

Privacy Notice

Who we are:

Shropshire Council is the local government authority for Shropshire. Our address is: Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND.

You can contact our Data Protection Officer on: 01743 252774 or by email at: information.request@shropshire.gov.uk

How do we collect information from you and for what purpose?

We collect information from you when you complete this form for the purpose/s of administering the Workforce Capacity Fund for adult social care

We process the data provided by you for the purposes of administering the fund and fulfilling our contract with you to provide the relevant funding and support.

Who do we share this information with?

We may share your information with the following third parties for the reasons detailed; Internally with other departments as necessary.

Statutory agencies, such as National Fraud Authority – We may share your information with statutory agencies in line with our legal obligations and/or in completion of our public tasks.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.

Your data will be retained in line with our retention schedule, which can be found on our website. <https://shropshire.gov.uk/privacy>, where you can also find our full privacy notice.

Fund Conditions

This funding has been made available to the Council to provide as a grant with conditions to be used exclusively for action which enables care providers to support workforce pressures.

The Council requires adult social care providers to use the grant for the measures specified below, which are over and above that usually expected from care providers and which;

- support providers to maintain the provision of safe care
- support providers to restrict the movement of staff between care homes and other care settings
- support timely and safe discharge from hospital into care settings
- to enable new admissions from the community into care services

By completing your application for this funding you are self-certifying that the money will be used for the purposes intended, as set out below under the heading 'Measures', and that you will adhere to the following terms and conditions:

- the provider uses it for new expenditure that delivers additional staff capacity and has not already been funded by the Infection Control Fund or other sources of public funding
- The expenditure should be incurred between 16th January and 31st March 2021
- the provider will return any grant amount to the local authority that is not spent on those measures by the 31st March 2021.
- if requested to do so, the provider should provide the local authority receipts or such other information as they request to evidence that the funding has been spent in accordance with the measures above
- if requested to do so, the provider should provide the local authority with an explanation of any matter relating to funding and its use by the recipient 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 those measures

Measures

The Grant shall be used solely for the purposes of and to achieve the following measures:

- Pay overtime rates to encourage staff to work shifts additional to their usual or contracted hours
- To cover childcare costs of staff who work additional hours
- To cover transport costs of staff between their home and place of work
- Alter shift patterns to allow for more flexible working patterns that increase the number of hours able to be worked by staff
- To overstaff at pinch points to lessen the impact of any staff absences should they arise
- Payment in lieu of annual leave in excess of the statutory minimum requirement only, to increase the number of staff working in the period up to 31st March 2021
- Other measures that deliver additional staffing capacity and are in accordance with the grant conditions e.g. recruitment campaigns and other recruitment costs, laptops/ smartphones to enable staff to access training/support and enhance communication, provision of online training etc.

Monitoring and Reporting

The Provider shall provide the Council with the information required to enable the necessary reports to the Department of Health and Social Care to be submitted by completing the Council's online 'Workforce Capacity Fund Reporting Template'. The Council will e-mail a link to the online 'Workforce Capacity Fund Reporting Template' in advance of the reporting deadline.

You are required to complete and submit a report to the Council with information on actual grant expenditure for the entire period (from 16th January – 31st March 2021) by 1st May 2021

Fraud and overpayment

The Government have been clear that they will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

The Council will continue to undertake checks to ensure the safe administration of grants and has appropriate measures in place to ensure grants have been paid appropriately. The Council will share data with the Cabinet's Anti-fraud initiative known as the National Fraud Initiative, in order to prevent and detect any fraudulent payments.

Subsidy control

You are required to ensure that the fund is used in accordance with these terms and conditions and the purposes of ensuring compliance with any UK law applicable to subsidy control.

You agree to only use the fund for the purpose of the Measures set out in these terms and conditions as services of public economic interest and to take all reasonable steps to assist the Council to meet subsidy control requirements applicable under UK law, and respond to any review including by the courts or a tribunal into the use of the fund.

Any finding of non-compliance with subsidy control requirements under UK law by judicial review or the courts may lead to you being ordered to repay the fund (with interest as applicable).

Declaration

You have read and understood the eligibility criteria for the Workforce Capacity Fund for adult social care.

The statements, information you have provided in support of this application are accurate and true.

Shropshire Council reserves the right to reclaim any money, which has been paid as a result of fraudulent or misleading claims. In particular, this can include if the funding has been used to offset costs already covered by both Infection Prevention Control grants and Lateral Flow Testing.

Shropshire Council will keep your data for 6 years, in accordance with the requirements of grant schemes.