



## SCOTTISH EXECUTIVE

Social Work Services Policy Division  
Finance Team

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<http://www.scotland.gov.uk>

Chief Executives Scottish Local Authorities

Copy to: Director of Social Work  
Chief Social Work Officers  
Directors of Finance

February 2006

Dear Sir/Madam

### **SPECIFIC GRANT FOR SOCIAL WORK TRAINING: FINANCIAL YEAR 2006-07**

### **THESE GUIDELINES REPLACE PREVIOUS CIRCULAR NO: SWSPD 1/2005**

#### Summary

These guidelines set out the arrangements for specific grant for social work training for 2006-07 and replace Circular SWSPD 1/2005.

This is the first year of a further 2 years continued increased funding announced by the Deputy Minister for Education and Young People in November 2005. This will be the final 2 years of specific grant under the current agreement.

The “National Strategy for the Development of the Social Service Workforce in Scotland: A Plan for Action 2005-2010” was launched by Ministers in November 2005. The Strategy marks a whole new stage for the development of the social services workforce setting out what needs to be done over the next five years and beyond to deliver a versatile and skilled workforce that is fit for purpose in the 21<sup>st</sup> century. This is a key step in building the confidence of the workforce and public confidence in that workforce.

The Strategy requires us all to look at how we make the best use of existing resources as well as currently under used sources of both funding and other assistance that are available. In partnership with key stakeholders, existing funding streams that support workforce development for social services will be reviewed to identify how they should best support the Strategy. Employers are also required to review their current spend and available monies to ensure alignment with registration requirements of SSSC and other regulatory bodies, including CPD and other training requirements.

Ministers are committed to improving the quality of life and enhanced opportunities for the people of Scotland through high quality services. To do this, we need a social service workforce that is confident, competent and valued. One that delivers high quality, person centred services and is responsive to change. Local authorities are best placed to know the needs of their local communities.



In line with the increased funding from 2003-04 until 2005-06, local authorities were required to produce annual returns indicating how they have used specific grant funding, including any support given to the voluntary and private sector. The Strategy explicitly requires employers to have in place plans to address targets for workforce registration for workers in phase 1 and 2 and which take account of other regulators recognised for employment in this sector. They will also have to identify and develop internal systems and structures required to support employee development for all staff (including the requirements for post registration training and learning).

Ministers are keen to see partnerships between local authorities and partner providers that look at workforce development needs. These partnerships will be key to ensuring that the workforce is equipped to ensure that it makes a positive difference to people's lives. It is recommended that commissioning agencies and service providers should work towards identifying 3% of service costs as a commitment to training and development. This will also support the Integrated Services and Governance Modelling Project (ISGMP) which will report in Spring 2006. In collaboration with COSLA, SOLACE and the Improvement Service, this project is aimed at testing out different ways of joining up service delivery across public services.

Many local authorities are already named partners in one of the new 4 regional learning networks. The learning networks will provide a collaborative vehicle between stakeholders in social services to support the delivery of increased quality, quantity and diversity of learning opportunities. They are made up of partnerships between local authority, voluntary and private sectors as well as training providers such as universities and colleges amongst others and will support the achievement of workforce planning and development, the registration of staff and embed continuing professional development for the workforce. Given the creation of the Learning Networks local authorities should consider the opportunities this gives rise to for increased partnership working and making best use of resources to develop a competent, confident workforce in line with the National Strategy for Development of the Social Services Workforce

The 21<sup>st</sup> Century Social Work Review sets out a vision for social services which engages people as active participants, delivers accessible, responsive services of the highest quality, builds new capacity in individuals, families and communities and focuses on preventing problems before they have a long term impact. It is intended that this Review will seek to develop modernised commissioning and strategic partnership arrangements that engage the experience of all sectors.

The Scottish Social Services Council (SSSC) is part of a UK alliance that has been awarded Sector Skill status. Skills for Care and Development (the Sector Skills Council for Social Care, Children and Young People) is responsible for the strategic action to meet the sector's needs in workforce planning, business needs and education needs. The SSC will work with all partners who include employers, stakeholders, education and training providers to ensure a sustainable future for social care.

Confirmation of the allocation of specific grant funding for each authority for the financial year 2006-07 are in **Annex 1**. This figure will vary from the indicative figure announced in the recent Local Government Finance circular No 2/2005. Authorities should send applications for grant to Gwen Smith at the Social Work Services Policy Division by 30 September 2006.

Payment of assessed practice learning opportunities direct from Higher Education Institutions has now been fully implemented.

## Aims and Objectives

The aim of the grant is to improve the quality of social work service provision and the management of that provision by increasing the availability of training for relevant staff. The specific objectives are to increase the competence of social work staff working in

community care  
services to children and families (including residential child care)  
social work management.

Funding of job related training for staff working in criminal justice services is included in Scottish Executive funding of these services and is not part of the specific grant arrangement.

Separate funding of £6 million per annum is also available through the Early Years and Childcare Workforce Development Fund. This Fund aims to increase the number of qualified workers in the early years and childcare workforce, to expand the workforce, to widen opportunities for training and to encourage diversity among the workforce.

In addition, £17 million funding will be made available for Upskilling the Workforce in 2006-07 and 2007-08. This is for the provision of training for adult community care services staff to meet registration requirements. This funding is made available via GAE and has been allocated between

Services for the Home Based Elderly,  
Residential Accommodation for the Elderly,  
Casework and Administration: Elderly,  
Services for People with Disabilities,  
Casework and Administration: Disabilities,  
Remaining Social work,  
Casework and Administration: Other Client Groups;  
Carers' Service and Respite Care, and  
Personal and Nursing Care for Older People.

A letter will be issued shortly from the Health Department Community Care Division giving details of the allocation against the services above for the financial years 2006-07 and 2007-08. The monitoring requirements and expected outcomes will also be explained.

The scheme is based on the principle that authorities should maintain the core budgets for 1995-96, disaggregated in accordance with formulae negotiated with outgoing regional authorities where appropriate. The expenditure funded by specific grant is additional to this. It should be noted that SWSPD may reduce the amount available to those authorities that fail to meet their 1995-96 core budget. Authorities should ensure that applications for grant indicate that core budgets are being maintained and that all activities eligible for specific grant are comprehensively costed.

Over the next 2 years there will be a greater focus on the outcome and impact of specific grant funding. We aim to link funding and performance reporting directly to the outcomes we would wish to achieve outlined in the Strategy and allow flexibility at the point of delivery to take account of local circumstances and need.

## Eligible Expenditure

The activities and staff groups in community care and children's services that are eligible for grant are identified in **Annex 2**. Each authority must establish its own priorities within their local area and

should demonstrate that grant is for additional training in the specified areas. There is now no need to identify spends under the separate headings of community care and children's services.

Your attention is drawn to the Codes of Practice for social service workers and employers, which were published in September 2002, and the qualification requirements for registration issued by the Scottish Social Services Council (SSSC). This information is available from the SSSC web site [www.sssc.uk.com](http://www.sssc.uk.com).

12. Voluntary agency and private sector staff require training opportunities to maintain service standards and meet the regulation requirements issued by the Scottish Social Services Council. You should include staff training costs when formulating contracts and purchase of service agreements. The Directions for Purchasing Community Care (see Circular SWSG13/1994) makes this point clearly. Authorities may also provide grant directly to voluntary organisations to meet specific training priorities.

13. Social work authorities will wish to make opportunities available for joint training with other agencies that provide services to children and adults. They may wish to fund these initiatives jointly or to set fees for participation in training events that take account of the types of agencies concerned and their ability to pay. Local Authorities should note that all Ministers are committed to the policy document "A Vision for the Voluntary Sector – The Next Phase of Our Relationship" and will be looking for examples of partnership working across all sectors. The proposal is that Ministers will agree to a Cross Department Group to address issues such as current separate funding streams.

#### Arrangements for Allocating Grant

You will find the form for applying for grant in **Annex 3**, together with copies of the claims forms for grant. Completed forms should reach the Social Work Services Policy Division by the dates shown. Please note that Annex 3 includes copies of all the forms currently available for the year 2006-07, the financial statement certificate for 2005-06 and a copy of the conditions of grant. In the application form you are asked to record the total planned expenditure by your authority on social work training, please note that this figure should exclude the grant for which you are applying.

I would be grateful if when submitting your application for funding you would enclose a copy of your local authority's training plan and acceptance of grant.

#### Practice Learning

From 1 April 2006, the fee for local authorities in 2006/07 will be £18 per student per practice learning day. This takes into account monies already paid to local authorities as part of their GAE. In developing the funding arrangements it was anticipated that local authorities would contribute 50% of the total practice learning days required in any year.

The Social Work Services Policy Division will monitor the use of grant by examining progress towards national objectives, end of year monitoring forms and claims for payment of grant. Authorities must also submit a financial statement referring to training expenditure in the previous year, endorsed with the signature of the Chief Finance Officer and a report on the achievements made under the Specific Grant arrangements (Forms FINSTAT05 and TAR05). These forms are included with these guidelines and should be returned no later than **30 September 2006**.

#### Claim and Monitoring Forms

You should make claims for grant twice a year on the forms that are included with these guidelines.



Summary of Action Required

Set out below is the time for the completion of tasks.

| <b>Task</b>  | <b>On or before</b> |
|--|---------------------|
| Submit grant application and training plan<br>( <i>GRANTAPP06/07</i> )         | 30 September 2006   |
| Submit financial statement for training for 2005-06<br>( <i>FINSTAT05</i> )    | 30 September 2006   |
| Submit training activity report for Specific Grant 2005-06<br>( <i>TAR05</i> ) | 30 September 2006   |
| Submit mid year claim for payment ( <i>MYC06/07</i> )                          | 11 November 2006    |
| Submit final claim for payment ( <i>EYC06/07</i> )                             | 10 February 2007    |

Grant is available for payment only within the financial year 2006-07. Authorities should ensure that their final claim reaches SWSPD by the due date and, thus, in time for payment to be made before the year end. As we are now asking local authorities to consider their longer term planning of training needs, the Scottish Executive may consider the carry forward of funds into the financial year. Any such requests should be made in writing to Gwen Smith.

Copies of the forms are available by e-mail from [David.Fairweather@scotland.gsi.gov.uk](mailto:David.Fairweather@scotland.gsi.gov.uk) or [Gwen.Smith@scotland.gsi.gov.uk](mailto:Gwen.Smith@scotland.gsi.gov.uk). You should submit the various forms to Gwen Smith, Area 1F(S), Victoria Quay, Edinburgh EH6 6QQ. Applications in electronic format are acceptable and should be sent to either [David.Fairweather@scotland.gsi.gov.uk](mailto:David.Fairweather@scotland.gsi.gov.uk) or [Gwen.Smith@scotland.gsi.gov.uk](mailto:Gwen.Smith@scotland.gsi.gov.uk).

Contact Point

You should make any enquiries relating to these guidelines to Gwen Smith, Finance Manager, at the above address (Telephone number 0131-244 3737 or email [Gwen.Smith@scotland.gsi.gov.uk](mailto:Gwen.Smith@scotland.gsi.gov.uk)). All correspondence should be sent to Gwen Smith, Finance Manager, SWSPD, Area 1-F (S) Victoria Quay, Edinburgh, EH6 6QQ.

Yours faithfully

**KATE VINCENT**

Director

Social Work Services Policy Division





SCOTTISH EXECUTIVE  
The Social Work Services Policy Division

ACCEPTANCE OF SPECIFIC GRANT FUNDING AWARD

**Formal Agreement**

On behalf of \_\_\_\_\_ council we accept the funding offer as per attached specification under the conditions outlined in the award letter dated \_\_\_\_\_ 2006.

**Signature**

**Director of Social Work**

**Date**

\_\_\_\_\_

**Name**

**Block Capitals Please**

**Date**

\_\_\_\_\_



SCOTTISH EXECUTIVE  
The Social Work Services Policy Division

## ANNEX 1

**SOCIAL WORK TRAINING - SPECIFIC GRANT TO LOCAL AUTHORITIES  
ALLOCATIONS 2006-07**

|                     | Core Budget<br>1995-96<br>Baseline | 2006-07<br>Grant Distribution |
|---------------------|------------------------------------|-------------------------------|
| Aberdeen City       | 448,134                            | 199,955                       |
| Aberdeenshire       | 460,069                            | 157,795                       |
| Angus               | 270,000                            | 104,232                       |
| Argyll & Bute       | 66,007                             | 98,968                        |
| Clackmannanshire    | 102,425                            | 52,545                        |
| Dumfries & Galloway | 266,000                            | 111,250                       |
| Dundee City         | 504,000                            | 156,918                       |
| East Ayrshire       | 70,676                             | 107,741                       |
| East Dunbartonshire | 54,333                             | 62,195                        |
| East Lothian        | 177,000                            | 93,705                        |
| East Renfrewshire   | 45,731                             | 58,686                        |
| City of Edinburgh   | 1,062,000                          | 450,718                       |
| Eilean Siar         | 43,500                             | 56,932                        |
| Falkirk             | 300,190                            | 143,759                       |
| Fife                | 580,727                            | 298,432                       |
| City of Glasgow     | 998,937                            | 836,356                       |
| Highland            | 320,880                            | 190,305                       |
| Inverclyde          | 38,409                             | 98,968                        |
| Midlothian          | 177,000                            | 57,809                        |
| Moray               | 176,866                            | 61,318                        |
| North Ayrshire      | 93,680                             | 143,759                       |
| North Lanarkshire   | 182,606                            | 292,291                       |
| Orkney Islands      | 137,980                            | 52,545                        |
| Perth & Kinross     | 296,000                            | 107,741                       |
| Renfrewshire        | 113,272                            | 156,041                       |
| Scottish Borders    | 294,862                            | 100,723                       |
| Shetland Islands    | 153,095                            | 52,545                        |
| South Ayrshire      | 58,180                             | 103,355                       |
| South Lanarkshire   | 196,713                            | 250,009                       |

|                     |         |         |
|---------------------|---------|---------|
| Stirling            | 171,810 | 63,950  |
| West Dunbartonshire | 110,856 | 100,723 |
| West Lothian        | 314,000 | 107,741 |

## ANNEX 2

## SOCIAL WORK SERVICES POLICY DIVISION

## SPECIFIC GRANT 2006-07

**1. Activities Eligible for Grant**

Funding will be available in relation to the specific objectives of the scheme and within the limits of grant available to meet

- the costs of additional staff employed to provide training and work-based assessment;
- the costs of training purchased from other sources;
- the non-salary costs of staff undertaking training including the payment of course fees and travel expenses;
- the provision of additional materials, hire of premises and other administrative costs for the purposes of training and assessment of competencies;
- expenditure on evaluation of the impact of training.

**Note**

Salary costs of staff receiving training are not eligible for grant, but the costs of providing replacement staff or cover is eligible, up to but not exceeding the salary and associated costs of the staff replaced.

**2. Eligible Staff Groups**

- *Community Care*

Social workers and social care staff and other care and rehabilitation staff in residential, home and day care services.

- *Children's Services*

Social workers and social care staff in all fieldwork (including prison and hospital), residential and day care settings; foster carers, staff working in residential child care and home care settings.

- *HQ Staff*

Senior and middle managers, advisory and training staff.

### 3. Type of Training Courses Eligible

- *Scottish Vocational Qualifications (SVQs)*

- (a) training of assessors for SVQs;
- (b) training which enables staff to acquire SVQs and the HNC in Social Care.

Please refer to the guidance on qualification requirements for registration is available from the SSSC website [www.sssc.uk.com](http://www.sssc.uk.com).

#### *In-service training*

Training organised on an in-service basis for staff in field, residential, home or day care services; induction training; participation in Open University and other open learning programmes which do not lead to qualifying or post-qualifying awards.

- *Post-qualifying training*

Short courses, post qualifying and advanced training for qualified staff.

- *Other training*

Training for staff working with people who have sensory impairment, e.g. placement costs associated with the Diploma in Rehabilitation Studies (DipRS).

- *Training in management and supervision*

Training for staff with management and/or supervisory responsibilities. This category includes specific courses in the management of childcare and community-care practice as well as education and training in management generally.

- *Inter-professional training*

Training opportunities may include courses designed for staff who will be engaged in interdisciplinary work with other professionals in local authority legal departments, health boards, general practice, police, education, housing and local voluntary and private sector agencies.

- *Non-accredited training*

Short courses and other training events run by agencies external to the local authority and not accredited within the qualifying and post-qualifying systems.

- *Return to Learn Courses*

Return to Learn courses assist social care staff with little or no formal qualifications to access education. A series of information days have been arranged to allow potential learners the opportunity to view the course materials and decide if the course is suitable for them.





**TOTAL PROPOSED EXPENDITURE 100%**

|  | <b>Children's Services,<br/>Community Care<br/>and Adults</b> |
|--|---|
| <b>Costs of additional staff employed to provide training and work based assessment.</b> |   |
| <b>Costs of training purchased from other sources</b>                                    |   |
| <b>Non-salary costs of staff undertaking training (e.g., fees and travel)</b>            |   |
| <b>Costs of providing staff cover for staff in training</b>                              |   |
| <b>Costs of administrative support staff</b>   |   |
| <b>Material and Premises</b>   |   |
| <b>TOTAL COSTS (£)</b>   |   |



# The Social Work Services Policy Division

Form: MYC06/07

## The Social Work (Scotland) Act 1968

### SPECIFIC GRANT FOR TRAINING IN SOCIAL WORK 2006-2007

#### MID-YEAR CLAIM FORM

#### CLAIM FOR PAYMENT OF GRANT

PERIOD OF CLAIM: 1 April 2006 - 30 September 2007

This form should be returned to the Social Work Services Policy Division by 11 November 2006.

1. LOCAL AUTHORITY: \_\_\_\_\_

|  | <b>CHILDREN'S<br/>SERVICES,<br/>COMMUNITY<br/>CARE AND<br/>ADULTS</b> | <b>TOTAL</b> |
|--|---|--------------|
| <b>2. APPROVED<br/>ALLOCATION</b>  | £   | £            |
| <b>3. TOTAL ESTIMATED<br/>EXPENDITURE TO<br/>30 SEPTEMBER 2006</b>           | £   | £            |
| <b>4. GRANT CLAIMED TO<br/>30 SEPTEMBER 2006</b>                             | £   | £            |
| <b>5. PROPOSED TOTAL<br/>EXPENDITURE FOR<br/>OCTOBER 2006<br/>MARCH 2007</b> | £   | £            |

#### PLEASE DETAIL OVERLEAF FULL PAYMENT INSTRUCTIONS

PLEASE PROVIDE FULL PAYMENT INSTRUCTIONS. The Policy Division will pay grant direct into an Authority's bank account via BACS transfer.



8. NAME OF PAYEE: \_\_\_\_\_

9. PAYMENT  
REFERENCES TO  
BE QUOTED

10. BANK/  
BUILDING  
SOCIETY  
SORT-CODE

ACCOUNT  
NUMBER

11. NAME AND FULL ADDRESS OF BANK/BUILDING SOCIETY TO WHICH  
PAYMENTS SHOULD BE SENT:

POST CODE:

Please complete and return this form no later than 11 November 2006 to

Gwen Smith  
Social Work Services Policy Division  
Area 1-F (S)  
Victoria Quay  
EDINBURGH  
EH6 6QQ

Tel: 0131 244 3737  
Fax: 0131 244 0481  
E-mail: [gwen.smith@scotland.gsi.gov.uk](mailto:gwen.smith@scotland.gsi.gov.uk)

Please note that it is not possible for SWSPD to reimburse authorities for the amount of grant under-claimed after the end of the financial year in which the under-claim occurred.





SCOTTISH EXECUTIVE

## The Social Work Services Policy Division

Form: EYC06/07

### The Social Work (Scotland) Act 1968

### SPECIFIC GRANT FOR TRAINING IN SOCIAL WORK 2006-2007

### END YEAR CLAIM FORM CLAIM FOR PAYMENT OF GRANT

**PERIOD OF CLAIM: 1 October 2006 - 31 March 2007**

**This form should be returned to the Social Work Services Policy Division by 10 February 2007.**

**1. LOCAL AUTHORITY:** \_\_\_\_\_

|   | <b>CHILDREN'S SERVICES,<br/>COMMUNITY CARE AND<br/>ADULTS</b> | <b>TOTAL</b> |
|---|---|--------------|
| <b>2. APPROVED ALLOCATION</b>   | £   | £            |
| <b>3. TOTAL ESTIMATED EXPENDITURE FOR 1 OCTOBER 2006 TO 31 MARCH 2007</b> | £   | £            |
| <b>4. GRANT CLAIMED FROM 1 OCTOBER 2006 TO 31 MARCH 2007</b>              | £   | £            |
| <b>5. TOTAL SPECIFIC GRANT EXPENDITURE FOR YEAR 2006-2007</b>             | £   | £            |

**PLEASE DETAIL OVERLEAF FULL PAYMENT INSTRUCTIONS**



PLEASE PROVIDE FULL PAYMENT INSTRUCTIONS. The Policy Division will pay grant direct into an Authority's bank account via BACS transfer.

9. NAME OF PAYEE: \_\_\_\_\_

10. PAYMENT  
REFERENCES TO  
BE QUOTED

|   |  |                   |  |
|---|--|-------------------|--|
| 11. BANK/<br>BUILDING<br>SOCIETY<br>SORT-CODE |  | ACCOUNT<br>NUMBER |  |
|---|--|-------------------|--|

12. NAME AND FULL ADDRESS OF BANK/BUILDING SOCIETY TO WHICH PAYMENTS SHOULD BE SENT:

POST CODE:

Please complete and return this form no later than Friday 10 February, 2007 to

Gwen Smith  
Social Work Services Policy Division  
Area 1-F (S)  
Victoria Quay  
EDINBURGH  
EH6 6QQ

Tel: 0131 244 3737  
Fax: 0131 244 0481  
E-mail: [gwen.smith@scotland.gsi.gov.uk](mailto:gwen.smith@scotland.gsi.gov.uk)

Please note that it is not possible for SWSPD to reimburse authorities for the amount of grant under-claimed after the end of the financial year in which the under-claim occurred.



SCOTTISH EXECUTIVE  
The Social Work Services Policy Division



Form: FINSTAT05

## The Social Work (Scotland) Act 1968

## SPECIFIC GRANT FOR TRAINING IN SOCIAL WORK 2006-2007

## FINANCIAL STATEMENT FOR YEAR 2005-2006

Local authorities are required to complete and return this form no later than 30 September 2006 to:

*Mrs Gwen Smith, Social Work Services Policy Division  
Area1-F (S), Victoria Quay, EDINBURGH, EH6 6QQ*

LOCAL AUTHORITY \_\_\_\_\_

|   | <b>CHILDREN'S<br/>SERVICES,<br/>COMMUNITY<br/>CARE AND<br/>ADULTS</b> | <b>TOTAL</b> |
|---|---|--------------|
| <b>TOTAL GRANT<br/>ALLOCATION 2005-06</b>                       | £   | £            |
| <b>TOTAL EXPENDITURE<br/>UNDER TERMS OF<br/>SPECIFIC GRANT</b>  | £   | £            |
| <b>GRANT PAID BY SWSPD</b>                                      | £   | £            |
| <b>AMOUNT OVER/UNDER*<br/>CLAIMED</b>                           | £   | £            |
| <b>TOTAL EXPENDITURE<br/>ON OTHER SOCIAL<br/>WORK TRAINING.</b> | £   |              |

**THIS MUST BE SIGNED BY THE DIRECTOR OF FINANCE OR CHIEF FINANCE OFFICER.**

*CERTIFICATION BY LOCAL AUTHORITY*

I certify that the expenditure stated above has been incurred under the terms and conditions of the Specific Grant for Training in Social Work as set out in Circular SWSPD 1/2005.

NAME (BLOCK CAPITALS): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_





SCOTTISH EXECUTIVE

The Social Work Services Policy Division

Form: TAR04

Local authorities are required to complete and return this form **no later than 30 September 2006** to:  
 Mrs M Gwen Smith, Social Work Services Policy Division, Area 1-F (S), Victoria Quay, EDINBURGH, EH6 6QQ.

DETAILS OF TRAINING ACTIVITIES: 1 April 2005 – 31 March 2006

(if possible please detail partnership working with the voluntary/independent sector that does not have a monetary value, eg reciprocal training.)

| Course/Activity Title | No of Times Run | Length      | Nos. of Participants | Training Funded by: (please tick ✓ appropriate column) |                        |                    |  |
|-----------------------|-----------------|-------------|----------------------|--|------------------------|--------------------|--|
|                       |                 |             |                      | Local Authority  | Voluntary Organisation | Independent Sector | Other (please specify eg Joint Funded) |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
|                       |                 |             |                      |  |                        |                    |  |
| Total nos of events   |                 | Total Days* | Total nos            |  |                        |                    |  |

\*7 Hours = 1 Day



## SCOTTISH EXECUTIVE

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Social Work Services Policy Division  
Education, Training and Development Team

### TERMS AND CONDITIONS FOR SPECIFIC GRANT FOR SOCIAL WORK TRAINING

#### 1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out below shall have the meanings ascribed to them in that Schedule;

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Save as otherwise provided herein, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

“**Agreement**” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, the Award Letter, the Grantee’s acceptance of the offer made in the Award Letter and these Conditions;

“**Application**” means the application for a Grant made by the Grantee;

“**Award Letter**” means the letter offering the Grant to the Grantee to which these Conditions are annexed;

“**Claim Date**” means each of the dates specified in Schedule 1 hereof;

“**Conditions**” means these grant conditions;

“**Default**” means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent mis-statement, or any other default,

In all cases by either party, its employees, agents or representatives;

“**Financial Year**” means a period from 1 April in one year until 31 March in the next;

“**Grant**” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“**Grantee**” means the person, organisation or body to which the Grant will be payable as specified in the Award Letter. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

**“Intellectual Property Rights”** means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Specific Grant by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

**“Specific Grant”** means the purpose for which the Grant has been awarded as described in the Award Letter;

**“Payment”** means each of the payments specified in Schedule 1 hereto;

**“Scottish Ministers”** means the Scottish Ministers, acting through the relevant Department of the Scottish Executive;

**“1998 Act”** means the Data Protection Act 1998 as from time to time amended, extended or re-enacted

## **2. Purposes of the Grant**

2.1 The Grant is made under Section 9 of the Social Work (Scotland) Act 1968 to improve the quality of social work service provision and the management of the provision by increasing the availability of training for relevant staff.

2.2 The Grant shall only be used for the purposes of the Specific Grant and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity carried out, or material published by the Grantee, which is partly political in intention, use, or presentation or appears to be designed to affect support for a political party.

## **3. Payment of Grant**

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of Schedule 1 attached hereto.

3.2 At the end of each Financial Year, the Grantee shall prepare an account showing all expenditure incurred by the Grantee in connection with the Specific Grant during that Financial Year. Such account shall be submitted to the Scottish Ministers no later than 30 September in each year following completion of the audit.

3.3 When requested to do so by the Scottish Ministers, the Grantee shall submit, together with the account required at clause 3.4, a report summarising the outcomes and performance of the Specific Grant. Such a report shall include such statistical and other information relating to the impact of the Specific Grant where possible. This should be submitted no later than 30 September.

3.4 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee during that Financial Year exceeds the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Specific Grant in that Financial Year, the Grantee shall within 14 days of receiving a written demand in respect thereof from the Scottish Ministers, repay to the Scottish Ministers the amount of such excess. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the base lending rate (or the equivalent) of the Royal Bank of Scotland plc prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest thereon.

#### **4. Inspection and Information**

4.1 The Grantee shall keep and maintain for a period of 3 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of Grant. The Grantee shall afford the Scottish Ministers, their representatives, Audit Scotland and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it and the Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.2 The Grantee shall ensure that adequate internal expenditure controls are in place and that all resources are used economically, effectively and efficiently.

#### **5. Access to Information, Confidentiality and Data Protection**

5.1 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Specific Grant.

#### **6. Compliance with the Law**

6.1 The Grantee shall ensure that in relation to the Specific Grant, they and anyone acting on their behalf shall comply with the relevant law for the time being in force in Scotland.

#### **7. Default**

7.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that: -

7.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

7.1.4 In the Scottish Ministers' opinion, the progress on the Specific Grant training is not satisfactory;

#### **8. Continuation of Conditions**

These Conditions shall continue to apply for a period of 3 years after the end of the financial year in which the final instalment of the Grant was paid.

Schedule 1

Payment of Grant

1. The Grant shall be paid by the Scottish Ministers to the Grantee in the following instalments:

|           | Claim Date       |
|-----------|------------------|
| Payment 1 | 11 November 2006 |
| Payment 2 | 10 February 2007 |

2. The Grantee shall claim each Payment in writing in such form as the Scottish Ministers may from time to time specify, and shall submit a claim for each Payment not earlier than, but within 30 days of each Claim Date.
3. In the event that a claim is made out with the 30 day period the Scottish Ministers shall not be bound to make the relevant Payment.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Specific Grant since the submission by it of the last claim for an instalment of the Grant.
5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require (whether before or after submission of the claim), and such other evidence which is acceptable to the Scottish Ministers that the expenses claimed have been incurred in relation to the Specific Grant.
6. On receipt of each claim, the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee has reasonably and properly incurred in connection with the Specific Grant having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with paragraph 5 of this Schedule 1. On making such determination, the Scottish Ministers shall pay the amount determined to the Grantee.
7. In order to facilitate accrual of the Payment due in respect of the March claim, the Grantee shall advise in writing by 15 April the amount to be claimed.