



PARTNERS LETTER OF AGREEMENT 2020/21

Essex Care Training Partnership (ECTP) is a service provided by Essex Care Association. ECTP will work with Partner Members with an approach which promotes inclusivity and transparency in the allocation of funding.

1. Essex Care Training Partnership (ECTP) is committed to providing a service to Partner Members which promotes inclusivity and transparency in the allocation of funding.
2. ECTP works in partnership with Adult Social Care organisations to ensure that all claims submitted for funding are processed accurately and fairly within the criteria set down by the Skills for Care, and ECTP.
3. ECTP ensures that all information is made available in an accessible format and is jargon free wherever possible.
4. All Partner Members have a responsibility to ensure that up to date contact details are communicated to ECTP to facilitate receipt of current funding information in a timely manner
5. All potential WDF claimants are requested to ensure they familiarise themselves with the eligibility criteria of funding schemes to minimise errors and facilitate accurate submission and payment of claims by Skills for Care
6. ECTP welcomes new members to the partnership. Membership is open to all direct employers and all CQC registered Adult Social Care employers across Essex, Southend and Thurrock.
7. Wherever possible, ECTP will ensure that payment is made to the partner member within 20 working days of receipt from the funding agency via Bacs transfer to the Partner Organisation only. Please note that payment cannot be made to individuals. Workforce Development Funding payments cannot be made direct to Training Organisations. Please complete Bacs details below and return to ECTP.
8. Some funding streams may attract allocation capping. To ensure a fair approach to distribution of funding to all of our Partner Members any capping arrangements implemented will be at the discretion of the Directors of Essex Care Association.
9. Regular email updates on progress with the funding stream will be sent out to Partner Members. This ensures that Partners views are considered and included in the ongoing development of the Partnership. All partners are encouraged to share their views on an ongoing basis by email ectp@essexcare.org.uk





10. **Complaints:** ECTP welcomes any constructive comments from claimants. All compliments are recorded and shared at ECA Committee meetings. Any complaint should be sent initially to the office, in writing to ectp@essexcare.org.uk. Complaints will be recorded and acknowledged within 5 working days of receipt. All complaints will be fully investigated by the WDF Lead and response made in writing within 14 working days of receipt. Complaints which have not been resolved to the satisfaction of the complainant will be forwarded to the Chair of Essex Care Association for further investigation. A written response will be made within a further 21 working days. Please note Essex Care Training Partnership is a service provided by Essex Care Association.
11. WDF cannot be claimed by training organisations for their learners. It can only be claimed by the adult social care employer of the learner.
12. **FRAUD**

ECTP will immediately and without undue delay inform Skills for Care of any event which interferes or threatens to materially interfere with the successful implementation of the project, whether financed in full or in part by Skills for Care or the Department of Health & Social Care (DHSC), including suspicions or allegations of fraud, bribery, corruption or any other financial irregularity or impropriety;
13. Skills for Care and ECTP on behalf of Essex Care Association have a zero tolerance approach towards fraud and fraudulent behaviour and will fully co-operate with investigation into such events, whether led by Skills for Care or the Department of Health & Social Care (DHSC)
14. The Department of Health & Social Care (DHSC) may, at any time during the term of this arrangement and up to five years after the end of the project, arrange for additional audits, on-the-spot checks and / or inspections to be carried out. These may be carried out by DHSC or Skills for Care or any of its duly authorised representatives;
15. Department of Health & Social Care (DHSC) and Skills for Care reserve the right to the ability to recover funds that have been subject to fraud. Where fraudulent or unethical activity is alleged, DHSC and Skills for Care reserves the right to suspend or terminate funding with immediate effect, in preference to the standard notice period and irrespective of any contractual requirements;
16. **ECTP and ECA must provide any representative of Skills for Care and the Department of Health & Social Care (DHSC) Anti-Fraud Unit (AFU) with access to any records relating to this grant, including access to individuals or any information Skills for Care and the AFU deems**





relevant to a fraud investigation, as soon as possible and in any event within 14 days of the request;

17. Audit of Claims and Repayments

18. All claims submitted to Skills for Care on behalf of partners are done in good faith and following rigorous scrutiny and screening by ECTP prior to submission. Skills for Care do not audit every claim submitted, but carry out regular random sampling, after payment has been made, for which full evidence must be submitted by ECTP.

19. From time to time errors can occur, and ECTP may need to revisit the claim with the Partner for further information. In the event that the error is the responsibility of the Partner, it is required that any funding clawed back from ECTP by Skills for Care will be reimbursed to ECTP by the Partner.

20. Each party shall comply with its obligation under GDPR and indemnify and hold the other party harmless

21. As a Partner of ECTP I understand and accept the above: Signed for and on the behalf of :-

Partner Contact.....Signed
Name

Organisation Date

All funding payments will be made via BACS transfer to Partner Organisations only. Partner Organisations must be Adult Social Care employers.

Please complete details below:

Bank Account Organisation name	
Bank sort code	
Full Bank name, address and postcode	





Bank account number	
Full Bank name	
Partner Contact name and email address	

