

Update | Written 12 May 2020

This newsletter details some of the measures announced by the Government to support businesses and individuals during the COVID-19 crisis. We can provide proactive advice to help you come out stronger on the other side so please contact us if you wish to discuss any of these issues.

Best wishes

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Chancellor Extends Furlough Scheme Until October

The government's Coronavirus Job Retention Scheme will remain open until the end of October. The key points announced by Chancellor Rishi Sunak are:

- Coronavirus Job Retention Scheme will continue until end of October
- furloughed workers across UK will continue to receive 80% of their current salary, up to £2,500
- new flexibility will be introduced from August to get employees back to work and boost economy

The Government stated as we reopen the economy, we need to support people to get back to work. From the start of August, furloughed workers will be able to return to work part-time with employers being asked to pay a percentage towards the salaries of their furloughed staff.

The employer payments will substitute the contribution the government is currently making, ensuring that staff continue to receive 80% of their salary, up to £2,500 a month.

New statistics published today revealed the job retention scheme has protected 7.5 million workers and almost 1 million businesses.

The scheme will continue in its current form until the end of July and the changes to allow more flexibility will come in from the start of August.

More specific details and information around its implementation will be made available by the end of this month.

The government will explore ways through which furloughed workers who wish to do additional training or learn new skills are supported during this period. It will also continue to work closely with the Devolved Administrations to ensure the scheme supports people across the Union.

The Chancellor's decision to extend the scheme, which will continue to apply across all regions and sectors in the UK economy, comes after the government outlined its plan for the next phase of its response to the coronavirus outbreak.

Coronavirus Job Retention Scheme – Updated Guidance

Save and return option now added

HMRC have added a 'save and return' option. This means that you can now return to a partially completed claim, rather than having to do it all in one go.

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Avoiding common mistakes

When you make a claim through CJRS, you should receive the funds within six working days after you apply, provided your claim matches records that HMRC hold for your PAYE scheme.

Making sure that you submit your claim correctly will reduce the chance of any delayed or wrong payments.

If you make an error on a claim:

We understand that sometimes you might make an error in your claim, and HMRC are working on a process to enable you to amend a claim. In the meantime, please do not amend your next claim to reflect any errors that you may have made in a previous one, as this could delay payment. If HMRC spot an error then, where possible, they will contact you or your agent (us if we are filing your claim) to correct the claim.

New Guidance Launched to Help Get Us Safely Back to Work



The Government has published guidance for employers to help them get their businesses back up and running and workplaces operating safely.

New 'COVID-19 secure' guidelines are available to UK employers to help them get their businesses back up and running and workplaces operating as safely as possible.

See: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

5 Key Points

This sets out steps for businesses focused on 5 key points, which should be implemented as soon as it is practical:

1. Work from home, if you can

All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, you should go to work.

2. Carry out a COVID-19 risk assessment

This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and all businesses with over 50 employees should do so.

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3. Maintain 2 metres social distancing, wherever possible

Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms.



4. Where people cannot be 2 metres apart, manage transmission risk

Employers should investigate putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other.

5. Reinforcing cleaning processes

Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points.

The guidance covers:

- **Construction and other outdoor work -**
Guidance for people who work in or run outdoor working environments.
- **Factories, plants and warehouses -**
Guidance for people who work in or run factories, plants and warehouses
- **Labs and research facilities -**
Guidance for people who work in or run indoor labs and research facilities and similar environments.
- **Offices and contact centres -**
Guidance for people who work in or run offices, contact centres and similar indoor environments.
- **Other people's homes -**
Guidance for people working in, visiting or delivering to other people's homes.
- **Restaurants offering takeaway or delivery -**
Guidance for people who work in or run restaurants offering takeaway or delivery services.

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- **Shops and branches -**

Guidance for people who work in or run shops, branches, stores or similar environments.

- **Vehicles -**

Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces etc.

A downloadable notice is included in the documents, which employers should display in their workplaces to show their employees, customers, and other visitors to their workplace, that they have followed this guidance.



Health and Wellbeing of The Adult Social Care Workforce

The Government has issued advice for those working in adult social care on managing your mental health and how employers can take care of the wellbeing of their staff during the coronavirus outbreak.