

Reporting

Requirements on local authorities

An authority must write to the Department by 31 October 2020 confirming that they have put in place a winter plan, and that they are working with care providers in their area on business continuity plans and submit monthly high-level returns specifying how the grant has been spent. An example template is provided at annex E

(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923472/annex-e-example-local-authority-return-template.odt). These must be submitted to the Department who will review the returns on behalf of the Secretary of State for Health and Care. The second instalment is contingent on the Department receiving these returns.

An example template for the monthly high-level returns can be found at annex E, and should be returned to the mailbox (further information can be found in the accompanying guidance).

Local authorities should return this information at 6 points:

1. 23 November 2020, with information on October spending
2. 31 December 2020, with information on October and November spending
3. 29 January 2021, with information on October to December spending
4. 26 February 2021, with information on October to January spending
5. 31 March 2021, with information on October to February spending
6. 30 April 2021, with information on October to March spending

We expect local authorities to fully allocate the grant as quickly as possible after receiving the second instalment to ensure providers have time to spend it before the fund closes on 31 March 2021.

At the close of the fund the authority's Chief Executive (or the authority's S151 Officer) and the Director of Adult Social Services must certify that, to the best of their knowledge, the amounts shown on the supporting reports relate to eligible expenditure and that the grant has been used for the purposes intended, as set out in this Determination. Chief Executives have been provided with a statement of assurance for their signature as per annex D (<https://www.gov.uk/government/publications/adult-social-care-infection-control-fund-round-2/annex-d-assurance-statement>).

Providers will need to provide local authorities with the information needed to complete the monthly returns on their spending at least 1 week before the deadlines specified above (or as indicated by their local authority). They will also need to complete the Capacity Tracker or CQC homecare survey (as applicable, as per government guidance) at least once per week.

Requirements on providers

Contingency of first instalment

Residential care providers, including homes with self-funding residents and homes run by local authorities, will be required to have completed the Capacity Tracker at least twice (i.e. two consecutive weeks) and have committed to continuing to do so at least once per week until 31 March 2021 to be eligible to receive funding via the 80% 'per beds'/'per user' allocation.

CQC-registered community care providers, including those with exclusively self-funded clients, must have completed the CQC homecare survey (or successor, as per government guidance) at least twice (i.e. two consecutive weeks) and have committed to completing that survey at least once per week to be eligible to receive funding via the 80% 'per beds'/'per user' allocation.

The local authority must not make a first allocation of any funding to a provider unless they have met

the above conditions, even if this means payments are not made within twenty working days.

Contingency of second instalment

In order to receive the second instalment, providers will need to be able to demonstrate to local authorities that they have realistic plans to spend the funding that are consistent with the conditions of the fund. We do not expect local authorities to require providers to prove that they have spent all of the funding before passing on the second instalment.

We do not expect providers to have spent all of the first instalment before reporting point 1 (23 November 2020). However, we do expect providers to report on the spending they have incurred up to 31 October 2020 and on how they intend to spend the funding over the lifetime of the fund. We also expect providers to have spent all of the first instalment by the 31 December 2020 (and to demonstrate this at reporting point 3, due 29 January 2021), and to have fully spent the funding by the end point of the fund on 31 March 2021 (and to demonstrate at reporting point 6, due 30 April 2021).

Providers will need to demonstrate that the funding passed to them has been spent in line with the infection prevention control measures outlined above.

Those providers who have not fully spent their allocation at the end of the fund will be expected to repay any unspent monies.

We do not expect local authorities to routinely require providers to provide them with receipts or invoices to prove how the funding has been spent. Providers will, however, need to keep these records and make them available to the local authority or the Department if they are required to provide reassurances that the funding has been used in accordance with the grant conditions.

If the information that a local authority receives from providers at any reporting point gives them concerns that the provider's spending is not in line with the grant conditions, they should withhold further allocations until they are satisfied, or recover misused funding.

To receive the second instalment of the fund, providers must have been completing the Capacity Tracker or CQC homecare survey (as per government guidance) at least once per week since they first received support from the new Infection Control Fund (which came into place on 1 October 2020).