



Letter sent via email to
nadeemaziz@dover.gov.uk

Public Health
Strategic Commissioning
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3rd Floor B Block
Sessions House
County Hall
Maidstone
Kent ME14 1XU

Contact: Emily Kerr
Email: COVID19Funding@kent.gov.uk
Phone: 03000 416403
Date: 9th November 2021

Dear Nadeem Aziz

Kent County Council Funding for Community Parks From COMF

We are pleased to write to you to notify you of funding from the Contain Outbreak Management Fund (COMF) to be spent on community parks within your district. The total funding allocated to your district to spend on community parks is £157,680.10. This funding is in addition to funding already received under the Contain Outbreak Management Fund. Councils are permitted to utilise existing COMF underspend to increase funding towards community parks in line with the requirements as set out within this letter.

The additional funding for community parks can be spent to deliver any of the below

- New children's play equipment in a community park that previously did not have children's play equipment
- Enlarging children's play equipment in a community park
- Refurbish existing children's play equipment in a community park
- New outdoor seating/tables in a community park to create places for people to meet outside

The funding provided cannot be used to purchase or refurbish outdoor gym equipment.

By providing funding to enhance community parks, it is anticipated communities will be encouraged to utilise outside spaces where the chances of onward transmission of COVID-19 are lower when compared to indoor activities. Furthermore, community parks provide free access for families as well as exercise, play and learning for children. Additional tables and seating will provide a safe space for many individuals to continue to meet safely throughout the year.

Councils are required to assess the community parks within their geography and work with appropriate bodies within their districts (such as housing authorities and Parish/Town Councils) to ensure the additional funding is targeted at communities and play parks where there will be the biggest benefit. Wherever possible, the funding should be focused on enhancing the community parks in areas of deprivation.

This funding is one off and KCC will not be liable for any additional or ongoing costs. Councils should make efforts to ensure maintenance and warranties are included within the purchase price to ensure the equipment remains in a good working condition and is therefore able to provide a lasting benefit. Furthermore, Grant recipients' will be accountable for conducting relevant due diligence in relation to this funding and any equipment purchased under this funding.

Items funded under this Grant must be purchased and delivered by the 31st March 2022. Reporting on spend and activity for the additional funding will be through existing COMF reporting mechanisms and Councils should continue to submit applications for endorsement via COVID19Funding@kent.gov.uk prior to commencing delivery. Kent County Council are required to report on spend and outcomes of the COMF grant back to the Department of Health and Social Care. Conditions of this funding will fall under the existing COMF specification (Annex 1) which has been updated to reflect changes since it was last issued.

The Department of Health and Social Care may request ad hoc narrative reports and we therefore recommend that you capture relevant details to support prompt reporting as required.

Payment of this grant will be made via invoice. Please send invoices to KCC Accounts Payable (AccountsPayableInvoices@kent.gov.uk) and copy in the Public Health Finance inbox (PHfinance@kent.gov.uk). Please reference the purchase order (PO) number 1542749 on the invoice to ensure prompt payment.

District and borough councils must retain a record of spend and spending decisions for a period of up to six years, to ensure all spend is auditable.

Please complete and return the enclosed Agreement form, together with a copy of this letter to indicate your acceptance of the funding terms.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sharon Dene', written in a cursive style.

Sharon Dene

Interim Head of Strategic Commissioning (Public Health)

Agreement

Signature by the Chief Executive or relevant delegated authority to confirm: I accept the terms set out in the Kent County Council COVID-19 **Kent County Council Funding for Community Parks From COMF**

Date: _____

Authorised
Signature: _____

Name: _____

Position: _____

Name of
Organisation: _____

Address: _____

Telephone: _____

E-Mail
Address: _____

Schedule 1 - Specification between KENT COUNTY COUNCIL and DOVER DISTRICT COUNCIL for the Contain Outbreak Management Fund

1. Introduction

- 1.1 The government has allocated grant funding to Kent County Council (KCC) from the Contain Outbreak Management Fund, to support proactive COVID-19 containment and intervention measures. Further funding is expected for Local Authorities facing higher restrictions until the end of the financial year.
- 1.2 The related grant funding will be flexibly deployed to be responsive to outbreaks and need. This will include appropriate funding to allow district and borough councils to deliver the relevant activity.
- 1.3 This document sets out the anticipated requirements and funding arrangements between Kent County Council (KCC) and Kent district and borough councils for the Contain Outbreak Management Fund (COMF).
- 1.4 This document does not include the requirements or arrangements for the Local Authority Test and Trace Service Support Grant, which have been set out separately in the Kent County Council Test and Trace Service Support Grant and Associated Outbreak Management Funding Confirmation Letter, dated 25th November 2020.

2. Background

Government COVID-19 outbreak management funding

- 2.1 In response to the COVID-19 pandemic the government has allocated funding to Kent to support the mitigation and management of COVID-19 outbreaks.
- 2.2 This document focuses on the COMF funding which was provided to support proactive containment and intervention measures in relation to COVID-19. Other funding has included the Local Authority Test and Trace Service Support Grant, a proportion of which has already been allocated to the Kent district and borough councils.
- 2.3 Funding levels for COMF were due to be assigned based on the national tiering system, in which local authorities would receive a one-off payment, per head of population, depending on the Local COVID Alert Level in place. In line with the national lock down announced on 31st October, KCC was allocated funding equalling the maximum allowance of £8 per head of population.

2.4 The Government recently announced that the COMF will be increased, as set out in the COVID-19 Winter Plan (23 November), to provide regular payments to Local Authorities facing higher restrictions, until the end of the financial year.

2.5 A working group, including representatives from district and borough councils, has been established to jointly consider the allocation and purpose of the COMF for district and borough councils. The working group have agreed the initial 'baseline' funding allocations for the district and borough councils and the process in which funding over and above the baseline allocation can be requested.

3. Contain Outbreak Management Fund delivery requirements

3.1 The COMF can be used for public health purposes to tackle COVID-19. Specific activities that can be funded are subject to the district or borough council's discretion, however, all funded activities must align to at least one of the four categories of spend set out in the relevant Key Decision. Table 1 sets out a list of example activities which the funding can be used to support.

3.2 Districts will be asked to provide a breakdown of how they will use the funding (as set out in section 5.2) for endorsement by the Director of Public Health at KCC in line with the grant terms.

3.3 Due to the nature of the pandemic it is recognised that the local response will need to be flexible to respond to changes in national guidance and legislation, as well as local rates and outbreaks. Changes to the planned areas of spend and additional requirements will be agreed in writing between the two parties. Any variance will be monitored by the KCC Test and Trace Grant Monitoring Group and agreed by Director of Public Health after consultation with the Corporate Director of Finance, as set out in the funding framework, published as part of democratic processes.

3.4 District and borough councils will be accountable for conducting relevant due diligence in relation to this funding such as health and safety, human resources, data impact assessments etc.

Table 1 – Example COMF Funded Activities

No.	Example COMF Funded Activities
1	Kent Local Tracing Partnership Continue to provide support to the Kent Local Tracing Partnership as set out in schedule 1 to the Kent County Council Test and Trace Service Support Grant

	<p>and Associated Outbreak Management Funding Confirmation Letter and outlined below:</p> <p>There are two overarching elements to this work and monitoring of volumes will take place to ensure district and borough councils have sufficient capacity to respond:</p> <ol style="list-style-type: none"> 1. Support with case contact information – District/ borough councils to provide contact details to the Kent Local Tracing Partnership where the service has incomplete, incorrect or no contact details for the local resident. 2. Door knocking activity– District/ borough councils to support the Kent Local Tracing Partnership via ‘door knocking’, where: <ol style="list-style-type: none"> a. Previous attempts by the Kent Local Tracing Partnership to contact the resident have failed. b. Cases who refuse to provide the necessary information over the phone c. Following a request for support with case contact information (1) the district/ borough councils do not have additional telephone details available.
2	<p>Communications and marketing</p> <p>Ensure the resources are in place to deliver enhanced communication and marketing activities as required, e.g. towards hard-to-reach groups and other localised messaging.</p>
3	<p>Sector specific work</p> <p>Deliver targeted interventions for specific sections of the local community (e.g. BAME) and workplaces, (e.g. hairdressers, pubs, and warehouses) as required, (e.g. licensing, event liaison, business grants to support COVID-19 adaptations (a Kent level eligibility criteria may be beneficial for this work), etc).</p>
4	<p>Support vulnerable groups</p> <ul style="list-style-type: none"> • Harness capacity within local voluntary and community sectors who provide support to vulnerable groups. • Community-based support for those disproportionately impacted by disease. • Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance. • Support for residents in temporary housing and rough sleepers.
5	<p>Enforcement</p> <p>Additional resource for compliance with, and enforcement of, restrictions and guidance as set out in schedule 1 to the Kent County Council Test and Trace Service Support Grant and Associated Outbreak Management Funding Confirmation Letter.</p>
6	<p>Other activities to support the mitigation of outbreaks, examples include:</p> <ul style="list-style-type: none"> • Ensure resources are in place for district/borough representation to attend the Local Outbreak Response Team, as required. • Extend/ enhance COVID 19 Secure wardens. • Delivery of essentials for those in self-isolation.

4. Partnership working

4.1 Due to the unpredictable nature of the pandemic, the government legislation and required provision may continue to change. KCC will work in partnership with the district and borough councils to review and monitor the requirements of this specification and allocated funding.

4.2 The grant should be used according to individual authority needs, with consideration given to combining resources across authority boundaries to reduce unnecessary duplication of work, improve consistency of practice and enable best value.

5. Finance

5.1 The Contain Outbreak Management funds (COMF) have been allocated in response to the COVID-19 pandemic, so there is an expectation that the allocation and spending of funding will be prioritised. The COMF funds must be spent and activity delivered by 31st March 2022.

5.2 Districts will be required to provide a planned approach to allocating the funding which outlines the sites that will be enhanced through this funding prior to commencing delivery.

5.3 In collaboration with the district or borough council, KCC may ask for any unspent or unallocated monies in respect of the funding to be returned to support COVID-19 priorities.

5.4 Should there be a significant outbreak or risk in a particular area, districts and borough councils can seek additional funding, over and above the baseline allocation. Requests will need to be considered by the Director of Public Health at KCC and all funding must be spent in line with a funding framework published as part of democratic processes¹. District and borough councils must send any requests for additional funding to COVID19Funding@kent.gov.uk.

5.5 COMF funding can be used to compliment activities funded by other COVID-19 funding streams such as support to clinically extremely vulnerable. It will be critical that district and borough councils can provide an auditable trail to evidence how the COMF has been allocated to these activities to ensure no duplication of funding.

5.6 KCC will not be liable for any longer-term costs outside of the agreed time period, such as staffing redundancy costs. District and borough councils will need to accrue any required funding to cover staffing liabilities out of the funding allocated.

6. Monitoring arrangements

6.1 KCC is required to report back to the Department of Health and Social Care (DoHSC) on the allocation and spend of the funding and as such will require regular reporting from district and borough councils.

¹ democracy.kent.gov.uk/ieDecisionDetails.aspx?ID=2416

6.2 A quarterly finance monitoring report will be required against the forecast allocations (section 5.2). The monthly reporting template is set out in Annex 2.

6.3 The DoHSC may also request ad hoc narrative reports to evidence spend, therefore we recommend that district and borough councils record the funded activities and associated outcomes, to support reporting as required.

7. Exit

7.1 KCC will continue to provide Public Health advice and will work with the district and borough councils to ensure a smooth exit from the agreement.

7.2 District and borough councils must retain a record of spend and spending decisions for a period of up to six years, to ensure all spend is auditable.