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| Sent via email | **Your ref:** |  |
| **My ref:** |  |
| **Date:** | 5th March 2021 |

Dear Provider

**Workforce Capacity Fund (the Fund)**

On 18 September 2020 the government made a commitment in the adult social care COVID-19 winter plan to support local authorities and social care providers to maintain safe staffing levels over the winter period and to continue working with the care sector to ensure there is sufficient workforce capacity across services.

The restriction of routine staff movement remains critical to managing the risk of outbreaks and infection in care homes. The emergence of a new and highly transmissible variant of COVID-19 has resulted in increased staffing shortages due to staff testing positive for COVID-19 or having to self-isolate.

In addition, some people being discharged from hospital may require complex or increased social care as they recover from COVID-19 and other illnesses. To enable providers to meet these workforce challenges, on 16 January the government announced an extra £120 million funding to support local authorities to manage workforce pressures.

**Cornwall Council’s allocation of the grant is £1,396,692**

This Workforce Capacity Fund is a short-term grant from DHSC which must be used to deliver additional staffing capacity. The funding can be used to increase the scale of activities which are already in place within the local authority or providers. [Further guidance is available on the Government website](https://www.gov.uk/government/publications/workforce-capacity-fund-for-adult-social-care/workforce-capacity-fund-for-adult-social-care) which can be found [Workforce Capacity Fund for adult social care - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/workforce-capacity-fund-for-adult-social-care/workforce-capacity-fund-for-adult-social-care)

The purpose of the grant is to:

* support providers to maintain the provision of safe care;
* support providers to restrict the movement of staff between care homes and other care settings;
* support timely and safe discharge from hospital into care settings; and
* to enable new admissions from the community into care services.

The grant cannot support activity that has already been funded by the Infection Control Fund or other sources of public funding.

To be eligible to receive payment from the Fund the expenditure must have been incurred between 16 January 2021 and 31 March 2021. This means the activity leading to the expense must have happened by 31 March 2021. Any funds unused by providers must be repaid to Cornwall Council and then returned to central government.

Cornwall Council submitted a suite of proposed measures to DHSC in line with the above on 12 February 2021. As part of that proposal we intend to allocate an element of the fund directly to you as a CQC registered care provider.

We will use the mechanisms established for the previous award of Covid-related grants to ensure that allocation is proportionate and meets the designated criteria for its use. This mechanism was calculated on a per bed basis for care homes and a per person supported basis for community care.

Cornwall Council must only transfer the funding to a care provider on condition that the recipient provider:

* uses it only for measures that deliver additional staffing capacity where shortages arise due to COVID-19 only and keep sufficient records (for 7 years) to be able to demonstrate what specific staffing capacity was secured using this funding;
* complies with the [grant conditions](https://www.gov.uk/government/publications/workforce-capacity-fund-for-adult-social-care/annex-b-grant-conditions) attached to this letter;
* will return any grant amount to the local authority that is not spent on those measures;
* if requested to do so, will provide the local authority or Department with relevant information to evidence that the funding has been spent in accordance with the measures outlined in the [Grant Determination](https://www.gov.uk/government/publications/workforce-capacity-fund-for-adult-social-care/annex-a-grant-determination-letter) and [Grant Conditions](https://www.gov.uk/government/publications/workforce-capacity-fund-for-adult-social-care/annex-b-grant-conditions);
* will, by request, provide the department or local authority with an explanation of any matter relating to funding and its use for the purposes of being assured that the money has been used in an appropriate way;
* Provide the local authority with a statement prior to receiving funding, confirming that they have understood the grant conditions and that their spending plans are compliant with them;
* Complete a survey giving details of the spend. This will be sent to you separately by the Council after 31st March 2021 with a requirement to complete it by mid-April;
* Provide all reporting information requested by the local authority;
* Keep appropriate records for a period of 7 years and provide the local authority or DHSC with receipts or such other information as they request to evidence that the funding has been so spent, as requested;
* provide DHSC or the local authority with an explanation of any matter relating to funding and its use by the recipient as they think necessary or expedient for the purposes of being assured that the money has been used in an appropriate way in respect of those measures; and
* agrees, upon the terms set out in this letter, to return any amounts which are not spent on the measures and permissible expenditure by 31st March 2021 to Cornwall Council immediately on demand and such monies will become immediately due and payable to Cornwall Council upon such demand being made.

These measures are intended to meet the specific requirements of the Workforce Capacity Fund and are in excess of the services you would normally be required to provide. By accepting payments made by Cornwall Council you agree to repay any unused funds and any such amounts deemed to be ineligible for this grant, immediately upon demand to Cornwall Council.

Cornwall Council will not make an allocation of funding to any provider who does not confirm their agreement to the above terms. Please confirm agreement as outlined below.

**To accept the grant payment:**

Please sign and return a copy of this letter to show your agreement to the terms outlined:

**Name and job title :**

**Organisation:**

**Date:**

Your letter should be emailed to:

[contractsadults@cornwall.gov.uk](mailto:contractsadults@cornwall.gov.uk) no later than 12.00 noon on Monday 15 March 2021 including ‘Workforce Capacity Fund’ in your email title.

Yours faithfully,

A picture containing text, insect

Description automatically generated

**Keith Cheesman**

Interim Service Director, Adult Social Care Modernisation

**Adult Social Care Directorate**

E: [keith.cheesman@cornwall.gov.uk](mailto:keith.cheesman@cornwall.gov.uk)

T: 07596 317968