13th January 2021

**Dear Colleague**

**Update on Covid-19 vaccination programme delivery reasonable additional costs**

Following on from our letter of 7th January we are writing to set out the process for claiming back the cost of setting up the PCN vaccination sites and to outline what sort of expenses are covered by this funding stream.

Additional support was described in a communication from NHSE/I released on the 14th December (attached to this letter) and states that where it is not possible for PCN groupings to utilise NHS void and vacant space the costs of additional venue hire and associated costs inclusive of VAT (for example, indoor venues hire such as village halls or meeting rooms) can be reclaimed.

Specific and reasonable security costs advised by local police and attributable directly to the programme can also be claimed alongside local requirement for equipment that has not been specified for central provision.

PCN groupings should discuss with the CCG whether local procurement can be reimbursed as part of setup costs prior to purchase but this could include items included on the Supply Items List (SIL) which have not been made available.

The PCN should then submit a claim to the CCG for review, the CCG will assess the claim and where the claim is in line with the guidance, the CCG will forward their recommendation and the claim to the regional lead for final approval and payment by the region. This process is required as Covid Vaccination is a Section 7A funded service which is not delegated to the CCG.

**Please use the template form attached to this letter to make your claim. These should be sent to bswccg.finance.covid@nhs.net**

Currently we are not able to say how long it will be between submission of a claim to NHSE/I and the payment being made to PCN or advise on the level of scrutiny and push back these will receive as this is outside of our control. However we continue to review all funding streams to ensure all available funds can be redirected to support the front line delivery and commit to reimbursing any set up costs that are reasonable, proportionate and which have been agreed locally which are not supported nationally.

Thank you again for all your hard work to deliver a successful programme.

Yours sincerely,

Jo Cullen

Director of Primary Care

NHS Bath and North East Somerset, Swindon and Wiltshire Clinical Commissioning Group