

REPORT FOR EDLC BOARD	
Report Title:	Coronavirus - Job Retention Scheme
Contact officer:	Mark Grant
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1. INTRODUCTION

- 1.1 The purpose of this report is to update the Board on the application to the Job Retention scheme for EDLCT.
- 1.2 The UK government announced the introduction of the Job Retention Scheme on the 20th of March to help support employers to pay employees a proportion of the salaries of Furloughed workers.
- 1.3 In line with Scottish Government guidance, Leisure Centres, Museums and Libraries have been closed to the general public since 19th March 2020. EDLC have worked with senior Council officers to plan and submit an application under the Government's Job Retention Scheme. As advised in a previous update to the Board there was a requirement as part of this process for collective and individual consultation. EDC Council Officer's also supported the General Manager in undertaking this part of the process.

The application has been made to the Scheme to mitigate any potential impact on jobs as a result of the pandemic. Taking this step seeks to protect EDLCT jobs for the future and helps to safeguard the financial stability of the Trust going forward.

2. BACKGROUND

- 2.1 The Job Retention Scheme (JRS) application was submitted in early June to cover the period from 18th of March 2020 until the 29th of May 2020. The funding received from HMRC was £411,483. The majority of front line employees have not been able to work as the facilities have been closed due to the pandemic. The JRS allowed the Trust to claim 80% of employees salary up to maximum of £2,500. EDLCT has topped up the salary of employees to 100% so that there was no detriment to individuals who agreed to go on Furlough Leave.

2.2 Current JRS changes:

The conditions of the JRS have been reviewed by Government and the level of funding available will be reduced with the scheme scheduled to end in October. The 80% funding will remain in place until the 31st of July thereafter the following changes will be implemented:

- There are no changes to grant levels in June.
- For June and July, the government will pay 80% of wages up to a cap of £2,500 for the hours the employee is on furlough, as well as employer National Insurance Contributions (ER NICs) and pension contributions for the hours the employee is on furlough. Employers will have to pay employees for the hours they work.
- For August, the government will pay 80% of wages up to a cap of £2,500 for the hours an employee is on furlough and employers will pay ER NICs and pension contributions for the hours the employee is on furlough.
- For September, the government will pay 70% of wages up to a cap of £2,187.50 for the hours the employee is on furlough. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for time they are furloughed.
- For October, the government will pay 60% of wages up to a cap of £1,875 for the hours the employee is on furlough. Employers will pay ER NICs and pension contributions and top up employees' wages to ensure they receive 80% of their wages up to a cap of £2,500, for time they are furloughed.

Employers will continue to be able to choose to top up employee wages above the 80% total and £2,500 cap for the hours not worked at their own expense if they wish. Employers will have to pay their employees for the hours worked.

2.3 EDLC will continue to submit claims to the JRS until the facilities are able to reopen in line with Scottish Government guidance. From 1 July, employers can bring furloughed employees back to work for any amount of time and any shift pattern, while still being able to claim JRS grant for the hours not worked. This will assist in phasing the reopening of EDLC facilities and will form part of the recovery planning process.

2.4 Number of EDLC employees on Furlough Leave.

A total of 304 employees have been furloughed and this is a mixture of permanent and supply roles. This number will change during the school summer holiday period as we will require some additional staff to support the key worker hubs over this period. The number of employees on furlough leave will decrease as EDLC progress the recovery plan and look to reopen our facilities.

3. IMPLICATIONS

3.1 EDLC will keep in contact with all employees who are on furlough with updates and health and wellbeing advice. EDLC employees have also been provided with an email contact should they need to contact us at any time during their furlough. All employees

can get in touch with us via the following email address.
edlctanswer@eastdunbarton.gov.uk

- 3.2 Some training opportunities will be made available to employees including the new upgraded booking system and some materials from Governing Bodies of Sport.
- 3.3 Employees will be give at least seven days' notice to advise them that their furlough period will be ending. A readiness to return to work survey will also be issued to employees in June.
- 3.4 The Company secretary will submit a monthly claim through the HMRC portal as soon as the payroll file is received from East Dunbartonshire Council.

4. RECOMMENDATIONS

- 4.1 It is recommended that the Board:-
 - a) Notes the details provided on Job Retention Scheme.
 - b) Agree that EDLCT will continue to submit claims to the scheme whilst facilities and services are not operating or partially operating.
 - c) Provide an update on furlough status at future Board Meetings.