

Cheshire West and Chester Council

Peoples Commissioning  
Cheshire West and Chester Council  
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Web: [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

Date: 30 April 2020

To All Care at Home, Extra Care Housing and Supported Living Providers

Important information and action required

Dear Provider

Central Government Adult Social Care Infection Control Fund and Cheshire West and Cheshire Financial Support June 2020 – August 2020.

Further to my letter of 2 June regarding the governments adult social care infection control fund, I wanted to update you on the Councils plans for the remaining 25% of the governments infection control fund and our own continuing offer of support to the care sector during the current pandemic.

The Council's leadership team has approved our proposal to make an infection control payment to all domiciliary care, extra care and supported living providers delivering a commissioned package of care to individuals residing in Cheshire West and Chester. The payment you receive will be based on £100 per package of care commissioned by Cheshire West and Chester Council. The funding can be used to support the following infection control measures:

1. Ensuring that staff who are isolating in line with government guidance receive their normal wages while doing so, including staff with suspected symptoms of Covid 19 awaiting a test, or any staff member for a period following a positive test.
2. Ensuring, so far as possible, that members of staff work in only one care setting. This includes staff who work for one provider across several settings or staff that work on a part time basis for multiple employers and includes

agency staff (the principle being that the fewer locations that members of staff work the better)

3. Limiting or cohorting staff to individual groups of residents / service users or settings/buildings/rounds
4. To support active recruitment of additional staff if they are needed to enable staff to work in only one care setting or to work only with an assigned group of residents/service users including by using and paying for staff who have chosen to temporarily return to practice, including those returning through the NHS returners programme. These staff can provide vital additional support to homes and underpin effective infection control while permanent staff are isolating or recovering from Covid-19.
5. Steps to limit the use of public transport by members of staff. Where they do not have their own private vehicles this could include encouraging walking and cycling to and from work and supporting this with the provision of changing facilities and rooms and secure bike storage or use of local taxi firms.
6. Providing accommodation for staff who proactively choose to stay separately from their families in order to limit social interaction outside work. This may be provision on site or in partnership with local hotels.
7. The purchase of Personal Protective Equipment and cleaning materials to aid infection prevention and control.

If you wish to take up this one-off infection control payment, please sign and return the enclosed grant agreement by 5pm on Friday 3rd July 2020. Please ensure you also provide your bank details so we can make payments promptly. Please email completed forms to [commissioningandcontracts@cheshirewestandchester.gov.uk](mailto:commissioningandcontracts@cheshirewestandchester.gov.uk)

The Council is required to provide details to central government on how the infection control grants are being spent, you are therefore required to complete and return the enclosed monitoring template on how you intend to spend the grant by 31 July 2020 and an updated return on how you have actually spent the grant by 23rd September 2020.

In addition to the infection control grant the that the Councils leadership team has reviewed and revised our offer of support to the care market and I am now able to provide you with an updated offer of support for the period 1 June – 31 August 2020.

The revised offer consists of:

- We will continue to offer the opportunity for providers to be paid for 75% of care delivered in advance - this will be in place for care delivered up to and including period 6. The advanced payment will be based on 75% of a provider's actual average care paid over periods 7-13 with adjustments will be made to the average if there have been any significant changes in the number of care recipients. Providers should submit their claim for actual care

delivered each period using the usual process, upon which a reconciliation will take place with any adjustments for monies owed to the provider / or being due to the Council being made under the usual payment process. If you have not yet taken up this offer and wish to do so please email:

[commissioningandcontracts@cheshirewestandchester.gov.uk](mailto:commissioningandcontracts@cheshirewestandchester.gov.uk)

- Emergency PPE supplies only, we expect you to use the infection control grant to purchase ALL required PPE. Emergency PPE will only be provided where you are able to evidence that you have been unable to purchase items and you have less than 72 hours' worth of stock left. The Council reserves the right to recharge for any PPE supplied.
- Reimbursement of reasonable additional expenditure from covering staff absence incurred as a result of Covid19 during the period 1st June - 31st August as a result of Covid19. We have listened to your concerns over the time it has taken to process the April and May claims and will be putting in place a weekly review panel to ensure claims are reviewed and processed quicker. In order to do this, providers must submit all requested supporting information / invoices with their claim. Monthly claims must be submitted within two weeks of the end of the month. Claims submitted after this date will not be considered. The Council reserves the right to return any claims not accompanied by the relevant supporting information. The Council reserves the right to return any claims not accompanied by the relevant supporting information.
- Infection Control Grant of £100 per commissioned package of care.

An updated claim form to be used for the additional staffing expenditure will be sent out shortly. All claims should continue to be sent to [covidFA19@cheshirewestandchester.gov.uk](mailto:covidFA19@cheshirewestandchester.gov.uk) Please note that we reserve the right to refuse any claims submitted without the appropriate supporting evidence.

Any emergency PPE should be requested by submitting the enclosed form and emailed to [Westppe@cheshirewestandchester.gov.uk](mailto:Westppe@cheshirewestandchester.gov.uk)

If you have any queries please don't hesitate to email the contracts team as detailed above.

Yours sincerely

Director of Commissioning People  
For and on behalf of Cheshire West and Chester Council