

Derbyshire County Primary Care Trust & Derbyshire County Council

Voluntary Sector Contingency Fund

Contingency Fund For Voluntary Sector Organisations Who Are Faced With Unforeseen Expenses That Threaten Services – See Criteria Below.

The overall aim of this agreement, drawn up in consultation with voluntary organisations is to support service providing voluntary organisations faced with unforeseen contingencies where their service to users is threatened. It is designed to ensure that services which are an important part of user and carer support are not disrupted and that voluntary management committees are supported when faced with unforeseen contingencies. Applications can be made throughout the year as and when an organisations' need arises, and each application will be considered against the criteria stated.

WHICH ORGANISATIONS CAN APPLY?

Organisations with ongoing funding arrangements with Health or jointly funded with Health & Social Services can apply.

PRIORITIES FOR THE FUND

- Maternity / Paternity / Parental & Adoption Leave
- Long Term Sickness is dependent on the policy of the organisation; please supply appropriate documentation with your request.
- Recruitment costs for temporary/relief worker to cover for Paternity/Partner leave and Parental/Adoption Leave.
- Unforeseen expenses. This is for contingencies that could not have been anticipated, and for which the organisation could not have been expected to have accumulated reserves to cover. Examples may include legal advice re employment issues; or response to new Health and Safety / Disability legislation.
- Uninsurable damage. All insurance policies have exemptions, e.g. vandalism.
- A proposed move of premises brought about because existing premises are no longer appropriate. This is for one off costs to cover a move (legal fees, removal costs, setting up costs for new premises) rather than to provide additional ongoing costs.

ISSUES FOR PRIORITISING APPLICATIONS

- The effect on service if the grant is not awarded.
- The effect of service loss to users.
- The reserves the organisations has, although it would be necessary to take into account the purpose of the reserve, e.g. if the reserve was part of a building fund or redundancy reserve. Please provide a copy of your most recent accounts.
- If organisations have access to other sources of funding to cover the unforeseen costs.

PROCESS FOR APPLICATION

Applicants must write to their relevant PCT representative and also send a copy of their letter to Derbyshire County Council and North Derbyshire Voluntary Action (contact addresses are on the back page). Advice can be obtained from Zan Hurst at North Derbyshire Voluntary Action regarding an application to the Contingency Fund. The applicants must provide details of the unforeseen costs, and information about the effect on services provided and the implication for users of the service if the grant is not awarded. A copy of your most recent accounts must also be provided.

ADDITIONAL INFORMATION REQUIRED FOR APPLICATION FOR MATERNITY / PATERNITY / PARENTAL & ADOPTION LEAVE OR LONG TERM SICKNESS LEAVE COVER

Maternity / Paternity / Parental & Adoption Leave

- Length of maternity / paternity / parental & adoption leave cover required.
- Details of the employers' responsibilities re: workers' terms and conditions. Please send a copy of your organisations policy.
- Proposed staff arrangements, e.g. temporary member of staff, acting up arrangement, or a combination of these, or any other arrangements.
- Anticipated cost of these arrangements, including details of any additions costs to the organisation, e.g. overlap period to provide handover, recruitment costs, training, travelling costs.

Long Term Sickness Leave

- Information about anticipated length of absence. This information may not be available – if not, organisations can apply for three months with a review at the end of this period.
- What payments are required for the worker on sickness leave under the organisation's terms and conditions? Please send a copy of your organisations policy.

- Proposed staff arrangements, e.g. temporary member of staff, acting up arrangement, a combination of these, or any other arrangement.
- Anticipated costs of these arrangements. Your organisation will receive Statutory Sickness Benefit payments from the Department of Social Security. Your organisation will be expected to provide information about what benefits have been received by the organisation and to reimburse the Contingency Fund at the end of the sickness period (or after three months if sickness goes over this time). The Benefits Agency will advise you on Statutory Sickness Benefit.

RESPONSE TO APPLICATIONS

Applications will be responded to within two weeks giving you notification of the date for the next discussion meeting. To minimise disruption to your service will be notified of the outcome within 5 working days after the discussion meeting has taken place.

The Joint Operational Group will consider all applications to the Contingency Fund. The role of North Derbyshire Voluntary Action's Liaison Worker is to ensure that the funders have all the relevant information required to make a decision. The worker will also assist organisations to understand priorities for the fund and help with applications.

Applications should be sent to:

General PCT (non Mental Health)

Miss Laura Daniels
Commissioning Officer
Derbyshire County PCT
Newholme Hospital
Baslow Road
Bakewell
DE45 1AD
Tel: 1629 817939

Mental Health PCT

Mrs Georgina Horobin
Mental Health Strategy &
Implementation Manager
Derbyshire County PCT
Parkhill
Hilton Road
Egginton
Derbyshire DE65 6GU
Tel: 01283 731300 ext 348

Copy to DCC Social Services

Mrs Sylvia Lancaster
Derbyshire County Council
Social Services Dept
County Hall
Matlock
DE4 3AG

Tel: 01629 532590

Copy to NDVA

Mrs Zan Hurst
North Derbyshire Voluntary Action
1 The Market Hall
Chesterfield
S40 1AR

Tel: 01246 555908