

**COVID-19  
Weekly Roundup**

*15 May 2020*

BACKHOUSE  
JONES

## Finance Packages

### COVID-19 Grants – Is Your Business Eligible?

If you are confused about the COVID-19 grants available for your business, concerned that your business hasn't received any grants or the amount received is incorrect, let us take the burden off your BACK. Our team will review your eligibility and, if necessary, provide a solicitor's letter to your Local Authority for a fixed fee. **For a no-obligation initial call, email [marketing@backhouses.co.uk](mailto:marketing@backhouses.co.uk).**

## Commercial

### COVID-19 and the Ongoing Impact on Your Commercial Contracts

We are receiving numerous queries from operators regarding the impact of COVID-19 on their commercial contracts.

Let us review the small print for you to see what amendments may be required to adequately protect you in the event of contract performance difficulties.

We can provide a full review of relevant key clauses and suggest amendments tailored to your business and commercial situation for a fixed fee.

<https://www.backhousejones.co.uk/expertise/products/covid-19-contract-issues/>

### Rent Concession Letter Service for Tenants

Our Commercial team understand the economic strains placed on the transport sector during this challenging time and have devised a 'rent concession letter service'.

For a fixed fee of £200 plus VAT, our team will:

- Conduct a review of an operator's commercial lease;
- Identify any clauses you may be currently in breach of as a result of complying with any COVID-19 restrictions placed on your business;
- Provide a letter to be sent from the operator to the landlord detailing the landlord's agreement to suspend or reduce the rent due under the lease as well as other key provisions.

<https://www.backhousejones.co.uk/expertise/products/covid-19-rent-concession/>

## Procurement Policy Notice

### Procurement Policy Notice (PPN) 02/20: Supplier relief due to COVID-19 – additional sector guidance for state funded schools

The Government has recently released additional guidance on Procurement Policy Notice (PPN) 02/20 for state funded schools. PPN 02/20 provides that publicly funded bodies should continue to pay their 'at risk' suppliers during the Covid-19 pandemic. The new guidance is likely to be beneficial to operators whose payments for their school contracts have been suspended during the school closures.

<https://www.backhousejones.co.uk/procurement-policy-notice-ppn-02-20-supplier-relief-due-to-covid-19-additional-sector-guidance-for-state-funded-schools/>

Does your business have any contracts with a public body or a contract for services you were going to provide in the near future which is now in jeopardy due to the coronavirus pandemic?

Contact [disputeresolution@backhouses.co.uk](mailto:disputeresolution@backhouses.co.uk) for further advice and assistance.

## Employment

### Furlough Update

The Chancellor, Rishi Sunak, has announced that the Coronavirus Job Retention Scheme will be extended until the end of October 2020.

We understand that:

- until the end of July 2020, there will be no changes;
- from August to October 2020, the scheme continues on the basis furloughed employees can be brought back part-time.

Mr Sunak also indicated that the Government will ask companies to "start sharing" the cost of the scheme from August, but we have no further details of what this means at this stage.

Full details of the changes will be published by the end of this month.

If you are worried you might not have furloughed your employees correctly or want advice on how to furlough them in the light of the announcement just made by the Chancellor, contact us at [employment@backhouses.co.uk](mailto:employment@backhouses.co.uk)

### Understanding Compelled Annual Leave and Furlough

Many employers have now begun compelling furloughed employees to take annual leave, primarily to prevent a large build-up of annual leave which employees will want to take later in the year when they are, hopefully, all back at work. But what is the legal position in doing so?

<https://www.backhousejones.co.uk/understanding-compelled-annual-leave-furlough/>

### Disciplinary & Grievance Procedures During the Coronavirus Pandemic

Conducting a disciplinary or grievance procedure may cause a conflict for employers between the need to comply with their own procedures and/or the ACAS code of practice – which suggests that investigations and hearings should take place without unreasonable delay – and the need to protect the safety of all employees in these unprecedented times.

ACAS have sought to assist employers in resolving this conflict by issuing guidance on the handling disciplinary and grievance processes during the coronavirus crisis:

<https://www.backhousejones.co.uk/disciplinary-and-grievance-procedures-during-the-coronavirus-pandemic/>

### Coronavirus Job Retention Scheme – Revised Guide

The Government has published a revised guide explaining the information that employers need to provide to HMRC to make a claim through the Coronavirus Job Retention Scheme and the processes involved.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884287/Coronavirus\\_Job\\_Retention\\_Scheme\\_step\\_by\\_step\\_guide\\_for\\_employers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884287/Coronavirus_Job_Retention_Scheme_step_by_step_guide_for_employers.pdf)

## Training

### COVID-19: Virtual Training Courses

The Traffic Commissioners have confirmed that, due to the challenges arising out of the COVID-19 pandemic, which prevent the delivery of classroom-based training, virtual

training courses can be used to allow operators, transport managers and others working within transport operations to keep themselves up to date.

<https://www.backhousejones.co.uk/covid-19-virtual-training-courses/>

### Backhouse Jones e-Training

Backhouse Jones have also adapted to the current pandemic and have developed a range of bespoke, sector specific e-Training packages.

#### 19 May 2020 – Dealing with your Staff After COVID-19

Furloughing has recently been extended. Regardless of whether this is the right thing for your business or not, it makes sense to know the other options when thinking about what to do next with your staff.

You may also want to bring some staff back from being furloughed. Alternatively, you may be considering temporarily reducing your workforce or making redundancies.

We are running a “Dealing with my staff after COVID-19” eTraining session to provide an overview of what you need to know at this difficult time.

<https://www.backhousejones.co.uk/events/et-raining-dealing-with-staff-after-covid-19/>

#### 20 May 2020 – Transport Manager Refresher

With the requirement for ‘continual professional development’ of Transport Managers referred to in the Guidance issued by the Senior Traffic Commissioner and now an area considered by the DVSA when assessing operator’s compliance, it is clear that all Transport Managers must take steps to ensure

they keep up to speed with the ever- evolving requirements placed upon them.

Get BACKup to Speed is a refresher course to aid continual professional development for Transport Managers through, amongst other things, an examination of the role of the Transport Operator and the Transport Manager and the need to have “effective and continuous” management of your Operator’s Licences.

<https://www.backhousejones.co.uk/events/transport-manager-refresher-training-copy/>

### BHJ Support

At Backhouse Jones, we are assisting, supporting and advising literally hundreds of operators each and every day of the crisis. We understand how the coronavirus pandemic is affecting transport businesses and have put together a range of support packages to help including **FREE telephone advice, FREE updating webinars and an online COVID19 Resources Hub:**

<https://www.backhousejones.co.uk/covid-19-support-packages-for-operators-from-bhj-2/>

#### Weekly Roundup – 7 May 2020

Read BHJ’s previous weekly roundup of all things COVID19:

<https://www.backhousejones.co.uk/wp-content/uploads/2020/05/COVID19-Weekly-Roundup-7-May-2020.pdf>

**Please note: This publication does not constitute legal advice**

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[backhousejones.co.uk](http://backhousejones.co.uk)

**The North**

Backhouse Jones  
The Printworks  
Hey Road  
Clitheroe, Lancashire  
BB7 9WD

**The South**

Backhouse Jones  
22 Greencoat Place  
London  
SW1P 1PR