

**Tony Kershaw**  
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15 February 2021

Mr Bryan Turner  
Chairman of the Health and Adults  
Social Care Scrutiny Committee  
Sent Via Email

Dear Mr Turner,

### **Workforce Capacity Fund**

I am writing to advise you of a proposed urgent which is enclosed. As this is an Executive Decision, consultation with you as Chairman of the Health and Adults Social Care Scrutiny Committee is necessary as the call-in procedure does not apply to urgent actions.

This decision is urgent due as the council is required to comply with a number of conditions set out in Government Guidance within a specified a timeframe. The first instalment of the grant, 70% of the total allocation was received on 3 February 2021. The second instalment will only be made if the County Council has written to the department by 12 February 2021 confirming their plan for spending the grant, including a breakdown of their expected activity and estimated costs. The second instalment is contingent on the department being satisfied that the first instalment is being used in accordance with the conditions of the grant. The second instalment will be received in March 2021 and must be spent on activity that takes place between 16 January 2021 and 31 March 2021.

If you agree with the rationale for the use of urgent action to enable the decision to be taken, I should be grateful if you would kindly agree to endorse this letter as Chairman of the Select Committee under Standing Order 3.47, of the County Council's constitution.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Kershaw". The signature is written in a cursive style with a large, sweeping initial 'T'.

Tony Kershaw  
Director of Law and Assurance

**Agreed by Cllr Bryan Turner**

Chairman of Health and Adult  
Social Care Committee  
15 February 2021