

Surrey County Council
County Hall, Penrhyn Road
Kingston-upon-Thames
KT1 2DN
asc.covid19@surreycc.gov.uk

Date: xx 2020

Re: Letter of Agreement for Adult Social Care Infection Control Fund Ring Fenced Grant 2020

Dear Provider,

We write with reference to the recent government announcement in relation to the ring fenced Adult Social Care Infection Control Fund Grant. Surrey County Council (SCC) has been allocated a grant of £19,177,623 ("Total Funding") and we are required to distribute this to all providers of registered care homes who have services registered with the Care Quality Commission (CQC) within the SCC area.

The Total Funding is being paid to SCC in two equal instalments. The first instalment was received on 27th May and as per government guidelines, SCC is within 10 working days paying 75% of this first instalment to all care home providers in Surrey on a 'per bed basis' based on the registered bed capacity of your home(s). As such, payments will be processed by SCC by 10th June and cleared in providers' bank accounts by 12th June. SCC is due to receive the second instalment in July 2020 and will pass 75% of this second instalment on the same basis to care home providers who comply with the grant conditions set out below. The payment of the grant will be subject to several conditions that are available in full at:

<https://www.local.gov.uk/sites/default/files/documents/Adult%20social%20care%20infection%20control%20fund%20-%20local%20authority%20circular%2022%20May%202020%20WEB.pdf>. (DHSC Grant Circular).

To receive the funding, you will need to comply with the terms set out below:

1. You will use the funding ***"to reduce the rate of COVID-19 transmission in and between care homes and support wider workforce resilience to deliver infection control"*** and ***" must not be used for fee uplifts, expenditure already incurred or activities for which the local authority has earmarked or allocated expenditure or activities which do not support the primary purpose of the Infection Control Fund"***
2. You will comply with the key conditions set out in annex C of the DHSC Grant Circular meaning activities that the grant is used for should focus on:
 - Ensuring that staff who are isolating in line with government guidance receive their normal wages while doing so. At the time of issuing this grant determination this included staff with suspected symptoms of Covid 19 awaiting a test, or any staff member for a period following a positive test.
 - Ensuring, so far as possible, that members of staff work in only one care home.

- Limiting or cohorting staff to individual groups of residents or floors/wings, including segregation of COVID-19 positive residents;
 - To support active recruitment of additional staff if they are needed to enable staff to work in only one care home or to work only with an assigned group of residents or only in specified areas of a care home, including by using and paying for staff who have chosen to temporarily return to practice, including those returning through the NHS returners programme.
 - Steps to limit the use of public transport by members of staff.
 - Providing accommodation for staff who proactively choose to stay separately from their families in order to limit social interaction outside work.
3. The grant must only be spent on activities that meet the primary purpose of the Infection Control Grant as summarised above and in the DHSC Grant Circular. **It is also very important to note the grant can only be spent on activities to control the spread of the infection from the 13th May onwards. The grant cannot be used to fund any expenditure incurred prior to the 13th May or any expenditure post 13th May that is not specifically related to activities pertaining to controlling the spread of the infection as set out in the grant conditions.** The date of 13th May was clarified in an Infection Control Fund Question and Answer issued by the DHSC. The link to this question and answer document can be found here:
<https://www.nationalcareforum.org.uk/wp-content/uploads/2020/06/Infection-Control-Fund-Question-and-Answer.pdf>.
4. SCC is required to report on and provide evidence that the grant has been used for its express purpose. You have a vital role to play in this and we want to work closely with you so that we can provide these assurances.
5. **To receive the grant, “you will be required to register on Capacity Tracker and ensure that it is consistently updated”.** The calculated funding allocation for each of your homes is listed in Appendix 1 of this letter. Funding will not be paid until a care home has registered on the Capacity Tracker. **The Capacity Tracker must then be updated at least twice a week on Mondays and Thursdays as a minimum on an ongoing basis.**
6. SCC is required to report back to DHSC the amount of the Infection Control Fund grant that has been spent on different infection control measures. This is set out in Annex E of the DHSC Grant Circular. In order to enable SCC to do this, we require all care providers to confirm how they have spent the funding. You will therefore need to complete the attached Reporting Template spreadsheet to confirm how you have spent the first instalment of the funding and send it back to asc.covid19@surreycc.gov.uk by 22nd June 2020. This is to ensure SCC can report back to government as required by 26th June 2020 to enable Surrey to receive the second instalment of the funding.
7. Payment of the second instalment of your share of the 75% of SCC’s Total Funding that is to be passed directly onto care homes will be dependent on assurance that you have met the conditions set out in this letter for the use of the funding. In order to receive the second instalment you will therefore need to:

- a) Complete the Capacity Tracker at least twice weekly as set out above. The reporting data from the Capacity tracker around critical measures such as testing, PPE, staffing issues and outbreaks will help identify issues and evidence how you are making use of the grant.
 - b) Work with SCC constructively to validate data returns to government to ensure that we remove the risk that there is any claw back of the grant at a later stage.
 - c) Complete the attached Reporting Template and send back to SCC by 22nd June 2020 to demonstrate you have spent the first instalment of funding in line with the grant conditions.
- 8.** The remaining 25% of SCC's Total Funding will be allocated in line with local prioritisation, consistent with the grant conditions. SCC is working closely with the Surrey Care Association and other partners to determine local priorities for this element of the grant. Further communication will be sent once the use of this funding has been agreed across all partners.
- 9.** If You fail to comply with any of the conditions, or if any overpayment is made under this grant or any amount is paid in error, SCC may reduce, suspend or withhold grant payments or require the repayment of the whole or any part of the grant monies paid, as may be determined by SCC and notified in writing to You. Such sum as has been notified will immediately become repayable to SCC who may set off the sum against any future amount due to be paid to You by SCC for other service provision.

If you have any questions on this matter or require any support to register on the Capacity Tracker and begin consistently updating the Tracker then please write to asc.covid19@surreycc.gov.uk.

Yours sincerely,

