

The Grant Approval Process

Qualifying Criteria

- The Provider must be CQC registered
- The Provider will provide adult social care within the East Midlands region
- Providers must have a valid sponsor licence in order to qualify for recruit support
- Agree to both the LCC Grant Conditions and the DHSC Code of Practice;
- Provide recruit contact information (with recruit consent) – this will be used to establish the Community of Care and offer further support directly to the recruit.

The Role of the Pastoral Support Officer

- To review and check validity of applications this includes:
 - That the provider is CQC registered
 - That they hold a valid sponsor licence, evidence is requested if granted on, or after, 1st April 2023
 - Company/ Charity Registration Number and address
 - Where care is provided, and if they provide care in more than one sub-region
 - Total workforce numbers per sub-region (not just international recruits) – this is used to calculate how many staff could qualify for financial support
 - Total CoS Licences held
 - The funding use – does it fit within the pre-approved list? Or has the provider proposed they are going to use the funds in a different way?
If the stated use falls outside of the pre-approved uses, ie. To pay wages, pay for the CoS licence etc – the PSO will contact the provider to discuss further
- Additional information may be requested from the provider, this will include Recruit Information – contact details, and employment start date. Any queries will be raised with the provider by the PSO.
 - The PSO will email the applicant requesting additional information, this is then followed up 2-3 days later with a phone call to confirm the request was received.
 - The following week an email follow-up is sent
 - If the provider has not responded before the next LM meeting, the PSO will raise any outstanding applications with the group for further action/ advice
- Once relevant information has been gathered, the PSO will calculate the amount of funding the provider could access.
- The PSO will contact the provider:
 - If they need additional information, or clarification – this includes any additional information/ checks that the Funding Panel may require
 - Following the Funding Panels decision, if no additional information is required, an email will be sent to confirm the amount of funding that has been allocated, and will confirm the next steps in the process (that they will be contacted by LCC)
 - The provider is contacted once payment has been made by LinCA WfD

The Role of the Funding Panel

The Funding Panel for each sub-region should take the following form:

	Council Representatives	Provider Representative	Pastoral Support Officer
Derby & Derbyshire	1of City 1of County	2of	1of
Lincolnshire	1of County	1of	1of
Leicester, Leicestershire & Rutland	1of City 1of County 1of Rutland	3of	1of
North & West Northamptonshire	1of North 1of West	2of	1of
Nottingham & Nottinghamshire	1of City 1of County	2of	1of

Following the PSO checks, details will be compiled and submitted to the relevant Funding Panel who are required to:

- Consider any additional uses of the recruit support.
In addition to the Pre-approved List (see below) - Providers can make suggestions for additional uses of the recruit support – this could be sub-region dependent; the Funding Panel should consider if it is a fair and reasonable use of the funding and should use local knowledge if necessary.
- To confirm that the provider is legitimate and does provide care in the relevant sub-region
- Does the panel have any additional knowledge that could raise concerns about the provider, or have an impact on their funding application? i.e. Is there anything to indicate that a sponsor licence may be revoked; are they an ethical recruiter? Is there a possibility that the provider will be closing the business?

Any concerns, or questions, should be raised with the Pastoral Support Officer who will carry out additional checks etc and respond back to the Funding Panel by email so that digital sign-off can be provided.

Conflicts of Interest

Any conflicts of interest by members of the Local Management Groups and Funding Panels should be declared.

If a provider who is on the Funding Panel in their sub-region applies for funding, the application will be processed as normal by the PSO but will be sent to a different sub-region's Funding Panel for final approval.

Although the Funding Panel will not be able to draw on local knowledge of the organisation etc this will have been checked by the PSO and the relevant local authority. In these instances, the Funding Panel will be asked to double check the reason for the application and confirm it fits within the remit of the project.

The Role of Lincolnshire County Council

- To oversee issuing of Grant Agreements
- Confirming to LinCA when signed agreements are returned so that Grant Funding payments can be processed

How funding is calculated

- Funding is allocated per sub-region
- Sponsors with a licence granted, on or after 1st April 2023 can claim £2500 towards the cost of the licence and any administrative costs involved with the application process.
 - Providers with more than one sponsor licence can submit a claim per sponsor licence, however this will be dependent on CQC registration location and date the licence was granted. Additional evidence may be requested to clarify.
- **All** providers with a sponsor licence, no matter the date it was granted, can submit an application for recruit support – as long as the recruit was employed on, or after 1st April 2023, and still is in the providers employment.
- Recruit support is based on the total workforce numbers **per** sub-region and is calculated based on 10% of the workforce, to a maximum of 10 individuals – whichever is lowest.
 - Providers can submit an application per sub-region, and claim up to the maximum of 10 (dependent on the workforce numbers within that sub-region)
- Multiple applications can be submitted for the same sub-region but the allocation will be based on the total workforce numbers with-in the sub-region:

Provider A has a total workforce of 55 people. They are entitled to funding for 6 recruits (rounded). If they have two or more care homes within the same sub-region the entitlement would need to be shared across all locations (if relevant)

Things to Remember

- Providers costs are reimbursed, rather than an advance payment – ie. We cannot send recruit funding until the individual has started work; sponsor licence support will only be paid once the licence has been granted and evidence has been received (this includes checking the gov.uk sponsor licence list).
- Pre-Approved List:
 - Driving licence / driving lessons
 - ESOL or other relevant English language course(s)
 - Accommodation support
 - Travel costs – to meet family/ attend cultural events
 - Furniture and other items to set up home in the UK
 - Specific training needs related to their employment
- Recruit funding cannot be used for:
 - Employee wages
 - Paying for CoS Licence