

9 April 2020

# Briefing Note

CECA Scotland Member Briefing:

## COVID-19 - CECA SCOTLAND UPDATE

### Introduction

CECA Scotland will be producing regular updates to keep member companies updated on new developments relating to the Covid-19 coronavirus and its impact on the Scottish civils sector. This briefing will be delivered daily and posted on our website. If you would like further information or to share your experiences about how COVID-19 is impacting on your business, contact Chief Executive Grahame Barn: 07976 199615 or [grahame@cecascotland.co.uk](mailto:grahame@cecascotland.co.uk).

### Coronavirus Job Retention Scheme

It was confirmed yesterday by HMRC that the Coronavirus Job Retention Scheme should come online on 20 April, with first payments made by the end of the month. To submit a claim, companies will need to be registered for [online PAYE](#) and have a linked Government Gateway login.

Please be aware that if you are not already registered for online PAYE, the process can take up to 10 days and therefore we would advise you action the linking process now to enable a timely JRS claim. If you require further guidance on this, please let us know.

### SCDI & Addleshaw Goddard Employment & Furlough FAQs Webinar

SCDI and Addleshaw Goddard are hosting a webinar on the Furlough scheme; attendees can submit a question when they register in advance of the event on Tuesday 14<sup>th</sup> April at 10am. Sign up [here](#)

### ACAS - Updated Resources

#### Furlough Letter

ACAS have produced a template Furlough letter for use by employers which you can download for free [here](#).

#### Using Holidays during COVID-19

ACAS have updated (8<sup>th</sup> April) their guidance on taking holidays during the Coronavirus epidemic. You can read this [here](#).

#### Coronavirus Webinar for Employers

ACAS are running an advisory webinar for employers next Thursday 16<sup>th</sup> at 1pm, providing practical advice on managing the impact of coronavirus in the workplace. To book, click [here](#). Alternatively, you can watch a recording of an earlier advisory webinar [here](#).

### CECA Workload Trends Survey 2020 Q1

CECA's Workload Trends Survey for 2020 Q1 is now live. The deadline for the survey is the close of business on 4 May 2020 - please complete it so we can gather the most accurate picture of the current state of our industry and feed back to Government and other stakeholders. The survey is available [here](#).

### Scottish Parliament Economy Committee: COVID-19 Enquiry

The Scottish Parliament's Economy, Energy and Fair Work Committee are keen to hear views on how the COVID-19 epidemic is impacting on Scottish businesses and on what additional measures should be put in place to provide support and enable economic recovery. You can read more [here](#).

CECA Scotland will submit a response on behalf of members - please feed in any comments to [cara@cecascotland.co.uk](mailto:cara@cecascotland.co.uk).

### CECA National Training & Development Bulletin

The latest CECA National Training & Development Bulletin can be downloaded [here](#).

### First Minister COVID-19 Update

The First Minister has today re-emphasised the need to stay at home over the Easter holiday weekend. Read [here](#).

### Scottish Government Advice

The Scottish Government's latest COVID-19 advice for businesses can be read here:

<https://findbusinesssupport.gov.scot/coronavirus-advice>.

For issues not dealt with on the website, call the Scottish Government [Helpline](#) on 0300 303 0660.

**HMRC Tax Helpline:** 0800 024 1222, open 8am-4pm, Monday to Friday.

### UK Government Advice

UK wide guidance, detailing all Scottish and UK Government support for businesses operating here in Scotland can be read [here](#).

For more information please contact Grahame Barn on [grahame@cecascotland.co.uk](mailto:grahame@cecascotland.co.uk)