

Annex 1: Funding Framework Summary - Local Authority Test and Trace Service Support Grant and Associated Outbreak Management Funding

1. Introduction

This funding framework has been developed in relation to decision 20/00095. This is to accept the Local Authority Test and Trace Service Support grant, the Contain Outbreak Management Fund and subsequent outbreak management funding, as well as to implement the relevant funding arrangements.

The following governance arrangements will facilitate management and implementation of the grant funding via officer delegated decision-making against four categories of agreed spend.

The key decision includes providing delegated authority to the Director of Public Health (DPH) to allow the DPH to manage the grant funding and Kent County Council's (KCC) approach to deploying it, in accordance with this Framework which has been approved as part of the Key Decision.

2. Decision making process

A director level group has been established to oversee the spending of the Local Authority Test and Trace Service Support grant, the Contain Outbreak Management Fund and associated outbreak management funding.

This group is called the Test and Trace Grant Monitoring Group (TTGMG) and includes representation from public health advice, finance, public health commissioning and project/admin support. Terms of reference set out the purpose and quorum and operating processes.

Indicative values and associated activities for the Local Authority Test and Trace Service Support grant have been aligned to each category of spend. Indicative values and associated activities for the Contain Outbreak Management Fund are still in development. A proportion of the funding using an agreed distribution methodology agreed by the TTGMG will be allocated to district and borough councils, in line with the grant conditions. Proposed plans of spend will be endorsed by the TTGMG and approved by the Director of Public Health in consultation with the Corporate Director of Finance and the Cabinet Member for Adult Social Care and Public Health. Planned spend will be monitored by the Lead Commissioner for Public Health or delegated member of staff.

A written summary of all funded activities will be recorded to provide an auditable process which will need to clearly demonstrate alignment to at least one of the agreed four categories. All activity will need to set out considerations in relation to equalities, data protection, legal or regulatory requirements, risks, value for money and measurement of impact. The TTGMG will review and agree all written summaries of funding and consider the below questions:

Categories of spend	Key questions to be considered
Enhance the national response	Does the response support nationally directed activities in relation to the mitigation against and management of local outbreaks of COVID-19 and the use of this grant?
Enhance local activities	Will the funding enhance local activities in relation to the mitigation against and management of local outbreaks of COVID-19? Will it harness local activity, avoid duplication, maximise economies of scale and support best value?

Support population level approaches	Does the response illustrate benefit across the Kent population in relation to the mitigation against and management of local outbreaks of COVID-19?
Overhead costs	Are the costs fair and can they be clearly evidenced to support delivery of this funding?
Other considerations	Does the proposed activity present good value for money? Are relevant legal considerations well thought out? Can the funding be measured to enable auditable reporting on the use of the grant? Is there a robust plan or inclusion of key documentation EQIA, DPIA etc?

Contractual documents between KCC and the recipients of the grant funding (both internal and external to KCC) will mirror the national terms of the funding. Recipients will be required to confirm their agreement to spend in line with the grant conditions, provide regular monitoring on use of the funding and confirm adherence to relevant legal requirements and/or quality standards. A proportionate approach will be taken which complies with procurement and council financial regulations, appropriate to the value of spend and level of associated risk.

3. Monitoring spend and financial variance

Due to the limited data available on which to base financial forecasts, the rapid changing nature of the pandemic and additional funding which may be received by the council from Government; the planned allocations across the range of activities may need to be varied depending on need. Any variance will be monitored and managed by the TTGMG. The DPH will review the allocations on a regular basis via the TTGMG after consultation with the Corporate Director of Finance and agree any variance.

Significant variances of 50% or over £1,000,000 will be agreed via the TTGMG and highlighted to the Cabinet Member, with final approval of any amendment to allocations by the DPH.

Below this significant variance level, the Lead Commissioner may approve urgent spend, providing this does not exhaust the overall project budget, and this will be reported to the DPH and TTGMG. The Lead Commissioner will seek relevant advice from the DPH and TTGMG representatives as required.

Whenever an allocation against the four categories appears to be fully committed, this will be reviewed by the DPH and TTGMG in case amendments are required.

New areas of spend outside of the proposed plan which align to the four categories will be considered by the TTGMG and if supported, be approved by the DPH.

The TTGMG will aim to approve new areas of spend in scope of the grant within 10 working days following the receipt of the written proposal which provides the necessary level of detail.

In the event of an emergency that requires an immediate response, the DPH may approve additional expenditure providing the proposed spend aligns with the four agreed spend categories and does not cause the total expenditure committed against the grant to exceed the total grant.

For all emergency decisions, the Lead Commissioner for Public Health will arrange for these to be reported retrospectively to the TTGMG.

All agreed spend will be charged to the test and trace support budget code, aligned to Public Health.

4. Reporting and monitoring spend

a. Government grant reporting

The Local Authority Test and Trace Service Support grant declaration¹ is to be signed by the Corporate Director of Strategic and Corporate Services and the Head of Internal Audit and Counter Fraud at financial year end. Evidence of spend will be submitted to the Department of Health and Social Care, however the format is not prescribed. There may be a requirement for future declarations.

The required reporting on the Contain Outbreak Management Fund will be signed off by Corporate Director of Strategic and Corporate Services and the Head of Internal Audit and Counter Fraud (as required) at financial year end.

This document will be updated as required in relation to any further government funding spent in line with this framework.

b. Members and senior officers

The Director of Public Health will provide regular updates to the Cabinet Member for Public Health and Adult Social Care, the Corporate Director of Strategic and Corporate Services and Head of Internal Audit and Counter Fraud as required.

In addition, funded activity and associated outcomes will be reported to Members via the Health Reform and Public Health Cabinet Committee at periodic intervals, for example the end of the financial year.

c. Recipient reporting

Recipients will provide reporting in line with their contractual terms including financial spend.

d. Internal reporting and monitoring

Internal monitoring of the grant allocations across the four categories of spend will take place monthly in line with the Collaborative Planning (CP) process. Reporting against of the grant allocations across the four categories of spend will be shared on a monthly basis with the TTGMG group or more frequently as required. The monitoring report will include:

- Total grant allocation (including any unallocated amount)
- Allocation by service line
- Actual expenditure to-date by service line
- Committed expenditure
- Forecast expenditure for 20/21
- Variance – actuals against grant allocation
- Funding recipient reporting

e. Record keeping

A full record of spending decisions will be retained for a period of up to six years, to ensure all spend is auditable

5. Risk

Any key risks will be escalated to the TTGMG monthly or escalated to Corporate Directors as required. A risk register will be maintained by the TTGMG and risks will be escalated in accordance with KCC's Risk Management Policy.

¹ To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the LOCAL AUTHORITY TEST AND TRACE SERVICE SUPPORT GRANT DETERMINATION 2020/21: No 31/5075 have been complied with.