

17 January 2023

Adult Social Care Discharge Fund – Grant Conditions

Section 1 – Background

On 18 November 2022 the DHSC shared details of the £500 million Adult Social Care Discharge Fund which was announced as part of [Our plan for patients](#) on 22 September.

Delays to discharging people from hospital when they are fit to leave continue to be a significant issue and have been highlighted in the conversations I have had in recent weeks with local authorities and social care and NHS providers. Not only does this mean fewer hospital beds available for those who need them; it also means people who would be better off recovering at home or in residential care are instead spending too long in hospital.

The funding will be allocated to achieve the maximum reduction in delayed discharge:

- £200 million will be distributed to local authorities, based on the adult social care relative needs formula (RNF)
- £300 million will be distributed to integrated care boards (ICBs), targeted at those areas experiencing the greatest discharge delays. This is based on a combination of both:
 - a fair-shares distribution based on [2022 to 2023 ICB weighted populations](#) (25% of ICB funding)
 - a discharge metric flexed to reflect the size of the ICB weighted population (75% of ICB funding)

It is expected that the funding is pooled into the Better Care Fund (BCF). The funding will be provided in 2 tranches – the first (40%) in December 2022, and the second (60%) by the end of January 2023 for areas that have provided a planned spending report and fortnightly activity data and have met the other conditions.

The fund can be used flexibly on the interventions that best enable the discharge of patients from hospital to the most appropriate location for their ongoing care.

Funding should prioritise those approaches that are most effective in freeing up the maximum number of hospital beds and reducing bed days lost within the funding available, including from mental health inpatient settings. Discharge to Assess (D2A) and provision of homecare is recognised as an effective option for discharging more people in a safe and timely manner.

Funding can also be used to boost general adult social care workforce capacity, through staff recruitment and retention, where that will contribute to reducing delayed discharges.

In some areas where there are particular delays to discharge of patients with long hospital stays – for instance those with particularly complex care needs – a concerted focus on supporting discharge of these patients may be important to free up hospital capacity.

Further details about the fund can be found on the government website - [Adult Social Care Discharge Fund - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Section 2 – The Grant

Birmingham has been allocated £9,729,913 of funding (Local Authority £4,666,913 and Integrated Care Board £5,063,000).

Of this amount Birmingham City Council has been allocated £6,040,793 to be distributed to CQC regulated Birmingham located care homes, home support, supported living and extra care schemes on a discretionary basis in order to enable them to implement measures to enhance workforce capacity.

Grant funding will be distributed on the basis that recipient locations spend the funding on measures between 15 December 2022 and 31 March 2023 to increase workforce capacity through recruitment and retention activity which will have the overall effect of reducing delayed discharges from hospital. The role of the social care sector and its capacity to deliver services is acknowledged as critical to the operation of the NHS and hospital services. The aim of the grant is therefore to allow care providers to increase workforce capacity which will directly or indirectly support the NHS and discharges from hospital.

Grant funding will be allocated to organisations upon approval of their grant application and is conditional upon compliance with the grant conditions set out in Section 4. The decision of the Council to approve or reject applications is final. Funding is expected to be distributed to care providers in two payments, aligned to the Council receiving funding from government in two tranches as set out in Section 1:

1. January 2023 – 40%
2. February 2023 – 60%

N.B. if the Council has received 100% of funding from government before the grant application process has closed and final allocations are determined, it shall make a single payment to successful applicant locations comprising 100% of their allocation.

Individual grant allocations will be based on an allocation amount per care worker employed per registered location. The number of workers will be identified from data recorded in the Capacity Tracker in December 2022. Initial grant allocations (representing 100% of allocated funding) will be calculated on a per care worker basis:

£6,040,793 (Total grant) / 12,178 (Total care workers employed by eligible locations) = £496.04 (per care worker)

Each location's allocation is then calculated by multiplying the number of care workers they employ by £496.04.

These allocations are set out in Appendix 3 – Initial grant allocation list care homes and Appendix 4 – Initial grant allocation list home support supported living extra care. Registered locations will then be invited to apply for funding by completing the application form – Appendix 1 ASC Discharge Fund Grant application. Applicant locations will be asked to confirm that they are able to spend the amount allocated or request a lower amount. Locations will also be requested to indicate whether they wish to receive any further allocations of funding (which has not been applied for by or distributed to other locations) and confirmation of the amount they are able to spend.

Separate applications for each registered location must be completed and sent to ascdischargefund@birmingham.gov.uk

The deadline for receipt applications is midnight on 31 January 2023.

Section 3 – Grant Purpose

The purpose of the grant is to boost the general adult social care workforce capacity through recruitment and retention activity, where that will help to reduce delayed discharges from hospital either directly or indirectly. Any allocation of grant money can therefore only be spent on measures which deliver against or will support this purpose.

This could include, but is not limited to, measures which: increase hours worked by existing workforce; improve retention of existing workforce; provide additional or redeployed capacity from current care workers; or to support local recruitment initiatives.

Any grant money distributed must be spent by 31 March 2023.

Example measures on which the funding may be spent include but are not limited to:

- activities to support hospital discharge or to prevent or address delays as a result of workforce capacity shortages
- supporting payments to boost the hours provided by the existing workforce – including childcare costs and overtime payments
- the creation and maintenance of measures to secure additional or redeployed capacity from current care workers. For example, staff banks and redeploying staff
- local recruitment initiatives
- bringing forward planned pay increases

Section 4 – Specific Conditions

Pursuant to section 31(4) of the Local Government Act 2003 the Secretary of State has attached conditions to the payment of the grant, and no payments shall be made unless certain conditions are met, including the local authority being satisfied that the funding is being used for workforce recruitment and retention purposes. Clawback provisions apply, including that the grant recipient organisation must repay any amounts not used for measures which support the increase of workforce capacity.

The grant funding is allocated on condition that the recipient organisation's CQC registered location:

1. Is a CQC registered care home, home support, supported living or extra care location and that location's registered address is within the Birmingham City Council boundary;
2. Is not registered as 'Dormant' with the CQC in the CQC Care Directory 1 Dec 2022 dataset;
3. Has updated the Capacity Tracker in line with the [Adult Social Care Provider Provisions statutory guidance](#) in at least 4 of the 5 months between August and December 2022 (or similar frequency for providers which have registered with the CQC after August 2022);
4. Commits to updating the Capacity Tracker in line with the Adult Social Care Provider statutory guidance - however, it's acknowledged that more frequent updates to bed vacancy data is essential for operational purposes. We recommend updating bed vacancy data daily, where possible. Recipient organisations which fail to update the Capacity Tracker in line with the statutory guidance during the life of the grant must return 100% of the grant funding upon request from the Local Authority;

5. Has updated the Capacity Tracker with accurate workforce data about the numbers of care workers employed;
6. Identifies the Owner or Director with appropriate level of authority and that they make a successful application to the Local Authority for the grant funding and supply full contact details as requested;
7. Confirms in their application that the funding allocated will be spent by the recipient Birmingham located CQC registered service on workforce recruitment and retention measures aligned to the grant purpose;
8. Applications containing incorrect information or which are incomplete will be rejected;
9. uses it for measures employed between 15 December 2022 and 31 March 2023 in order to support the primary purpose and deliver the outcomes outlined in the grant purpose only.
10. uses it for new expenditure that delivers additional staff capacity or retains existing staff capacity that has not already been funded by other sources of public funding;
11. or uses it to increase the scale of initiatives which the provider is already undertaking;
12. is deemed to have accepted the conditions specified here if they spend the funding;
13. commits to reporting spend of the funding to the Council by 07 April 2023 when requested. The Council will require care providers to complete and submit a spend report form detailing how much of the grant has been spent, which measures and activities the grant has been used for, and details of the resulting increases in workforce capacity which have been achieved. A draft version of the spend return form can be found in Appendix 2 – ASC Discharge Fund spend return. The Council may at any point vary the reporting requirements or amend the form prior to the reporting deadline. If it does so the Council will alert all grant recipients and publish a revised form. The recipient organisation representative applying for the grant is responsible for the submission of the spend report form;
14. if requested to do so will provide the local authority or DHSC with receipts or such other information as they request to evidence that the funding has been spent;
15. provide DHSC or 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;
16. will return any amounts which are not spent on those measures outlined;
17. must not use the funding for fee uplifts, expenditure already incurred or activities for which the local authority has earmarked or allocated expenditure or for activities which do not support the primary purpose of the Adult Social Care Discharge Fund which is to deliver additional workforce capacity in adult social care through recruitment and retention activity during the period 15 December 2021 to 31 March 2022 period. This means the grant cannot be used on non-staffing capacity expenditure – for example, isolation sick pay;
18. must return to the Local Authority any unused funding, if the provider has not used all or any part of their allocation for the measures outlined;

19. must ensure that (a) there is no increase in any relevant rates from the existing rates, (b) third party charges 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;
20. must account for all payments funded by this grant and keep appropriate records, such as receipts and invoices. In so far as a provider does not use the entirety of the allocation in pursuit of the measures outlined, any remaining funds must be returned to the local authority;

Section 5 – How the money will be paid

The Council will prioritise distribution of the fund and take all reasonable steps to make payments as soon after the application process has closed.

Where the Council holds a contract with a care provider, it will use the latest supplier/vendor and payment details to make the payments.

Where the Council does not hold a contract with a care provider but is currently funding a placement/placements on a spot purchase basis, the latest supplier/vendor and payment details will be used to make the payments.

Where the Council does not hold any supplier/vendor or bank details, we will take all reasonable steps to obtain those details and process payments as promptly as possible.

Applicants are requested to enter their supplier/vendor details on their grant application.

Section 6 – Reporting requirements and arrangements

As set out above, grant recipients will be required to submit a spend report by 7 April 2023 using the spend report form Appendix 2 – ASC Discharge Fund spend return. The Council may at any point vary the reporting requirements or amend the form prior to the reporting deadline. If it does so the Council will alert all grant recipients and publish a revised form. Returns must be sent to acsdischargefund@birmingham.gov.uk