

## Webinar – Managing during a Crisis

Held 15<sup>th</sup> April 2020

- 11:38:06 From Anita DCA : There is information on the Charity Commission website on what to do - I will circulate the link after todays session
- 11:49:55 From Janet Miller : I presume that we need a short written contingency & planning policy? thank you Janet FFC
- 11:49:58 From Jane McGibbon : There has been some concerns over using zoom due to security breaches. I believe that the web version is more secure than the app.
- 11:57:59 From Theresa Critchell : If we have staff who are on full pay but our child care setting is not running every day, are the staff able to come in and start deep cleaning ? They could be in seperate areas so that social distancing can be adheard to/
- 11:59:19 From mary-anne : Please could you confirm. Are our furloughed staff able to do training , NVCO is offering free access to their courses and we thought we couldn't recommend it to furloughed staff
- 12:00:14 From Anita DCA : I don't see why not. Staff can do other tasks and if this means safeguarding your beneficiaries this would be a good use of their time. Assess the risks, make sure the staff are safeguarded and have the equipment they need to do this.
- 12:01:43 From Anita DCA : If staff are furloughed they can benefit from training - there are a few free training courses available at the moment. Bournemouth Christchurch and Poole council are offering the cyber security training for free across the south west at the moment.
- 12:07:13 From jgreen : If I am a furloughed member of staff at the youth club, but also a voluntary committee member can I continue with voluntary role?
- 12:10:51 From Paula - DCA : Hi jgreen - this is very difficult. The roles are different so that should be ok - but to be honest, I think it could be problematic. We as yet have not had full guidance on what information HMRC will require as proof of furloughing. it is your choice, but I would be reluctant to advice you todo both.
- 12:12:27 From Anita DCA : We ran a Q&A session yesterday on the job retention scheme with Total Tax Group. I will pose the question and see what they say. Jen may also have a view on this.
- 12:13:44 From Paula - DCA : Theresa Critchell - as long as your staff have had COSSH training then this would seem reasonable. It is a normal part of their role to clean, so would seem to be within the remit of their job. But do make sure they have had any necessary training and have effective and suitable PPE - check out HSE website for guidance.
- 12:13:47 From Peter Atkins : any news on how Lottery Funding is accessible and what are the key areas for this
- 12:14:53 From Paula - DCA : I will pick this up at the end - Thank you Peter.
- 12:15:28 From Anita DCA : National Lottery is using its normal application processes. It is prioritising Covid 19 applications. There is a useful statement on their website. You can still apply for other non covid related projects but these will not be prioritised.

12:19:46 From Kate Partridge : Should we inform our insurance company that most of our staff are furloughed but regular checks of the premises are being undertaken?

12:20:33 From Anita DCA : It is always best practice to keep your insurance company informed of any changes.

12:21:32 From Sarah Wise : It may also be a good idea to make a note of the dates of the checks on the premises, and store this off site.

12:21:35 From Paula - DCA : Do keep a written record that checks are being made. this can be an email from the person who checked to Trustees/Committee members informing them that check was done - or record in a book held off-site.

12:25:51 From Theresa Critchell : Is the 3year old funding classed as from the public purse : if so are we still able to claim funding for furloughed staff ?

12:26:16 From Anita DCA : Yes its government funds via Department of Education

12:27:26 From Paula - DCA : If this covers all your costs - then no, you would not be able to furlough staff. If some of your costs are covered through other means eg; fees, then you may be able to furlough some of your staff - you will need advice on this - we can signpost you. We would also recommend you go back to your funders for clarification.

12:27:56 From Theresa Critchell : Are we then not able to claim for the furloughed staff ?

12:29:38 From Brian Bleese : In reporting to the CC is it £25k or 20% whichever is the greater or the lesser?

12:31:47 From Anita DCA : Yes it is either 20% of your turnover or £25K

12:32:12 From Anita DCA : I will circulate the Charity Commission webpage on this

12:32:19 From Rae - DCA : We had a question by email this morning: "I don't feel entirely clear as to what constitutes a 'serious incident' in our Covid 19 world, but it would help to know - if a charity does a Serious Incident Report to the Charity Commission, what then follows? Does this set in train some sort of process, and if so what does that look like?"

12:33:15 From Vanessa : Cooper Robertson were recommended by our HR expert for staff support - good free resources

12:33:16 From Anita DCA : <https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector>

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