

Delivering better services



International Recruitment Engagement Webinar

Training, Opportunities and Reporting
Requirements

Thu, Feb 22, 1:30 PM - 3:00 PM (GMT)



Agenda

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- | | |
|-------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1:30 | Welcome and introductions. |
| 1:35 | Training Opportunities – Liz Williams, Lancashire and South Cumbria Social Care Training Hub |
| 1:45 | Modern Slavery Training Overview – Sion Hall |
| 2:00 | Translating Care Skills Programme – Deborah Ormandy/Nicola Scott, Lancashire Adult Learning |
| 2:15 | Digital Social Care Records Funding Available – Tabitha Sims, ICB Digitising Social Care Team |
| 2:30 | Comfort break |
| 2:35 | PAMMS Return form – Helen Smith, Lancashire County Council |
| 2:50 | Updates regarding the International Recruitment fund for the Adult Social Care Sector – Helen Smith, Lancashire County Council |
| 2:55 | Summary and close. |
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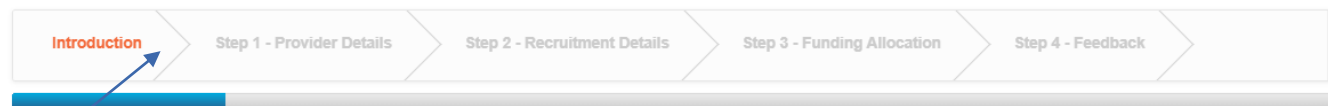


Reporting Requirements – PAMMS

- You will receive a broadcast email from admin@pamms.org.uk on 12th March 2024.
- The email will provide content on how to Download and view the form.
- The Provider Return form is not accessible via the portal, only via the link in the email.
- Deadline for submissions is 26th March 2024.
- There are 4 steps to complete the return form:
 1. Provider Details
 2. Recruitment Details
 3. Funding Allocation
 4. Feedback



Return Form – PAMMS



Progress bar to indicate what stage of the form you are at

International Recruitment Fund for the Adult Social Care Sector



Recipients of funding are required to monitor the impact of interventions and report on progress quarterly in accordance with the Grant Agreement and associated specifications:

- Schedule 1 –The Project
- Schedule 2 – The Grant Determination
- Schedule 3 – Return Form

There will be both quantitative and qualitative data used to measure the success of the programme, for which participating providers are asked to show any available evaluation information and data.

Additional reporting requirements may be identified by the Department for Health and Social Care (DHSC) during the implementation of the grant. All grant recipients will be expected to respond to any additional reporting requests in a timely manner.

If you have any questions relating to the submission of your Return Form, please contact: commissioningagewell@lancashire.gov.uk.

link to email any queries regarding completion of the form.

Option to print on each page, and can 'go back' to edit if needed during Step 1 - 4

Previous

Print

Next



Return Form – PAMMS

Introduction **Step 1 - Provider Details** Step 2 - Recruitment Details Step 3 - Funding Allocation Step 4 - Feedback

International Recruitment Fund for the Adult Social Care Sector



Provider Details

Allocated Grant Reference Number

* CQC Location Name

* CQC Location ID

* Forename

* Surname

* Email address

Basic contact information relating to your submission:

- Allocated Grant reference number
- CQC Location Name
- CQC Location ID
- Forename
- Surname
- Email Address



This data will be referenced in the broadcast email, that you will receive via PAMMS



Return Form – PAMMS

Introduction > Step 1 - Provider Details > **Step 2 - Recruitment Details** > Step 3 - Funding Allocation > Step 4 - Feedback

International Recruitment Fund for the Adult Social Care Sector



Recruitment Details

Please tick to confirm that any international recruitment activity you have undertaken adheres to the: [Department for Health & Social Care Guidance: Code of practice for the international recruitment of health and social care personnel in England.](#) Please tick to confirm

Number of People Recruited (international) since the last submission

**Please complete 1 set of answers per recruit since the last submission.*

	Country of Origin	Nationality of Recruit	Country of Application	Profession of Recruit	Profession of Recruit options:
Recruit 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<ul style="list-style-type: none">• Care worker• Nurse• Social worker• Occupational Therapist
Recruit 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Recruit 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Link to the [Code of Practice](#).

Complete 1 set of answers per international recruit:

- Country of Origin
- Nationality of Recruit
- Country of Application
- Profession of Recruit



All the data for this step should already be captured, as defined in the Code of Practice



Return Form – PAMMS

Introduction > Step 1 - Provider Details > Step 2 - Recruitment Details > **Step 3 - Funding Allocation** > Step 4 - Feedback

International Recruitment Fund for the Adult Social Care Sector



Funding Allocation

Please indicate the areas where funding has been allocated since your last submission and provide a summary.

Pastoral Support
*Please provide a summary

Sponsorship
*Please provide a summary

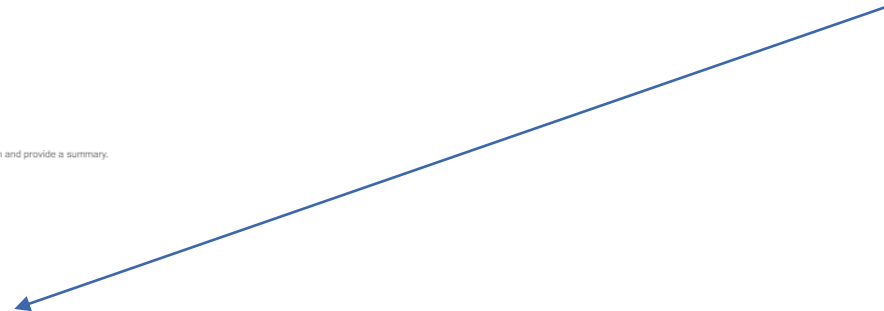
Relocation costs
*Please provide a summary

Agency - Ethical Recruiter
*Please provide a summary

Organisational Management
*Please provide a summary

Other (please specify)
*Please provide a summary

*Has any of the funding been spent on areas not originally stated, intended, or anticipated?



If you answer 'yes' to this question, these additional boxes will appear

↓

*Has any of the funding been spent on areas not originally stated, intended, or anticipated?

*Total amount spent

*Please provide further details

There are 5 categories:

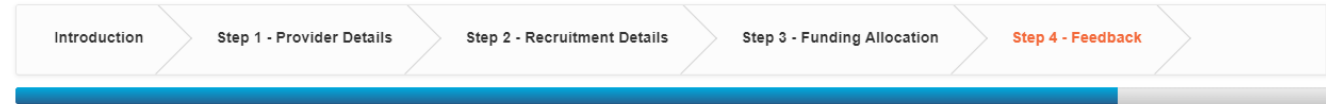
- Pastoral Support
- Sponsorship
- Relocation Costs
- Agency – Ethical Recruiter
- Organisational Management



There is also an option for 'other' if you feel your summary doesn't fit into one of the categories



Return Form – PAMMS



Option to provide feedback at this point.

International Recruitment Fund for the Adult Social Care Sector



Feedback

Qualitative data is a vital part of reporting to measure the success of the programme. A survey will be provided at the end of the grant period, which will cover the following:

- Feedback from appointees on the recruitment processes and support available.
- Feedback on manager confidence in recruiting internationally.
- Feedback on how providers feel they are supported throughout the year to shape the programme.
- Whether the goals of the individual appointee have been met.
- Feedback from providers in relation to providing effective pastoral support.

*Please provide any feedback relating to this reporting period

We welcome any information from providers about any difficulties you experience in relation to ethical recruitment.

Previous

Print

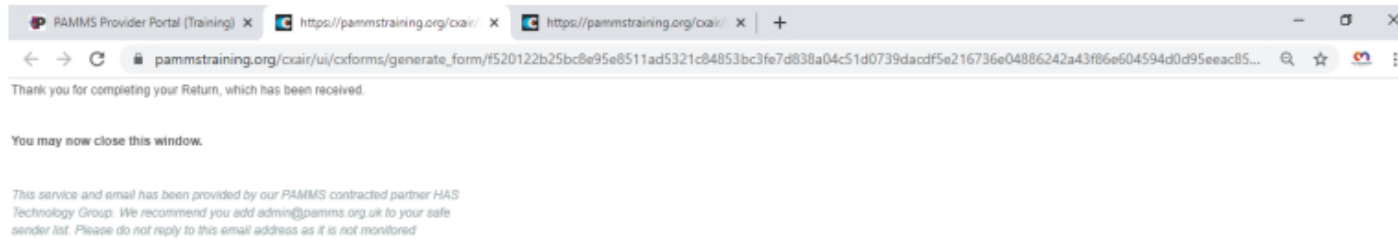
Submit

Your return is now complete and ready to submit.



Return Form – PAMMS

- Once you have completed the return form, a confirmation will be displayed to say that your return has been submitted successfully.



- For further guidance on completing a provider return, you can watch the HAS Technology YouTube video: [Completing a Provider Return](#).
- If you experience any technical difficulties, please contact the support team using pammssupport@hastechology.com with some detail of your enquiry.



Reporting Requirements – SOGU

- This can be found in your Grant Agreement > Schedule 3 – Return form > Appendix B.
- The Statement of Grant Usage (SOGU) will need to be submitted by 15th April 2024.
- This form needs to be completed and signed by the Recipient's Chief Executive (or equivalent) to certify expenditure of the £3,591 funding received.
- We will send a reminder and copy of the form 2nd April 2024.



Reporting Requirements – SOGU

Grant Reference Number: 31/6549

Please complete the following table, to the nearest £1.

Amount of funding received (£)	Actual expenditure eligible	Reason for any difference
Revenue	Revenue	

Certification

I certify that to the best of my knowledge and belief the above information gives a complete and accurate record of the eligible expenditure as stated in the award letter in relation to funding received from Department of Health & Social Care for the above project and that we have taken steps to ensure that we would be in a position to repay the grant if we breach the grant conditions set out in the Memorandum of Understanding between the Secretary of State for Health and Social Care and Lancashire County Council for the provision of the Adult Social Care International Recruitment Grant for the financial year 2023 – 2024.

FINANCIAL YEAR PERIOD - ENDING 31/ 03/ 2024

Project Name: Adult Social Care International Recruitment regional fund 2023-24

Please use this form to provide a final statement of grant usage.
This Statement should be submitted to Lancashire County Council by 15th April 2024

Contact Details

Name of Recipient

Recipient Address

Name and telephone number of person to whom queries about this Statement can be made

Grant Reference Number: 31/6549

Please complete the following table, to the nearest £1.

Amount of funding received (£)	Actual expenditure eligible	Reason for any difference
Revenue	Revenue	

Please complete the certification before returning.

Certification

I certify that to the best of my knowledge and belief the above information gives a complete and accurate record of the eligible expenditure as stated in the award letter in relation to funding received from Department of Health & Social Care for the above project and that we have taken steps to ensure that we would be in a position to repay the grant if we breach the grant conditions set out in the Memorandum of Understanding between the Secretary of State for Health and Social Care and Lancashire County Council for the provision of the Adult Social Care International Recruitment Grant for the financial year 2023 – 2024.

Signed by the Recipient's the Chief Executive (or equivalent).

Signature:

Name: (BLOCK CAPITALS):

Job Title:

Date:

Contact Details

Name of Recipient

Recipient Address

Name and telephone number of person to whom queries about this Statement can be made

Signed by the Recipient's the Chief Executive (or equivalent).

Signature:

Name: (BLOCK CAPITALS):

Job Title:

Date:

Updates

- The final return form date has been confirmed with the Department for Health and Social Care. This will capture an extra 8 weeks of delivery data following your submission Mar 24.

IMPORTANT DATES	
Tue 2nd April	Statement of Grant Usage and Qualitative data surveys will be distributed
Mon 15th April	Deadline to submit Statement of Grant Usage by email attachment
Tue 7th May	You will receive a broadcast email via PAMMS with link to submit final return form
Tue 21st May	Deadline to submit return form via PAMMS and Qualitative data surveys by email attachment



Summary and Close

- Please complete the poll and confirm if you would like your contact details to be shared with Presenters.
- Follow up information including slides from all presentations, will be shared and added to our webpage.
- If you have any queries regarding the content in this webinar, please do get in touch: commissioningAgeWell@lancashire.gov.uk.

Thank you for attending the event!



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