two instalments. This will be paid in arrears.

30. Claims for the first six months of the grant should be returned no later than date 30 September 2019 and claims for the balance should be returned no later than date 10 February 2020. Grant allocations are for the specified financial year only and cannot be carried over to the following year. Annex 1 sets out the 2019/20 SCWWDP grant key dates.

F. Enquiries

For all enquiries and communications please contact SCWDP@socialcare.wales

Yours sincerely,



Sue Evans
Chief Executive

Annex 1: Timetable SCWWDP 2019/20

The timelines below are based on a final version of the circular being circulated on 05/12/2018 to be corrected on the day of issue

Action	Deadline
SCWWDP applications and plans to Social Care Wales	25/02/2019
Grant Award letters to Nominated Directors of Social Services and claim forms to Nominated Directors of Finance	18/03/2019 (on confirmation of budget from Welsh Government)
Signed Grant Award letters to Social Care Wales	08/04/2019
First six month claims and updated plans	30/09/2019
Mid-year monitoring reporting to Social Care Wales	18/11/2019
Final grant claim to Social Care Wales	10/02/2020
End of year reporting to Social Care Wales	22/06/2020
Audit Certificate to Auditor and copied to Social Care Wales	30/09/2020
Audited Certificated to Social Care Wales	06/01/2021

Annex 2

2019-20 SCWWDP Allocation

Total SCWWDP Grant (subject to confirmation from Welsh Government) - £7,149,350

Region & Local Authority	Social Care Wales Contribution	Local Authority Contribution	Total Local Authority SCWWDP Expenditure	Regional Facilitation Grant
	£	£	£	£
North Wales allocation	1,601,089	686,181	2,287,270	57,555
Anglesey	176,058	75,453	251,511	
Gwynedd	274,830	117,784	392,614	
Conwy	282,998	121,285	404,283	
Denbighshire	245,947	105,406	351,353	
Flintshire	312,069	133,744	445,813	
Wrexham	309,187	132,509	441,696	
Mid Wales Allocation (Powys)	288,854	123,795	412,649	32,574
West Wales allocation	873,971	374,559	1,248,530	43,883
Ceredigion	176,803	75,773	252,576	
Pembrokeshire	279,793	119,911	399,704	
Carmarthenshire	417,375	178,875	596,250	
Western Bay allocation	892,742	382,604	1,275,346	45,037
Swansea	538,894	230,955	769,849	
Neath Port Talbot	353,848	151,649	505,497	
Cardiff & Vale allocation	1,029,831	441,356	1,471,187	48,036
Cardiff	756,670	324,287	1,080,957	
Vale of Glamorgan	273,161	117,069	390,230	
Cwm Taf allocation	1,051,548	450,663	1,502,211	47,767
Rhondda Cynon Taf	555,613	238,120	793,733	
Merthyr Tydfil	174,149	74,635	248,784	
Bridgend	321,786	137,908	459,694	
Greater Gwent allocation	1,411,315	604,849	2,016,164	54,148
Caerphilly	420,269	180,115	600,384	
Blaenau Gwent	200,876	86,090	286,966	
Torfaen	238,316	102,135	340,451	
Monmouthshire	191,789	82,195	273,984	
Newport	360,065	154,314	514,379	
Wales Total	7,149,350	3,064,007	10,213,357	329,000

Annex 3

Regional Care Career Connector function

Function:

- Provide a regional point of contact for Social Care Wales to facilitate the effective roll-out of a national attraction, recruitment and retention campaign for social care, early years and childcare
- Provide a resource within the region to continually promote careers in social care, early years and childcare

Regional/local:

- Establish and maintain connections with schools, work-based learning providers, Further Education and Higher Education to continually promote careers in social care, early years and childcare
- Establish and maintain links with Careers Wales, Department of Work and Pensions, Job Centre Plus, etc to continually promote careers in social care, early years and childcare
- Contribute to the development and promotion of careers information in line with the national campaign and support the promotion of careers in social care, early years and childcare in the region
- Identify opportunities at job fairs and career events and agree whether to attend them
- Contribute to the development of meaningful placement opportunities for job seekers and learners
- Map recruitment practice within the region including approaches to advertising, recruitment methods, etc.
- Map employment support initiatives in the region and provide links to pathways for social care, early years and childcare
- Promote the use of *Question of Care* resources to aid effective recruitment practices
- Establish mechanisms to access or provide job seeking skills such as CV writing, job application and interview techniques

National:

- Contribute to developing and sustaining the national attraction, recruitment and retention campaign and its website
- Act as the regional contact for enquiries from the national campaign website
- Provide half-yearly and annual reports on activity levels within the region
- Contribute as a member of a national network of Regional Care Career Connectors facilitated by Social Care Wales
- Identify and share good attraction, recruitment and retention practices taking place at a regional level
- Assist in measuring and evaluating the impact and success of the national campaign and particularly in their region

- Identify and refer on potential care ambassadors
- Contribute to the development of resources and materials to support national attraction, recruitment and retention initiatives
- Contribute to the delivery of national careers events e.g. Skills Cymru

Annex 4

2019-20 Regional Facilitation Grant allocations

Region	Core Grant	Registered Manager Forum	Regional Care Career Connector Function	Total
	£	£	£	£
North Wales allocation	£30,555	£2,000	£25,000	£57,555
Mid Wales Allocation (Powys)	£5,574	£2,000	£25,000	£32,574
West Wales allocation	£16,883	£2,000	£25,000	£43,883
Western Bay allocation	£18,037	£2,000	£25,000	£45,037
Cardiff & Vale allocation	£21,036	£2,000	£25,000	£48,036
Cwm Taf allocation	£20,767	£2,000	£25,000	£47,767
Greater Gwent allocation	£27,148	£2,000	£25,000	£54,148