

The University is actively exploring whether the Government's Coronavirus Job Retention Scheme could be used to support some staff who may be furloughed, where they are unable to work, whether on permanent or fixed-term contracts. It is too soon to offer clarity around which roles may be eligible for funding and therefore the impact this will make but we will advise colleagues as soon as possible, when we have information to share. We are also considering the request in Minister Donelan's letter of 26 March 2020, asking for consideration of the welfare of hourly paid and student staff, while noting that there are challenges in this as there are no Government proposals to fund this. However, despite these challenges, we are giving serious consideration as to how we may be able to respond.

The review and control of staff cost will be co-ordinated through the HR team under the management of the HR Director, Deputy HR Director and supported by HR Business Partners (HRBP). You should consult with your relevant HRBP in the first instance, who will be able to support you with this process. There will be a requirement to review the following activities and associated areas of spend as follows:

SC1	Temporary staff	Non-essential assignments currently held by temporary or agency staff, will need to be reviewed and come to an end as soon as possible. Where there is capacity, tasks should be undertaken by staff members of your team or non-essential tasks may need to be temporarily suspended in order to focus on core business activity.	

DE2	Accommodation	Accommodation should be avoided where possible (unless externally funded), with alternative arrangements made unless it is essential and as long as the travel is safe and within Government travel guidance.	HoS DoPS
DE3	Training & Conferences	Where training or conferences have not been contractually committed to and where there is not a statutory or compliance requirement, this should be stopped. Where there is a contractual commitment please do not make alternative arrangements without first consulting with Procurement via the FSD.	HoS DoPS
DE4	Licences	Where licences have not been contractually committed to and where there is not a statutory or compliance requirement, this should be stopped. Where there is a contractual commitment please do not make alternative arrangements without first consulting with Procurement via the FSD.	HoS DoPS
DE5	Subscriptions	Where subscriptions (to organisations - this is not intended to cover, for example, subscriptions to library resources) have not been contractually committed to and where there is not a statutory or compliance requirement, this should be stopped. Where there is a contractual commitment,	

EF1	General Repairs and Maintenance	EFM will only undertake essential maintenance and defer or cancel expenditure where possible.	DoE
EF2	School & PS Discretionary Works	All discretionary estates work is suspended unless absolutely essential.	DoE
EF3	SEF Service Levels	Conduct a review of existing and proposed service levels of SEF contract with a view to identifying areas of service that can be significantly scaled back or reduced.	DoE
EF4	Project works	Only essential projects to be undertaken and deferred or	

C1	Contracts and commitments	All existing contracts need to be reviewed with a view to identifying renewal milestones and break clauses with Procurement section support from Finance via the FSD. Subject to that review, discretionary contracts that are not core business requirements, need to be reviewed with the aim of not renewing.	HoS DoPS
C2	Consultancy	Existing and future	

		purposes, and then paid into these Codes, then those purposes can be honoured by agreement from the HoS providing the expenditure is essential in the current context.	
M5	Strategic Development Fund (SDF)	SDF spend is to be reviewed given the constraints on cash. A residual investment pot is to be established for absolutely essential purposes.	Provost