

**Adult Care Services**  
**Director: Chris Badger**



**Management Board**  
**Adult Care Services**  
**Hertfordshire County Council**

To:  
All Hertfordshire County Council  
**non-contracted** care homes in  
Hertfordshire

**County Hall**  
**Hertford, Herts SG13 8DF**

**Email:** acscommissioning.support@  
hertfordshire.gov.uk

**Date:** 7th October 2020

Dear Colleagues,

**Re: Infection Control Fund for Care Homes – Round 2**

We have now received guidance on the latest allocation of the national Social Care Infection Control Fund -round 2. As before this has been provided with formal grant conditions from the Government, for both local authorities and care homes, which allow us to secure our share of the additional £546m national grant. I write to pass on the information contained in these conditions. I have asked HCPA to lodge a copy of the government letters and grant conditions on their website at [www.hcpa.info/Covid-19](http://www.hcpa.info/Covid-19)

Hertfordshire County Council is obliged to comply with these various provisions and conditions as set out in the Adult Social Care Infection Control Fund -round 2: local authority circular and the accompanying guidance. As a recipient of the grant, you will also be obliged to comply with the same provisions and conditions (as if they were set out in full in this letter) and I would advise you to read them on the HCPA website and be confident you can comply. I have set out some of the key considerations in the remainder of this letter.

I realise that the grant conditions and requirements are not straightforward and so to help ensure you can make full use of your allocation I have asked HCPA to organise a webinar session to address any queries you may have. This is due to take place on Friday 9<sup>th</sup> October from 1pm – 2pm.

**Claiming the first instalment of the Infection Control Fund – round 2**

The grant allocation for the Infection Control Fund - round 2 for Hertfordshire is slightly less overall than for round 1. In addition, 80% of our allocation is to be distributed to residential care providers and CQC registered community care providers on a 'per beds' / 'per use' basis. This requirement resulted in a reduced amount per bed for care homes compared to round 1. Local authorities have discretion about the allocation of the other 80% of the grant and to reflect the importance we place on supporting infection control within care homes we have decided to allocate an additional amount (equivalent to half of the 20% discretionary grant) to care homes on a per bed basis.

This means that I am now in a position to invite all care homes in the county to immediately invoice Hertfordshire County Council for £427 per registered CQC bed as a first instalment. Invoices should be sent to [ACS.CarePayments@hertfordshire.gov.uk](mailto:ACS.CarePayments@hertfordshire.gov.uk)

The four conditions to receive this first instalment are:

1. That the funds are to be spent on infection control – in line with the grant conditions summarised below
2. That care homes must complete the NHS Capacity Tracker at least weekly from 1<sup>st</sup> October 2020 and commit to continue to do so weekly until 31<sup>st</sup> March 2021.
3. That Appendix A for the first two tranches of funding associated with the Infection Control Grant – round 1 has been completed and returned to [ACS.CarePayments@hertfordshire.gov.uk](mailto:ACS.CarePayments@hertfordshire.gov.uk).
4. That care home providers must complete the ICF Spend Tracker and return it on a monthly basis to [ACS.CarePayments@hertfordshire.gov.uk](mailto:ACS.CarePayments@hertfordshire.gov.uk). *This will detail how you propose to spend the full allocation (two allocations for round 2 equivalent to £854 per bed) by March 2021 and detail spend to date to the end of each calendar month and will take the place of Appendix A for Round 2.*

I encourage you all to apply for your funding entitlement now.

### **Clarification on the use of the Infection Control Grant**

The guidance that accompanies the grant allocations details precisely what is meant by 'infection control'. As with the round 1 funding this is largely about the additional staffing costs and any associated accommodation or transport costs incurred because of measures put in place by care providers to prevent transmission of the virus between care homes and the community through staff. The guidance states:

*“The purpose of this funding is to support adult social care providers to reduce the rate of Covid-19 transmission within and between care settings, in particular helping to reduce the need for staff movements between sites.....The Infection Control Fund provides financial support to providers so they can continue to pay staff their normal wages whilst self-isolating according to government guidelines. The fund aims to ensure that care workers do not lose income because they are self-isolating.”*

Details of specific measures that the funding supports are included in Appendix 1.

### **Preparing to claim for the Additional Infection Control Fund**

In order to claim the second and final instalment of this fund (an additional £427 per registered bed per care home), the grant conditions go on to specify how the council must confirm that the first instalment paid to care providers is to be verified before the second instalment can be made:

*“...the local authority must not make a second allocation of funding to a care home provider who has not consistently completed the daily Capacity Tracker. And if the authority believes that the provider has not used the money for the purposes for which it was provided it must withhold the second payment until satisfied that the provider has so used it. And if the provider has not used it or any part of it for the infection control measures for which it was provided the local authority must take all reasonable steps to recover the money that has not been so used.*

As the monitoring requirements for round 2 require us to complete a government return, on how the funding is being spent on a monthly basis, we are asking providers to complete the Infection Control Fund Spend Tracker (attached to this letter). This needs to be completed on a monthly basis and returned each month by the **15<sup>th</sup> of the following month**. This will detail the proposed spending of the grant and show actual spend to date. We will no longer need you to complete Appendix A that was used in Round 1. Completion and return of the spend tracker will be required in order to claim the second instalment of the Infection Control Grant (same amount as the first instalment). If you cannot demonstrate that you have spent the first instalment total on the measures listed, do not submit a claim until you can.

**Actions for you:**

1. Today: please ensure you have completed the NHS Capacity Tracker and have a process to continue to do so on a weekly basis
2. Today: claim the first instalment of the infection control fund, please do so by invoicing HCC for £427 per registered bed in your care home(s) to [acs.carepayments@hertfordshire.gov.uk](mailto:acs.carepayments@hertfordshire.gov.uk)
3. This week: consider how you will have spent the total grant money by March 2021 in line with the measures laid out in the conditions and start completing the spend tracker, in order to report back to HCC on spending each month.
4. From now on but before the 15th each month, please send the following document to [acs.carepayments@hertfordshire.gov.uk](mailto:acs.carepayments@hertfordshire.gov.uk) :  
A completed copy of the ICF Spend Tracker, stating how you plan to spend the grant and what you have spent each month of the Infection Control Fund in line with grant conditions letter;
5. After you have completed your December spend tracker, send a further invoice for your second instalment of the Infection Control Fund in line with instructions above (this will not be paid without monthly completed Spend Trackers for October, November & December 2020); and
6. By the 15th April 2021, please send one further completed copy of the ICF Spend Tracker, stating how you have spent the total allocation of the Infection Control Fund in line with grant conditions to [acs.carepayments@hertfordshire.gov.uk](mailto:acs.carepayments@hertfordshire.gov.uk) :

**Business Continuity Plan**

One of the new conditions of the grant is that we work with providers in our area on business continuity plans. To help you there is a template available on the HCPA website. [www.hcpa.info/business-continuity-and-contingency-checklist](http://www.hcpa.info/business-continuity-and-contingency-checklist) . In addition to this we are working to arrange a webinar with our HCC resilience colleagues towards the end of October and I would encourage you to attend if you need assistance or guidance in this area. We will forward details of the webinar as soon as they are finalised

**State Aid**

One of the conditions attached to the grant from the Minister of Care is that HCC is to be satisfied that any grant funding forwarded to providers does not constitute “state aid”. Based upon the information it has to hand, HCC is satisfied that there is no infringement of the state aid rules. However, HCC reserves the right to seek further information from you where HCC is required to investigate further. As previously stated, the conditions detailed in the grant circular apply in this regard.

## **Support available to you**

We realise these grants have been announced at different times and this can lead to confusion about how and when to claim. Our dedicated provider support hotline hosted by HCPA and ACS commissioners will be able to help you. I would also urge you to join the HCPA webinar on Friday if you have any questions regarding these funding streams.

The hotline can answer queries for all organisations that support people with care needs (phone number – 01707 708 108 or [assistance@hcpa.info](mailto:assistance@hcpa.info)).

My thanks again to you and your staff teams for your continued work during this pandemic.

Yours faithfully,



**Chris Badger**  
Director of Adult Care Services

## **APPENDIX 1 - Extract from Annex C: Extension of Adult Social Care Infection Control Fund 2 Grant Conditions and Reporting Requirements**

Annex C of the grant conditions specify what measures can be supported by the grant and these are shown below:

*“Local Authorities must ensure that 80% of the grant is allocated to care homes and CQC regulated community care providers on a ‘per bed’ and ‘per user’ basis in order to support the following specific measures:*

*In respect of care homes*

- *Ensuring that staff who are isolating in line with government guidance receive their normal wages while doing so. At the time of issuing the grant circular, this includes;*
  - *staff with suspected symptoms of COVID-19 waiting for a test*
  - *where a member of the staff’s household has suspected symptoms of COVID-19 and are waiting for a test*
  - *where a member of the staff’s household has tested positive for COVID-19 and is therefore self-isolating*
  - *any staff member for a period of at least 10 days following a positive test*
  - *if a member of staff is required to quarantine prior to receiving certain NHS procedures (generally people do not need to self-isolate prior to a procedure or surgery unless their consultant or care team specifically asks them to)*
- *limiting all staff movement between settings unless absolutely necessary, to help reduce the spread of infection.*
- *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 (and volunteers) 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*
- *steps to limit the use of public transport by members of staff (taking into account current government guidance on the safe use of other types of 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.*
- *supporting safe visiting in care homes, such as dedicated staff to support and facilitate visits, additional IPC cleaning in between visits, and capital-based alterations to allow safe visiting such as altering a dedicated space*
- *ensuring that staff who need to attend work for the purposes of being tested (or potentially in the future, vaccinated) for COVID-19 are paid their usual wages to do so*

The conditions do also specify that agency or hourly rates to staff must not be inflated in order to spend the grant – normal rates must apply. This could be checked by the council.

By definition, this also means that any costs associated with deep cleaning (except those associated with visiting detailed above) or PPE are not to be met from this grant.

*“...the local authority must not make a second allocation of funding to a care home provider who has not consistently completed the daily Capacity Tracker. And if the authority believes that the provider has not used the money for the purposes for which it was provided it must withhold the second payment until satisfied that the provider has so used it. And if the provider has not used it or any part of it for the infection control measures for which it was provided the local authority must take all reasonable steps to recover the money that has not been so used”.*