

## Annex A

### Confirmation of agreement to provisions

Providers must respond by return to confirm receipt of the funding and your acknowledgment and agreement to the following conditions:

- I confirm that this funding will be spent on the infection control measures outlined above.
- I will account for all payments paid out of this funding and keep appropriate records.
- If requested to do so I will provide Worcestershire County Council or the DHSC with receipts or such other information as they request to evidence that the funding has been so spent.
- I will provide DHSC or Worcestershire County Council with an explanation of any matter relating to the funding and its use 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 these measures.
- I will provide the responses required by the deadlines specified certifying that I have spent the funding on these measures
- I will return any amounts which are not spent on these measures.
- I acknowledge that it is a condition of the payment that the cost of any specific infection control measures are met by providers on the basis that (a) there is no increase in any relevant rates (except those relating to hourly rates of pay to ensure staff movement from one care home to another care home is minimised) from the existing rates (b) third party charges (for example, of costs to avoid the use of public transport) are paid at the normal market rates and (c) in no circumstances is any element of profit or mark-up applied to any costs or charges incurred.

**Signed:**

**Name:**

**Position:**

**Registered Provider (Care Home) Name:**

**Date:**

Providers are also expected to complete the template provided at Annex B and return to [coronavirusasc@worcestershire.gov.uk](mailto:coronavirusasc@worcestershire.gov.uk) by 5pm on Friday 19 June to enable the Council to respond to Central Government by the specified deadline. Failure to complete and return this template will also mean that the second payment of funding will be withheld until its receipt. It is expected that providers will identify where they are spending their allocation.

A separate template will also be required for the second tranche of funding for return to [coronavirusasc@worcestershire.gov.uk](mailto:coronavirusasc@worcestershire.gov.uk) by 5pm on Wednesday 16 September articulating how the second tranche has been spent.

**ANNEX B - PROVIDER RESPONSE TEMPLATE**

First response due by 19 June 2020

Second response due by 16 September 2020

 Please email your response to [coronavirusasc@worcestershire.gov.uk](mailto:coronavirusasc@worcestershire.gov.uk) .

<b>Registered Provider (care home) name</b>			
<b>Contact name</b>			
<b>Contact email address</b>			
<b>Date of return</b>			
<b>Total Infection Control funding received from Worcestershire County Council</b>			
<b>Have you spent an element of your funding so far on:</b>	<b>Indicate yes or no</b>	<b>What proportion of your allocation has been spent on this measure?</b>	
		<b>£</b>	<b>%</b>
Paying staff full wages while isolating in line with government guidance			
Actions to restrict staff movement within care homes, including support for recruitment of additional staff			
Measures to isolate residents within their own care homes			
Steps to limit the use of public transport by staff			
Providing accommodation for staff			
Other (please specify below)			
<b>TOTAL</b>			<b>100%</b>