

## South Ayrshire Council

### Report by Director – Place to Chief Executive 21 April 2020

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**Subject: Covid-19 – Business Support Programme**

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#### **1. Purpose**

- 1.1 This report brings forward proposals that will put a support package in place as a matter of urgency to support our local economy during the Covid-19 pandemic.

#### **2. Recommendation**

- 2.1 It is recommended that the Chief Executive, under Delegated Authority Approvals, Emergency Powers – 2020 Covid 19 Pandemic :**

**2.1.1 approves the proposed Stage 1 Covid-19 business support intervention programme as detailed in Annex 1;**

**2.1.2 approves the part funding for the programme from the balance of funds in the sum of £90,000 from the Scottish Crown Net Revenue Allocation 2019-2020;**

**2.1.3 approves the funding for the balance of the programme by the use of the surplus funds withdrawn from the West of Scotland Loan Fund (WSLF) as outlined in the Covid-19 – Business Support Programme proposal in the sum of £500,000; and**

**2.1.4 delegates the expenditure and allocation of funds, in line with the programme, to Director of Place with requirement for monthly updates to members.**

#### **3. Background**

- 3.1 The current outbreak of COVID-19 is unprecedented and will have a significant impact on businesses of all sizes. Whilst the exact impact of COVID-19 on business activity is not fully known, all indications are that it has the potential to be catastrophic as demand and supply chains are decimated. This report makes recommendations to the Council for a response to minimise the potentially deep and long-term economic implications of COVID-19. [The programme is targeted at those companies that do not receive support through the Government supported schemes. A full list of Government support schemes is provided in Annex 1.

- 3.2 The June 2019 Leadership Panel approved the transfer of the WSLF loan portfolio to BLS and the withdrawal of £500,000 surplus funds to support the delivery of place based economic development activity. The WSLF is now in the process of being wound up with Business Loans Scotland (BLS) the primary vehicle through which debt finance is provided to SMEs across Scotland. It is proposed to use the surplus funds to support the delivery of the Covid-19 business support

programme. The funding will be utilised to create a Covid19 business grant support programme as set out in the proposal.

- 3.3 On 28 September 2019 Scottish Government confirmed the annual allocation to coastal local authorities arising from the net revenues generated by the Scottish Crown Estate's marine assets out to 12 nautical miles. A report was approved by Leadership Panel on 21 January 2020 setting out methodology, criteria and approval process for this financial resource. On 8 April 2020, Rosanna Cunningham MSP confirmed that Scottish Government is content for local authorities to use any remaining funds from their allocation, if they so wish, to support businesses, including Third Sector organisations, in genuine need arising from Covid-19. Such support should still align with the general purpose of the funds to deliver benefit to coastal communities. Approximately £90,000 of the South Ayrshire Council allocation remains un-committed. It is proposed to alter the proposed use of this fund to allow it to help support the costs of the Covid-19 business support programme as direct award.
- 3.4 It was agreed at Council (Special) on 24 March 2020 that an additional delegation be included to allow new policy or a change to existing policy:

'G21B - to determine urgent matters during periods when the Council is in recess or during the 2020 COVID-19 Pandemic, and where it involves new policy or a change to existing policy, the Chief Executive will consult with the Group Leaders and an Independent Member and all matters dealt with must be reported to the first meeting of the Council, Leadership Panel or other relevant Panel following recess.'

- 3.5 Approval for the Business Support Programme and amended use of the Scottish Crown Net Revenue Allocation 2019-2020 is sought under this delegation

#### **4. Proposals**

- 4.1 This report deals primarily with the various actions that the Council could take to support local companies in the short term to protect businesses during the COVID-19 epidemic. Actions for stage 2 ('recovery') and stage 3 ('restructure') have been established and will be further developed before bringing to Council at the appropriate time.
- 4.2 Stage 1 of the COVID-19 Business Support Programme, as shown in Annex 1, is designed to support companies' ability to sustain cash flow through a period of significant trading disruption. Cash flow is the single most important factor in protecting our companies during the COVID-19 pandemic. The details of the proposed interventions are set out in the appended proposal which estimates the total cost the various packages identified as £590.000
- 4.3 It is recommended that the Business Support Programme is put in place utilising the above funding to support South Ayrshire businesses and the local economy. It is proposed that this programme is managed by the Economy and Regeneration Service, working closely with other required Council services as appropriate but principally Finance to ensure that any grant awards are made timeously. It is further recommended that the expenditure is delegated to the Director of Place to expend generally in line with the agreed programme, but with a requirement to provide monthly updates to members on expenditure and outcomes. The eligibility criteria are set out in Appendix 1, which provides a detailed description of the Covid19 support programme. The key criteria however will be that companies can demonstrate viability and a requirement for grant support.

- 4.4 It should be noted that other UK or Scottish Government support programmes may be developed and introduced. We will consider the implications in a further report.
- 4.5 It is recommended that the Stage 1 of the COVID-19 Business Support Programme together with the revisions to the Scottish Crown Net Revenue Allocation 2019-2020 as detailed in report and appendix 1 are approved under delegated authority by the Chief Executive in line with the process outlined in para.3.5 above.

## **5. Legal and Procurement Implications**

- 5.1 The full implementation of this report, requires delegated authority approval under the emergency powers -2020 Covid-19 Pandemic. Terms and conditions will be finalised to accompany the proposals in collaboration with Legal.
- 5.2 The procurement implications arising from this report relate to the appointment of external expert advice. This will be managed through existing frameworks and in close collaboration with the procurement service.

## **6. Financial Implications**

- 6.1 If the proposal is approved, the Scottish Crown Estate Revenue allocation for 2019-2020 will be allocated to the Covid-19 business support programme. There will be no implication on the Council revenue budget.
- 6.2 If this proposal is approved, the WSLF surplus funds of £500,000 will formally be withdrawn and used to fund the programme.
- 6.3 Robust budget monitoring is already established within the service. Once the resource is at risk of being depleted and evidence of significant demand is established, a further report will be brought to Council.

## **7. Human Resources Implications**

- 7.1 There are no HR implications for the Council from this report.

## **8. Risk**

### ***8.1 Risk Implications of Adopting the Recommendations***

- 8.1.1 There are no risks associated with adopting the recommendations.

### ***8.2 Risk Implications of Rejecting the Recommendations***

- 8.2.1 There is an immediate risk to the local economy and risk that that job safeguarding measures are not put in place resulting in subsequent job losses and South Ayrshire.

## **9. Equalities**

- 9.1 The proposals in this report have not been assessed through the Equality Impact Assessment Scoping process. There are no significant potential positive or negative equality impacts of agreeing the recommendations and therefore an Equalities Impact Assessment is not required.

## 10. Sustainable Development Implications

- 10.1 **Considering Strategic Environmental Assessment (SEA)** - This report does not seek recommendations that would require a Strategic Environmental Assessment.

## 11. Options Appraisal

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

## 12. Link to Council Plan

- 12.1 The matters referred to in this report specifically contributes to the Council strategic objective of 'Make the Most of the Local Economy'

## 13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor Douglas Campbell (SNP Group Leader), Councillor Brian McGinley (Labour Group Leader and Portfolio Holder for Economy and Culture), Councillor Martin Dowe (Conservative Group Leader), Councillor Alec Clark (Independent Group), and Councillor Peter Henderson, Portfolio Holder for Resources and Performance, and the contents of this report reflect any feedback provided.

## 14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Director – Place will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Leadership Panel in the 'Council and Leadership Panel Decision Log' at each of its meetings until such time as the decision is fully implemented:

| <b><i>Implementation</i></b>   | <b><i>Due date</i></b> | <b><i>Managed by</i></b>                |
|--|------------------------|---|
| Implement the Covid-19 Support programme                                 | 22 April 2020          | Service Lead – Economy and Regeneration |
| Report to Leadership Panel progress and outcome of Covid-19 intervention | December 2020          | Service Lead – Economy and Regeneration |

**Background Papers**    **None**

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**Date:**    **30 April 2020**

# Proposed COVID-19 Business Support Programme

20 April 2020



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# Overview – Proposed COVID-19 Business Support Programme

**PROPOSAL:** To put a support package in place as a matter of urgency to support our local economy during the COVID-19 pandemic

## 1. Introduction

1.1. The current outbreak of COVID-19 is unprecedented and will have a significant impact on businesses of all sizes. Recent analysis by Context Economics (see Appendix 3) sets out the following top line findings about jobs at risk in South Ayrshire as a result of the pandemic:

- Jobs at risk in VAT registered businesses: 11,344 **(RANK 15 of 32)**
- Jobs at risk in VAT-registered businesses (ranked by proportion of total jobs in VAT registered businesses): 24.1% **(RANK 1 of 32)**

Many businesses and suppliers will struggle to meet their contractual obligations. This will put their financial viability, ability to retain staff and their supply chains at risk. This support and a coordinated approach will assist businesses in being better able to cope with the current crises and help them to resume normal service delivery and fulfil their contractual obligations when the outbreak is over. It is proposed that South Ayrshire Council put a support package in place now as a matter of urgency to support our local economy during the resilience phase. A further programme of longer term support is being designed to provide further phases of support to help the economy of South Ayrshire recover from the current crises. We continue to be agile and implement Government support schemes, this stage 1 package of support will assist companies that are not covered by the Government support arrangements and will be resourced, initially, by South Ayrshire Council. Once further Government packages become available, these will be reviewed and implemented and any duplication considered either for substitute funding to relieve the financial burden on South Ayrshire Council or potential funding of other initiatives. Our immediate direct ask to Council is to draw £500,000 from the SWLF and allocate this to establish an emergency grant programme to support the action plan set out in this report.

## 2. Economic Response

2.1. The impact of COVID-19 on business activity is not fully known, but all indications are that it has the potential to be catastrophic as demand and supply chains are decimated. This report makes recommendations to the Council for a response to minimise the potentially deep and long-term economic implications of COVID-19.

2.2. South Ayrshire companies are experiencing cataclysmic disruption to sales, supply chains and workforce supply. Cash flow and order books for many businesses have come under immediate and significant pressure. The risk of otherwise viable businesses ceasing to trade is high, resulting in unprecedented high level of job losses across all sectors of South Ayrshire's economy and recessionary, long-term economic impact. Over the last few weeks, the Economy and Regeneration Service has responded to over 300 direct telephone enquiries and issued regular update news letters to over 1,800 companies to help diffuse the abject panic of business owners and reduce call levels to help lines.

2.3. UK and Scottish Government interventions are now substantially scoped and in operation and these are noted in Appendix 2. Whilst these programmes are warmly welcomed, the

interventions are blunt instruments designed to quickly inject government funding into the economy, but on their own do not go far enough in safeguarding South Ayrshire's strong, manufacturing and service sectors that underpin our Gross Value Add (GVA) and employment; and further action is therefore required. South Ayrshire has over 1,100 businesses trading from non-domestic properties that are unlikely to benefit from the Non Domestic Rates (NDR) related relief. This includes businesses that are long established and have been operating from our employment centres at Girvan, Maybole, Ayr, Prestwick, Troon and Dundonald.

- 2.4. The Aerospace and Advanced Manufacturing cluster is targeted to deliver step change economic growth from Ayrshire Growth Deal (AGD) investment. The Centre for Asia Pacific Aviation (CAPA) predicts that by the end of May 2020, most airlines in the world will be bankrupt and calls for coordinated government and industry action is needed - now - if catastrophe is to be avoided; failure to coordinate the future will result in protectionism and much less competition.
- 2.5. We believe further more targeted measures are needed to protect our local economy. The Council is therefore asked to put in place an Emergency Business Support Programme to mitigate these exceptional circumstances, which although potentially short-term, present significant long-term economic risk with resultant large scale job losses. The programme outlines what will be required in both the short, medium and long term, reflecting the requirement for a rapid **protection** response, a medium term **recovery** and longer term **restructuring**.
- 2.6. The proposed programme looks to address short-term interventions aimed at providing cash flow support targeted at safeguarding key economic assets, medium term interventions aimed at kick starting the local economy and long term interventions aimed at securing long term growth for our local economy.
- 2.7. This proposal deals primarily with stage 1, the 'here and now' protection response. These measures should be implemented without delay, in order to avoid irrecoverable damage to our strategic company base. The proposed interventions can be flexed and respond to changes in the external environment and importantly to changes in available Government support. Some progressive councils across Scotland have already agreed support packages in addition to announced Government support.. The Economy and Regeneration team continue to liaise through the COSLA network and tap into available information resources.

# Stage 1 – ‘Protect’ Proposal

**AIM:** This first stage of the COVID-19 Business Support Programme is designed to support companies’ ability to sustain cash flow through a period of significant trading disruption. Cash flow is the single most important factor in protecting our companies during the COVID-19 pandemic.

## 3. Proposed stage 1 programme of direct intervention

### 3.1. Cash flow advice programme

The programme will assess the short-term cash-flow implications for an identified list of SMEs that contribute significant benefit to the local economy. The programme will appoint external financial experts to review the potential impact of reduced or no sales for a 3 to 4 month period and prepare forecasts for banks and investors. These forecasts will also take into account the potential for VAT payment deferment, PAYE/NI time to pay arrangements, as well as the possibility of asking funders to postpone loan and HP capital repayments. In addition, the programme will allow assessment for potential financial stimulants from a Council grant or repayable grant funding [see below 3.3 and 3.4].

- 3 days free financial expert advice
- Support in preparing financial forecasts and recommended mitigation actions
- Support in the preparation of applications to the business interruption loan scheme or alternate sources of financial support
- Appraisals will form the basis of any applications to Council business support interventions/ grant programmes
- Programme targeted at strategic businesses identified by Economy and Regeneration as meeting clear support criteria and that do not get support from existing schemes, to reduce application burden and time. Minimum criteria based on employment of 5 or more people and or the generation of sales out-with Ayrshire of over £100,000

**Budget:** There is no allocation or headroom in the current Economy and Regeneration budget. An additional £60,000 from the Council will be required to implement this important support package.

### 3.2. Human resources advice programme

The programme will assess the short-term human resource implications for an identified list of SMEs that contribute significant benefit to the local economy. The programme will appoint external HR experts to review the potential impact of changes to working arrangements including reduced working hours and staff redundancies. In addition, the programme will allow assessment for potential financial stimulants from a Council grant or repayable grant funding [see below 3.3 and 3.4].

- 1 days HR consultancy
- Support in workforce management and contractual issues
- Appraisals will form the basis of any applications to Council business support interventions/ grant programmes
- Programme targeted at a predetermined list of business identified by Economy and Regeneration as meeting support criteria, to reduce application burden and time. Minimum criteria based on employment of 5 or more people and or the generation of sales out-with Ayrshire of over £100,000

**Budget:** There is no allocation or headroom in the current economy and regeneration budget. An additional £30,000 from Council will be required to implement this important support package.

### 3.3. COVID-19 business grant programme

This programme will provide 'last resort' grant funding to those companies that are not eligible for any funding support from Government (see Appendix 2), as a cash injection to provide sufficient financial headroom to absorb minimum or no trading for a 3 month period. Funding will be targeted at businesses determined to have longer term viability. Grant provided at 100% intervention rate.

The Government has recently announced a further Government backed loan scheme for businesses for loans up to £50,000, therefore, as an added alternative option to the proposed Council grant funding outlined above, those companies that can evidence a requirement in excess of £50,000 support and are not able to secure loan funding from the Government scheme, may be considered for a 'soft loan' as approved in the Council's Treasury Management Strategy instead of a grant. Such approvals would be subject to a separate report for each soft loan.

- Businesses and need will be informed by the assessment carried out by financial advisors (as noted above)
- Applications and assessment will be based on existing Ambition to Grow grant programme
- Support provision will be provided under *de minimis*
- The programme is expected to return 1 job safeguarded per £1,000 invested

**Budget:** It is proposed that the Council will make £350,000 available to support this one off intervention.

### 3.4. COVID-19 rural business grant programme

Run on the same basis as main grant programme the Rural Programme will reflect the particular economic importance of rural business to areas within South Ayrshire. This programme will provide 'last resort' grant funding as a cash injection to provide sufficient financial headroom to absorb minimum or no trading for a 3 month period. Funding will be targeted at businesses determined to have longer term viability. Grant provided at 100% intervention rate. Please note this support would not include business involved in primary production (Annex 1 businesses).

- Businesses and need will be informed by the assessment carried out by financial advisors (as noted above)
- Applications and assessment will be based on existing AMBITION to Grow grant programme
- Support provision will be provided under *de minimis*
- Business employment levels
- The programme is expected to return 1 job safeguarded per £1,500 invested.

**Budget:** It is proposed that the Council will make £150,000 available to support this one off intervention.

### 3.5. Coordination, capacity and alignment of our response

Stage 1 of the proposal to protect companies will not operate in isolation, but strengthens other support arrangements by Government and other Council services. It is crucial that coordination and governance is established to avoid duplication and confusion by businesses. This coordination is particularly important for support in relation to:

- 3.5.1. Non Domestic Rates
- 3.5.2. Supplier relief and quick payment
- 3.5.3. Rental of our commercial portfolio

It is proposed that the Council will draw £500,000 from the South West Loan Fund surplus funds as per Leadership Panel decision of June 2019 and allocate this resource to the programme. It is also proposed to allocate the unspent monies of the Scottish Crown Estate Revenue allocation to support Businesses in dealing with Covid19. The Scottish Crown Estate Revenue monies will be targeted at coastal communities in line with the objectives of the scheme.

The delivery of the support programme may result in temporary pressures on council services, particularly legal ,procurement, finance and assets. The direct interventions will be delivered by the Economy and Regeneration Service.

- 3.6. **This section of the report has set out various actions that the Council could take to support local companies in the short term to protect businesses during the COVID-19 epidemic. Actions for stage 2 ('recovery') and stage 3 ('restructure') have been established and will be further developed before bringing to Council at the appropriate time.**

## Stage 1 – ‘Protect’ Implementation Plan

**AIM:** This section of the report will outline the implementation plan for the stage 1 ‘protect’ of the COVID-19 Business Support Programme.

### 4. Implementation Plan: Summary

The table below summarises the programme of interventions, associated budget, source of funding and timelines for stage 1 (‘protect’) of the COVID-19 Business Support Programme. Following this summary, the rationale, eligibility criteria and application of each intervention is set out.

| Intervention                              | Budget   | Duration of Intervention |
|---|----------|--------------------------|
| Cash-flow advice programme                | £60,000  | 3 – 6 months             |
| Human resource advice programme           | £30,000  | 3 – 6 months             |
| COVID-19 Business Support Programme       | £350,000 | 12 months                |
| COVID-19 Rural Business Support Programme | £150,000 | 12 months                |

The Economy and Regeneration team carry out the following activities as a priority:

- Agree and establish governance and appropriate processes to deliver the interventions set out in this report
- Create a marketing and communications plan to publicise the stage 1 ‘protect’ COVID-19 business support programme
- Create appropriate marketing materials for businesses to summarise the interventions that the COVID-18 business support programme will offer
- Create easy, intuitive application processes for interventions to make it as easy as possible for businesses to quickly and efficiently apply for support to the Council

#### 4.1. Cash Flow Advice Programme

The programme will assess the short-term cash-flow implications for an identified list of SMEs that contribute significant benefit to the local economy. The programme will appoint external

financial experts to review the potential impact of reduced or no sales for a 3 to 4 month period and prepare forecasts for banks and investors. These forecasts also take into account the potential for VAT payment deferment, PAYE/NI time to pay arrangements, and also the possibility of asking funders to postpone loan and HP capital repayments. In addition, the programme will allow assessment for potential financial stimulants from SAC grant or repayable grant funding.

- 3 days free financial expert support
- Support in preparing financial forecasts and recommended mitigation actions
- Support in the preparation of applications to the business interruption loan scheme or alternate sources of financial support
- Appraisals will form the basis of any applications to SAC business support interventions/ grant programmes
- Programme targeted at a predetermined list of business identified by Economy and Regeneration as meeting support criteria, to reduce application burden and time. Minimum criteria based on employment of 5 or more people and or the generation of sales out-with Ayrshire of over £100,000

#### Rationale of need

Managing cash-flow effectively will be essential in mitigating the risks of reduced or no trading for the period of the COVID-19 crisis. The programme will ensure companies are implementing all possible measures to maintain viability, through expert advice and support in preparing applications for interruption loans and other support interventions.

#### Eligibility Criteria

1. The companies must generate £100,000 sales revenue from out with Ayrshire or from tourism activity
2. The company must have a trading address within South Ayrshire
3. The company must demonstrate reduced trading levels caused by COVID-19 restrictions
4. These conditions may be varied in exceptional circumstances
5. Applicant company must employ a minimum of 5 people within South Ayrshire
6. The company must be eligible for State Aid *de minimis* support
7. Programme will be targeted at companies identified by Economy and Regeneration as being at risk through disruption to trading, however will be open to all companies meeting above criteria
8. Award will be based on need and awarded at the discretion of South Ayrshire Council

#### Application and approval procedure

- Application will be made through on-line application form to the Economy and Regeneration Service [see Appendix 1 for form]
- Applicants must provide all financial information requested
- The Economy and Regeneration Service will assess the applicant's eligibility for the scheme

#### Expected programme costs

Programme will cost £60,000 based on costs of a maximum of £1,250 on each intervention with approximately 50 companies

#### Duration of Programme

Programme will last between 3 and 6 months and will be reviewed based on performance.

## 4.2. Human Resources Advice Programme

The programme will assess the short-term human resource implications for an identified list of SMEs that contribute significant benefit to the local economy. The programme will appoint external HR experts to review the potential impact of changes to changes to working arrangements including reduced working hours and staff redundancies.

- 1 days free HR consultancy
- Support in workforce management and contractual issues
- Appraisals will form the basis of any applications to SAC business support interventions/ grant programmes
- Programme targeted at a predetermined list of business identified by Economy and Regeneration as meeting support criteria, to reduce application burden and time

### Rationale of need

The government has introduced measures to attempt to protect businesses and safeguard employment by creating a range of financial support packages. These packages are intended to make it easier for businesses to retain staff unable to work due to COVID-19 or prevented from working by the temporary closure of their workplace. However, not all businesses have been able to take advantage of these measures and many others don't qualify, particularly those that employ seasonal workers or use zero hours contracts. There are many categories of employer that will struggle to kick start their business when the time is right due to being unable to access suitable staff. The short Term Human Resources Advice Programme will help to address these issues by providing experts in the workforce development field that will be able to identify employment issues and create strategies to overcome those shortages and other relevant challenges.

### Eligibility Criteria

- Employ a workforce of at least 5 employees but have had to furlough staff or make redundancies as a result of the COVID-19 crisis
- Critical businesses requiring to employ temporary staff to meet demand
- Companies bringing back furloughed staff and recruiting new staff
- Companies with 5 employees or more and 250 employees or less with a turnover of £250,000 or more will be offered help from this programme

### Application and approval procedure

- Application will be made through on-line application form to the Economy and Regeneration Service [See Appendix 1]
- Applicants must provide all financial information requested
- The Economy and Regeneration Service will assess the applicant's eligibility for the scheme

### Expected programme costs

Programme will cost £30,000 based on costs of £500 on each intervention with 60 companies.

### Duration of Programme

Programme will last between 3 and 6 months but can be reviewed based on performance

### 4.3. COVID-19 Business Support Programme

This programme will supply 'last resort' grant funding as a cash injection to provide sufficient financial headroom to absorb minimum or no trading for a 3 month period. Funding will be targeted at businesses determined to have longer term viability. A grant of up to a maximum of £50,000 could be provided at 100% intervention rate.

#### Rationale of need

Whilst the time period and degree of disruption caused by COVID-19 remains uncertain, it is clear that even short-term restrictions are having a significant impact on trading activity. The pressure being put on businesses cash flow is severe and dwindling reserves will see increased closure risk and an extended recovery period, as businesses struggle to obtain the funds to ramp up to previous trading levels. The grant will serve the dual purpose of reducing risk through supporting cash flow and helping to meet ramp up costs to speed up recovery.

The arrival of the COVID-19 crisis has changed the landscape of the business community in South Ayrshire. Where companies had been optimistically planning six months ago for growth and new business development, their only consideration now is survival. The government's recently introduced financial support measures will go some way to helping companies cope with the loss of revenues but this can only go so far in terms of safeguarding even previously flourishing businesses.

It is clear from calls taken by the Economy and Regeneration Team from companies in South Ayrshire that the vast majority have operated with low reserves of cash and can only project survival of 2 to 4 weeks. The COVID-19 Business Grant Programme will help companies identify the barriers to survival and will help support them to adapt to the new realities of business after COVID-19 has been stopped.

#### Eligibility Criteria

- Able to prove a track record of good management and performance and a credible desire to seed future growth
- Employ at least 5 employees but less than 250, with a minimum turnover of £250,000 but less than £10M
- Companies must provide evidence that turnover figures are generated solely by their South Ayrshire operations to ensure support is targeted at predominantly local companies
- The company must be demonstrate reduced trading levels caused COVID-19 restrictions
- These conditions may be varied in exceptional circumstances
- Applicant company must employ a minimum of 5 people within South Ayrshire
- The company must be eligible for State Aid *de minimis* support
- Programme will be targeted at companies identified by Economy and Regeneration as being at risk through disruption to trading, however will be open to all companies meeting the above criteria
- Award will be based on need and at the discretion of South Ayrshire Council

#### Application and approval procedure

- Application will be made through on-line application form to the Economy and Regeneration Service [see Appendix 1]
- Applicants must provide up to historical accounts, management accounts and 2 financial projections

- Applicants will be supported through the cash-flow advice programme
- The Economy and Regeneration Service will assess the applicant's eligibility for the scheme in terms of trading activity, state aid, continued viability and financial need and validate the accuracy and fullness of all necessary documentation

For a period of 3 months, companies will be identified in the first instance by the Economy and Regeneration Team based on the eligibility criteria and priorities to be agreed in advance e.g. current engagement with the Council, strength/importance of sector, sector resilience etc. Companies will be assessed on information gathered from previous trading performance i.e. last 2 years accounts, profitability, growth over 3 year period, credible projections for 2 years etc. After the initial period, applications will be invited from companies meeting the criteria which may be refined based on the initial allocation period. It is expected that companies will use the online Ambition grant application process.

#### Expected programme costs

Programme will cost £350,000 based on maximum grants up to £50,000 with 100% intervention. It is anticipated that the majority of support grants will be around £10,000.

The Government has recently announced a further Government backed loan scheme for businesses for loans up to £50,000. Therefore, as an added alternative option to the proposed Council grant funding outlined above, those companies that can evidence a requirement in excess of £50,000 support and are not able to secure loan funding through the Government scheme, may be considered for a 'soft loan' as approved in the Council's Treasury Management Strategy instead of a grant. Such approvals would be subject to a separate report for each soft loan.

#### Duration of Programme

Programme will last for 12 months.

#### **4.4. COVID-19 Rural Business Support Programme**

This programme will supply last resort grant funding as a cash injection to provide sufficient financial headroom to absorb minimum or no trading for a 3 month period. Funding will be targeted at businesses determined to have longer term viability. A grant of up to a maximum of £50,000 could be provided at 100% intervention rate.

#### Rationale of need

The COVID-19 crisis has severely impacted upon the business community across South Ayrshire, nowhere more significantly than within rural business communities. These challenges are exacerbated by the distances between rural communities and the lack of transport infrastructure and access to the range of facilities and services open to those in urban communities.

The Government's recently introduced financial support measures will go some way to helping companies cope with the loss of revenues but this is felt even more keenly where small rural businesses normally offer critical lifelines to isolated communities.

Eligibility criteria defined by government do not always favour rural communities and they can feel a greater sense of the impact on lives. Rural businesses will play a vital role in creating the cohesion required to retain rural life. The COVID-19 Business Grant will help companies identify the barriers to survival and will help support rural communities during a period of unprecedented uncertainty.

### Eligibility Criteria

- Able to prove a track record of good management and performance and a credible desire to seed future growth
- Employ at least 5 employees but less than 250, with a minimum turnover of £200,000 but less than £10M
- Companies must provide evidence that turnover figures are generated solely by their South Ayrshire operations to ensure support is targeted at predominantly local companies
- The company must be demonstrate a reduced trading levels caused by COVID-19 restrictions
- These conditions may be varied in exceptional circumstances
- Applicant company must employ a minimum of 5 people within South Ayrshire
- The company must be eligible for State Aid *de minimis* support
- Programme will be targeted at companies identified by Economy and Regeneration as being at risk through disruption to trading, and who make a significant contribution to a rural community
- Award will be based on need and awarded at the discretion of South Ayrshire Council

### Application and approval procedure

- Application will be made through on-line application form to the Economy and Regeneration Service [See appendix 1]
- Applicants must provide up to date historical accounts, management accounts (no more than 6 months old) and 2 years financial projections
- Applicants will be supported through the Cash-flow advice programme
- The Economy and Regeneration Service will assess the applicant's eligibility for the scheme in terms of trading activity, state aid, continued viability and financial need and validate the accuracy and fullness of all necessary documentation

For a period of 3 months, companies will be identified in the first instance by the Economy and Regeneration Team based on the eligibility criteria and priorities to be agreed in advance e.g. current engagement with the Council, strength/importance of sector, sector resilience etc. Companies will be assessed on information gathered from previous trading performance i.e. last 2 years accounts, profitability, growth over 3 year period, credible projections for 2 years etc. After this initial period, the application process and criteria will be reviewed.

### Expected programme costs

Programme will cost £150,000 based on maximum grants of up to £50,000 with 100% intervention. It is anticipated that the majority of support grants will be under £10,000.

### Duration of Programme

Programme will last for 12 months

# Appendix 1: COVID-19 Business Support Enquiry Form

## CONTACT DETAILS

|                                   |  |  |  |
|-----------------------------------|--|--|--|
| Contact Name                      |  |  |  |
| Name of Organisation              |  |  |  |
| HMRC/Companies House Registration |  | Advisor (PRINT)                                  |  |
| Legal Structure of Recipient      | <input type="checkbox"/> Sole Trader       | <input type="checkbox"/> Partnership             | <input type="checkbox"/> Limited Company |
|                                   | <input type="checkbox"/> Social Enterprise | <input type="checkbox"/> Other (please specify): |  |
| Address                           |  |  |  |
| Tel (Landline)                    |  | Postcode   |  |
| Email                             |  | Tel (Mob)  |  |
| Website                           |  |  |  |

## ABOUT YOUR BUSINESS

Sector (please select one option):

|                                      |   |   |
|--------------------------------------|---|---|
| Energy <input type="checkbox"/>      | Construction and Building Services <input type="checkbox"/> | Food and Drink <input type="checkbox"/> |
| Engineering <input type="checkbox"/> | Life Sciences <input type="checkbox"/>                      | Tourism <input type="checkbox"/>        |
| Retail <input type="checkbox"/>      | Hospitality <input type="checkbox"/>                        | Manufacturing <input type="checkbox"/>  |
| Other (please specify): .....        |   | <input type="checkbox"/>                |

Do you currently receive Business Rates Relief? Yes  No

How many people in total does your Company employ (i.e. in all branches and subsidiaries)?

|           |                      |           |                      |          |                      |
|-----------|----------------------|-----------|----------------------|----------|----------------------|
| Full-Time | <input type="text"/> | Part-Time | <input type="text"/> | Seasonal | <input type="text"/> |
|-----------|----------------------|-----------|----------------------|----------|----------------------|

What was your approximate annual wage bill in 2019-2020?

Please describe your business activity

Do you currently supply goods or services to South Ayrshire Council? Yes  No

Do you currently lease a property from South Ayrshire Council? Yes  No

Approximately how many years has your business been trading?

## COMPANY FINANCIAL INFORMATION

Current Turnover

Financial Year End

Please submit a copy of your latest set of accounts with your application along with management accounts for the current year. If you have not issued your first set of accounts please submit your management accounts for the current year

**NOTE:** Submitting annual and management accounts will help us to more quickly direct you to the most appropriate support. However if you are unable to submit this information for any reason, please continue to submit the enquiry form.

## IMPACT OF COVID-19 ON YOUR BUSINESS

How many employees are currently on furlough

Full-Time

Part-Time

Estimated loss of monthly revenue caused by current trading restrictions?

£

Approximate average operating overheads?

£

Please tell us about your interruption to supply or service as a direct result of **COVID 19**

**DECLARATION** (to be completed and signed by Authorised Signatory)

I confirm that all the information contained in this application form is correct and understand that if this is found not to be so at any later stage any grant award will be cancelled and my organisation will immediately repay any monies that may have been paid with regard to this application. In such an event my organisation will be totally responsible for the payment of any fees due.

By signing this application I agree to the terms and conditions stipulated by South Ayrshire Council and have been provided with the appropriate guidance relating to this funding application.

Authorised

Signature:

Date:

Job Title:

Organisation

**For BACS Payments please provide Company Bank Details:-**

**Organisation  
Account Name**

**Sort Code**

|  |  |   |  |  |   |  |  |
|--|--|---|--|--|---|--|--|
|  |  | - |  |  | - |  |  |
|--|--|---|--|--|---|--|--|

**Account No.**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**Please return completed form to: Economy and Regeneration**  
616349

Tel: 01292

South Ayrshire Council  
Burns House  
Burns Statue Square  
Ayr KA7 1UT

Email:

[COVID19.BusinessSupport@south-ayrshire.gov.uk](mailto:COVID19.BusinessSupport@south-ayrshire.gov.uk)

| This section is for official use only                    |  |
|--|--|
| <b>Application form completed and signed</b>             | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Two years financial projections enclosed</b>          | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Business Bank Account details completed</b>           | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>Confirmation of HMRC/Companies House Registration</b> | <input type="checkbox"/> YES <input type="checkbox"/> NO |

This organisation has been assessed by:-

Advisor Name (Print):

Date:

Advisor Signature:

Date:

## Appendix 2: Government Support to Businesses (as of 06 April 2020)

| Name of Scheme                   | What does it do?  | Who and what is eligible?  | How can it be accessed?  |
|----------------------------------|---|--|--|
| Coronavirus Job Retention Scheme | All UK employers with a <a href="#">PAYE</a> scheme will be able to access support to continue paying part of their employees' salary for those employees that would otherwise have been laid off during this crisis. | <ul style="list-style-type: none"> <li>• All UK wide employers with a PAYE scheme that was created and started on or before 28 February 2020 will be eligible – this includes businesses, charities, recruitment agencies (agency workers paid through PAYE) and public authorities.</li> <li>• The employer must have a UK bank account (HMRC will pay via BACS payment)</li> <li>• You must have enrolled for <a href="#">PAYE online</a> (this can take up to 10 days)</li> <li>• HMRC will pay employers a grant worth 80% of an employee's usual wage cost, up to £2,500 per month, plus the associated Employer National Insurance contributions and minimum automatic enrolment employer pension contributions on that subsidised wage. This is to safeguard workers from being made redundant.</li> <li>• Will cover the cost of wages backdated to 1 March and is initially open for 3 months, but will be extended if necessary.</li> <li>• This applies to employees who have been asked to stop working, but who are being kept</li> </ul> | <ul style="list-style-type: none"> <li>• The online service you'll use to claim is not available yet. HMRC are working urgently to set up a system for reimbursement. The government expects the service to be available by the end of April 2020.</li> </ul> <p>You will need to:</p> <ul style="list-style-type: none"> <li>• designate affected employees as 'furloughed workers,' and notify your employees of this change - changing the status of employees remains subject to existing employment law and, depending on the employment contract, may be subject to negotiation</li> <li>• once the new online portal is live, submit information to HMRC about the employees that have been furloughed and their earnings</li> </ul> <p>What you'll need to make a claim:</p> |

| Name of Scheme | What does it do? | Who and what is eligible?  | How can it be accessed?   |
|----------------|------------------|--|---|
|                |                  | <p>on the payroll, otherwise described as 'furloughed workers'.</p> <ul style="list-style-type: none"> <li>Furloughed employees must have been on your PAYE payroll on 28 February 2020, and can be on any type of contract, including: Full time employees; part-time employees; employees on agency contracts; employees on flexible or zero hours contracts</li> </ul> <p>Note: You will need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.</p> <p>Detailed guidance for <b>employers</b> can be accessed <a href="#">here</a>. This details the employees you can claim for, working out what you can claim and next steps once claims have been submitted.</p> <p>Detailed guidance for <b>employees</b> can be accessed <a href="#">here</a>.</p> | <ul style="list-style-type: none"> <li>Employers should discuss with their staff and make any changes to the employment contract by agreement. Employers may need to seek legal advice on the process. If sufficient numbers of staff are involved, it may be necessary to engage collective consultation processes to procure agreement to changes to terms of employment.</li> <li>To claim you will need: <ul style="list-style-type: none"> <li>Your ePAYE reference number</li> <li>The number of employees being furloughed</li> <li>The claim period (start and end date)</li> <li>Amount claimed (per the minimum length of furloughing of 3 weeks)</li> <li>You bank account number and sort code</li> <li>Your contact name</li> <li>Your phone number</li> </ul> </li> </ul> |

| Name of Scheme                        | What does it do?  | Who and what is eligible?   | How can it be accessed?  |
|---------------------------------------|---|---|--|
| Self-Employment Income Support Scheme | Will support self-employed individuals (including members of partnerships) whose income has been negatively impacted by COVID-19. | <ul style="list-style-type: none"> <li>• The scheme will provide a grant to self-employed individuals or partnerships, worth 80% of their profits up to a cap of £2,500 per month.</li> <li>• HMRC will use the average profits from tax returns in 2016-17, 2017-18 and 2018-19 to calculate the size of the grant. The scheme will be open to those where the majority of their income comes from self-employment and who have profits of less than £50,000.</li> <li>• The scheme will be open for an initial three months with people able to make their first claim by the beginning of June.</li> </ul> <p>To be eligible for the scheme you must meet <b>all</b> of the criteria below:</p> <ul style="list-style-type: none"> <li>• Be self-employed or a member of partnership;</li> <li>• Have lost trading/partnership trading profits due to COVID-19;</li> <li>• File a tax return for 2018-19 as self-employed or a member of a trading partnership. Those who have not yet filed for 2018-19 will have an additional 4 weeks from this announcement to do so;</li> </ul> | <ul style="list-style-type: none"> <li>• Individuals should <b>not</b> contact HMRC now. HMRC will use existing information to check potential eligibility and invite applications once the scheme is operational. HMRC will then pay the grant directly to eligible claimants' bank account.</li> <li>• HMRC is urgently working to deliver the scheme; grants are expected to start to be paid out by beginning of June 2020. For eligible individuals who have not submitted their Income Tax Self-Assessment tax return for 2018-19, they must do so by 23 April 2020 to file their returns and therefore become eligible for this scheme</li> <li>• Note: When invited to apply, you will access this scheme only through GOV.UK. If someone texts, calls or emails claiming to be from HMRC, saying that you can claim financial help or are owed a tax refund, and asks you to click on a link or to give information such as your name,</li> </ul> |

| Name of Scheme | What does it do?                             | Who and what is eligible?  | How can it be accessed?  |
|----------------|--|--|--|
|                |  | <ul style="list-style-type: none"> <li>• Have traded in 2019-20; be currently trading at the point of application (or would be except for COVID 19) and intend to continue to trade in the tax year 2020 to 2021</li> <li>• Have trading profits of less than £50,000 and more than half of your total income come from self-employment. This can be with reference to at least one of the following conditions:               <ul style="list-style-type: none"> <li>○ Your trading profits and total income in 2018/19</li> <li>○ Your average trading profits and total income across up to the three years between 2016-17, 2017-18, and 2018-19.</li> </ul> </li> </ul> | <p>credit card or bank details, it is a scam.</p> <ul style="list-style-type: none"> <li>• In the interim the self-employed will still be eligible for other government support including universal credit and business continuity loans.</li> </ul> <p>Further guidance is available <a href="#">here</a>.</p>  |
| VAT Deferral   | Deferral of Valued Added Tax (VAT) payments. | <ul style="list-style-type: none"> <li>• UK VAT registered businesses with a VAT payment due between 20 March 2020 and 30 June 2020.</li> </ul> <p>Option to:</p> <ul style="list-style-type: none"> <li>○ Defer your VAT payment</li> <li>○ Pay the VAT due as normal</li> </ul> <ul style="list-style-type: none"> <li>• It does not cover VAT Mini One Stop Shop (VAT MOSS) payments</li> <li>• You still need to submit your VAT returns on time.</li> </ul>   | <p>If you chose to defer your VAT payment, you must pay the VAT due on or before 31 March 2021.</p> <p>You do not need to tell HMRC that you are deferring your VAT payment.</p> <p>Customers who normally pay by direct debit should cancel their direct debit with their bank if they are unable to pay. Please do so in sufficient time so that HMRC do not</p> |

| Name of Scheme                      | What does it do?  | Who and what is eligible?   | How can it be accessed?   |
|-------------------------------------|---|---|---|
|                                     |   | <ul style="list-style-type: none"> <li>• HMRC will not charge interest or penalties on any amount deferred as a result of the Chancellor's announcement.</li> <li>• VAT refunds and reclaims will be paid by the government as normal.</li> </ul>   | <p>attempt to automatically collect on receipt of your VAT return.</p> <p>VAT payments due following the end of the deferral period will have to be paid as normal. Further information about how to repay the VAT you've deferred will be available soon.</p>  |
| Deferral of Self-Assessment Payment | Deferral of Income Tax Self-Assessment Payment due 31 July 2020.  | <ul style="list-style-type: none"> <li>• Income Tax Self-Assessment payments due on 31 July 2020 may be deferred until 31 January 2021.</li> <li>• You are eligible if you are due to pay your second self-assessment <a href="#">payment on account</a> on 31 July 2020. You do not need to be self-employed to be eligible for the deferment.</li> <li>• The deferment is optional. If you are still able to pay your second payment on account on 31 July 2020, you should do so.</li> </ul> | <p>This is an automatic offer with no applications required. No penalties or interest for late payment will be charged if you defer payment until January 2021.</p> <p>During the deferral period you can set up a <a href="#">budget payment plan</a> to help you pay the deferred payment on account when it comes due.</p> |
| Statutory Sick Pay (SSP) Rebate     | Allows small-and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness due absence due to COVID-19. | <ul style="list-style-type: none"> <li>• This refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of COVID-19</li> <li>• UK based businesses with fewer than 250 employees will be eligible - the size of an employer will be determined by the number of people they employed as of 28 February 2020</li> <li>• Employers will be able to reclaim expenditure for any employee who has</li> </ul>   | <p>The UK Government is currently developing a rebate scheme. Further details will be provided in due course.</p> <p>If you are self-employed and want to know if you are eligible for Universal Credit, <a href="#">check here</a>.</p>  |

| Name of Scheme                    | What does it do?                   | Who and what is eligible?  | How can it be accessed?  |
|-----------------------------------|------------------------------------|--|--|
|                                   |                                    | <p>claimed SSP (according to the new eligibility criteria) as a result of COVID-19</p> <ul style="list-style-type: none"> <li>Employers should maintain records of staff absences and payments of SSP, but employees will not need to provide a GP fit note. If evidence is required by an employer, those with symptoms of coronavirus can get an isolation note from <a href="#">NHS 111 online</a> and those who live with someone that has symptoms can get a note from the <a href="#">NHS website</a></li> <li>Eligible period for the scheme will commence the day after the regulations on the extension of SSP to those staying at home comes into force</li> <li>The government will work with employers over the coming months to set up the repayment mechanism for employers as soon as possible</li> </ul> |  |
| Business Rates (All Businesses)   | Rates Relief                       | <ul style="list-style-type: none"> <li>All non-domestic properties in Scotland will get a 1.6% relief. This relief effectively reverses the change in poundage for 2020-21.</li> </ul>   | You do not need to apply for this relief – it will be applied to your bill by your local council |
| Business Rates (Specific Sectors) | Rates holiday for 2020/21 tax year | <ul style="list-style-type: none"> <li>Retail, hospitality and leisure businesses will get 100% rates relief.</li> <li>To get this relief, a property has to be occupied. Properties that have closed temporarily due to the government's COVID-19 advice will be treated as occupied</li> </ul>   | You do not need to apply for this relief – it will be applied to your bill by your local council |

| Name of Scheme          | What does it do?                  | Who and what is eligible?  | How can it be accessed?   |
|-------------------------|-----------------------------------|--|---|
|                         |                                   | <ul style="list-style-type: none"> <li>• Scottish airports will get 100% rates relief for a year, as will organisations providing handling services for scheduled passenger flights to Scottish airports.</li> <li>• Due to the unique role that Loganair plays in providing connectivity to the Highlands and Islands, they will also get 100% rates relief for a year. No other airline will receive rate relief in Scotland.</li> <li>• Any organisations providing a ‘handling service’ at Scottish airports are eligible. Handling services are defined as doing or more of the following: <ul style="list-style-type: none"> <li>○ De-icing</li> <li>○ Re-fuelling</li> <li>○ Moving aircraft</li> <li>○ Waste servicing</li> <li>○ Allocation of seating</li> <li>○ Handling of baggage</li> <li>○ Supervision of boarding</li> </ul> </li> </ul> |   |
| Non Domestic Rates      | Payment Deferral                  | <ul style="list-style-type: none"> <li>• If you are struggling to pay your non-domestic rates bill you should contact your local council and ask them about your payment options</li> </ul>  | Contact your local council  |
| Support for Water Bills | Suspension of pre-payment charges | <ul style="list-style-type: none"> <li>• Scottish Water has agreed to suspend pre-payment charges for licensed providers for two months, beginning with the April payment. This means providers – who provide water to businesses – can be flexible with their customers at this time.</li> </ul>  | <p>Effective immediately</p> <p>Comprehensive details of the package will be set out by the industry in a further letter to licensed providers.</p> |

| Name of Scheme  | What does it do?                                   | Who and what is eligible?   | How can it be accessed?  |
|---|--|---|--|
|   |  | <ul style="list-style-type: none"> <li>The Central Marketing Agency will also introduce other measures to assist the market by suspending all performance standard charges to ensure licensed providers can focus on supporting customers</li> </ul>  | <p>Businesses should liaise directly with their water services supplier.</p> <p><a href="https://news.gov.scot/news/support-for-business-water-bills">https://news.gov.scot/news/support-for-business-water-bills</a></p>  |
| <p>Scottish Government Coronavirus Business Support Fund (Grants)</p> | <p>Direct grant support to specific businesses</p> | <ul style="list-style-type: none"> <li>A one-off grant of £10,000 available to small businesses who get Small Business Bonus Scheme Relief or Rural Relief</li> <li>You can get this grant if you applied for Nursery Relief, Business Growth Accelerator or Disabled Relief but are eligible for the Small Business Bonus Scheme</li> <li>A one-off grant of £25,000 for hospitality, leisure and retail businesses with properties with a rateable value between £18,001 and up to and including £50,999.</li> <li>You can only apply for one grant – even if you own multiple properties.</li> <li>You do not have to repay these grants</li> </ul> <p>An updated list of the types of retail, hospitality, and leisure businesses who are eligible or not eligible for the one off £25,000 grant can be found <a href="#">here</a>. These lists are not exhaustive.</p> | <p>To apply you will need to complete an application form. You can do this from <a href="#">your local council website</a>. Councils will aim to make payment within 10 working days of receiving a grant application form.</p> <p>North Lanarkshire based businesses can find more information and download an application form here: <a href="https://www.northlanarkshire.gov.uk/index.aspx?articleid=34891">https://www.northlanarkshire.gov.uk/index.aspx?articleid=34891</a></p> |

| Name of Scheme  | What does it do?   | Who and what is eligible?  | How can it be accessed?  |
|---|--|--|--|
|   |  | <p>Note: Self-catering accommodation and caravans are eligible for a grant if they:</p> <ul style="list-style-type: none"> <li>○ Are a primary source of income for the ratepayer (one third or more), and</li> <li>○ Were let out for 140 days or more in financial year 2019-20.</li> </ul>  |  |
| Business Support for Private and Third Sector Childcare Providers | Funded ELC hours payments  | <ul style="list-style-type: none"> <li>• All private and third sector providers who provide funded ELC in their settings will continue to receive payments from their local authority for these funded ELC hours.</li> <li>• Private and third sector providers will be able to access: Coronavirus Job Retention Scheme; Business Support Fund; Coronavirus Business Interruption Loan Scheme and Statutory Sick Pay Rebate – See relevant sections of this summary for more details.</li> </ul> <p>Note: Local authorities will no longer be legally obliged to deliver 1140 hours of funded childcare from this August. This statutory requirement will be reinstated at an appropriate time in the future.</p> | Your local authority will be in contact with you to confirm local arrangements of payments for funded ELC hours.                           |
| Creative Scotland Bridging Bursary Fund                           | This £2m fund offers a one-off bursary to support freelance artists and freelance creative | <ul style="list-style-type: none"> <li>• This fund is targeted at freelance artists and freelance creative practitioners who derive a significant proportion of their income from working in the not-for-profit sector in Scotland and have experienced a loss of earnings as a result of COVID-19</li> </ul>  | <p>Requests for funding are currently paused.</p> <p>Second round of requests will open Monday 20<sup>th</sup> April which will likely</p> |

| Name of Scheme                        | What does it do?  | Who and what is eligible?   | How can it be accessed?   |
|---------------------------------------|---|---|---|
|                                       | practitioners working in the not-for-profit sector in Scotland                                      | <ul style="list-style-type: none"> <li>Bursaries of between £500 and £2,500 to help support immediate needs (You may only request more than £2,500 if your request includes access costs).</li> </ul>   | <p>close Friday 24<sup>th</sup> April (possibly earlier)</p> <p>You will be asked to provide:</p> <ul style="list-style-type: none"> <li>A CV (Curriculum Vitae) or a short supporting statement of your work.</li> <li>A name and address of a professional referee</li> </ul> <p>Creative Scotland is aiming to have applications and processed and money paid out within 4 weeks from receipt of application.</p> <p>More info including an application guidance document can be found at <a href="#">Creative Scotland</a> website.</p> |
| Screen Scotland Bridging Bursary Fund | This £1.5m fund offers a one-off bursary to support freelance or self-employed screen practitioners | <ul style="list-style-type: none"> <li>This fund is to support freelance or self-employed screen practitioners working in Scotland's screen sector (exhibition, distribution, development, production or postproduction for film or television, scripted or unscripted, live-action or animation, talent and skills development, film education) who are experiencing immediate financial difficulty due to the loss of screen sector income in Scotland as a result of the COVID-19 pandemic.</li> </ul> | <ul style="list-style-type: none"> <li>Download and read the associated guidance <a href="#">here</a>.</li> <li>Complete the <a href="#">online application form</a>.</li> </ul>  |

| Name of Scheme                             | What does it do?   | Who and what is eligible?  | How can it be accessed?   |
|--|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>Bursaries of between £500 and £2,500 to help support your immediate needs.</li> </ul>   |   |
| Open Fund: Sustaining Creative Development | A £7.5m fund which aims to enable creative organisations to explore ways of working that will help them to adapt and respond to the current changing circumstances | <p>Funding for Individuals</p> <ul style="list-style-type: none"> <li>Freelance and self-employed artists and creative practitioners in Scotland can apply for projects supporting the development of their practice.</li> <li>You may apply for funding to work with others if your practice is collaborative.</li> <li>You must have a UK bank account.</li> <li>Apply for funding between £1,000 and £50,000</li> </ul> <p>Funding for Organisations</p> <ul style="list-style-type: none"> <li>Organisations and groups based in Scotland whose work or project involves the arts, screen and creative industries.</li> <li>All applicants must have a UK bank account.</li> <li>Apply for a grant between £1,000 and £50,000</li> </ul> | <p>Applications are now open.</p> <p>There are no deadlines for this fund.</p> <p>Application forms along with application guidance and can be accessed via the <a href="#">Creative Scotland</a> website.</p> <p>Note: Individuals and Organisations applying for a grant from £15,000 to £50,000 you will be asked some additional questions and be asked to complete a separate form for assessing risk.</p> |
| Scottish Seafood Business Resilience Fund  | £10 million fund to support seafood processing businesses during Covid-19  | <ul style="list-style-type: none"> <li>Provides a combination of grants and loans to businesses suffering severe hardship following the shutdown of international markets and the food service industry across the UK.</li> <li>Mix of grants, up to the revised state aid level of 120,000 euros and loans will be available.</li> </ul>  | Businesses will be required to apply for support and meet the relevant criteria – further details of which will be published in the coming days.  |

| Name of Scheme                                | What does it do?  | Who and what is eligible?  | How can it be accessed?   |
|---|---|--|---|
|   |   | <ul style="list-style-type: none"> <li>All seafood processors who meet the criteria can apply (to be announced)</li> </ul>   |   |
| Enterprise Relief Fund                        | £5 million fund from the Prince's Trust and NatWest offering grants to self-employed people aged 18-30  | <ul style="list-style-type: none"> <li>Grants can be used to maintain core business operations during the crisis, as well as meet any existing financial commitments, such as paying for essential equipment or settling invoices from suppliers.</li> <li>Grants will also support young people to diversify their business to respond to opportunities created by the crises</li> <li>You must be a business owner aged 18 to 30, who set up their business in the last four years and don't have any other source of income during the crisis.</li> <li>If you set up your business with support from The Prince's Trust in the last four years, you are still eligible for the fund if you were aged 18-30 at the time you received this support.</li> </ul> | <b>You can register your interest for grants and tailored support via <a href="#">The Prince's Trust</a> website.</b>   |
| Coronavirus Business Interruption Loan Scheme | This temporary Loan Scheme will support SMEs with access to loans, overdrafts, invoice finance and asset finance of up to £5 million and for up to 6 years. | Note: <a href="#">In response to feedback received since the schemes launch, all viable small businesses affected by Covid-19, and not just those unable to secure regular commercial financing, will now be eligible. This change is designed to enable all long-term viable businesses experiencing difficulties as a result of the coronavirus outbreak to access finance.</a>  | You should apply via your lenders website or through one of the <a href="#">40 accredited finance providers</a> offering the scheme. The lender has the authority to decide whether to offer you finance.<br><br>Personal guarantees are not required to secure lending below £250,000. For any borrowing above |

| Name of Scheme | What does it do? | Who and what is eligible?  | How can it be accessed?  |
|----------------|------------------|--|--|
|                |                  | <ul style="list-style-type: none"> <li>• Supports loans of up to £5 million available on repayment terms of up to six years</li> <li>• UK Government will provide lenders with a partial guarantee of 80% on each loan (subject to an overall cap per lender).</li> <li>• No guarantee fee for SMEs to access the scheme – lenders will pay a fee to access the scheme</li> <li>• Interest and fees paid by UK Government for 12 months – this means no upfront costs and lower initial repayments for SMEs</li> <li>• For overdrafts and invoice finance facilities, term will be up to three years</li> </ul> <p>Your business must:</p> <ul style="list-style-type: none"> <li>• Be UK based in its business activity</li> <li>• Have an annual turnover of no more than £45 million</li> <li>• Have a borrowing proposal which the lender would consider viable, were it not for the Covid-19 pandemic</li> <li>• Self-certify that it has been adversely impacted by Covid-19.</li> </ul> <p><a href="#">Further British Business Bank eligibility criteria</a> can be accessed <a href="#">here</a>.</p> | <p>£250,000 personal guarantees will be capped at 20% of the outstanding value of the loan, as the Government is providing the guarantee for the remaining 80% of the finance. This will apply to all customers that have secured a loan under the scheme since its launch on 23rd March.</p> <p>Given there is likely to be a big demand for facilities, businesses should consider applying via the lender's website in the first instance. Telephone lines are likely to be busy and branches may have limited capacity to handle enquiries due to social distancing.</p> <p>The full rules of the scheme and a list of accredited lenders is available <a href="#">here</a>.</p> <p>Scheme expected to run for an initial period of 6 months. There is no limit on the capacity of the scheme.</p> |

| Name of Scheme                        | What does it do?                                | Who and what is eligible?   | How can it be accessed?  |
|---------------------------------------|---|---|--|
| COVID-19 Corporate Financing Facility | Purchase of short-term debt (Larger firms only) | <ul style="list-style-type: none"> <li>• New lending facility to raise working capital via the Bank of England directly purchasing short-term debt.</li> <li>• Supports companies that are fundamentally strong but have been affected by a short-term funding squeeze and will allow short-term liabilities to be financed</li> <li>• Supports the corporate finance market overall which eases the supply of credit to all firms.</li> <li>• Companies – and their financial subsidiaries – that make a material contribution to the UK economy are able to participate in the facility.</li> <li>• In practice, firms that meet this requirement would normally be: UK incorporated companies, including those with foreign-incorporated parents and with a genuine business in the UK; companies with significant employment in the UK; firms with their headquarters in the UK. We will also consider whether the company generates significant revenues in the UK, serves a large number of customers in the UK or has a number of operating sites in the UK.</li> <li>• More info on eligibility can be found on the <a href="#">Bank of England</a> website.</li> </ul> | <p>The scheme is now open for applications</p> <p>In order to access the CCFF, you will need to contact your bank. It is important to note that not all banks issue commercial paper (an unsecured, short term debt instrument). If your bank does not issue commercial paper, UK Finance will provide a list of banks that are able to assist.</p> <p>More information is available from the <a href="#">Bank of England</a>.</p> |

| Name of Scheme                                      | What does it do?  | Who and what is eligible?   | How can it be accessed?  |
|---|---|---|--|
| Coronavirus Large Business Interruption Loan Scheme | Provides a government guarantee of 80% to enable banks to make loans of up to £25 million | <ul style="list-style-type: none"> <li>• Allows lenders to specifically support businesses that were viable before the COVID-19 outbreak but now face significant cash flow difficulties that would otherwise make their business unviable in the short term.</li> </ul> <p>Your business must:</p> <ul style="list-style-type: none"> <li>• Be UK based in its business activity</li> <li>• Have an annual turnover of between £45 million and £500 million</li> <li>• Be unable to secure regular commercial financing</li> <li>• Have a borrowing proposal which the lender:               <ul style="list-style-type: none"> <li>○ Would consider viable were it not for the Covid-19 pandemic</li> <li>○ Believes will enable you to trade out of any short-term to medium-term difficulty</li> </ul> </li> <li>• Businesses from any sector can apply (excluding banks and building societies, insurers and reinsurers (but not insurance brokers), and public sector organisations)</li> <li>• Further details on eligibility to be confirmed</li> </ul> | <p>Further details of the scheme will be announced later this month.</p> <p>Anticipated that it will be available through a range of accredited lenders.</p> |
| Innovate UK Grant                                   | A £20 million fund to support UK businesses to focus on emerging or                       | <p>You must:</p> <ul style="list-style-type: none"> <li>• Demonstrate both realistic and significant benefits for society (including communities, families and individuals) or an industry that has been severely impacted and/or</li> </ul>  | <p>Read the guidance on applying for a competition on the <a href="#">Innovation Funding Service</a> before you start your application.</p>                  |

| Name of Scheme       | What does it do?  | Who and what is eligible?  | How can it be accessed?   |
|----------------------|---|--|---|
|                      | increasing needs of society and industries during and following the Covid-19 pandemic | <p>permanently disrupted by the Covid-19 pandemic.</p> <ul style="list-style-type: none"> <li>Focus on a clear need and the proposed innovation to address it.</li> <li>Have the ability to deliver the project during the working restrictions of Covid-19 pandemic</li> </ul> <p>Your project must:</p> <ul style="list-style-type: none"> <li>Have total eligible costs between £25,000 and £50,000</li> <li>Be able to start by 1<sup>st</sup> June 2020 at the latest</li> <li>Be no longer than 6 months in duration</li> </ul> <p>Lead organisation must:</p> <ul style="list-style-type: none"> <li>Be a UK registered business of any size (sole traders cannot apply)</li> <li>Carry out its project work in the UK</li> <li>intend to deliver the proposed outcomes for UK domestic or global benefit</li> </ul> <ul style="list-style-type: none"> <li>You can claim 100% of your project costs up to the maximum of £50,000. These will be paid in advance of the project start date.</li> <li>The funding will be made as a <a href="#">di minimis grant</a>.</li> </ul> | <p>Competition opens: 3<sup>rd</sup> April 2020</p> <p>Competition closes: 17<sup>th</sup> April 2020 at 12:00pm</p> <p>Applicants notified: 1<sup>st</sup> May 2020</p> <p>Detailed information including eligibility, how to apply and supporting information can be accessed <a href="#">here</a>.</p> |
| Commercial Insurance | Insurance payout (based on cover)   | <ul style="list-style-type: none"> <li>Most commercial insurance policies are unlikely to cover pandemics or unspecified notifiable diseases, such as Covid-19.</li> </ul>   | Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of  |

| Name of Scheme | What does it do? | Who and what is eligible?   | How can it be accessed?                                   |
|----------------|------------------|---|---|
|                |                  | <ul style="list-style-type: none"> <li>Businesses which have an insurance policy that covers government ordered closure and pandemics or government ordered closure and unspecified notifiable disease should be able to make a claim (subject to terms and conditions of their policy).</li> </ul> <p><b>Notifiable diseases:</b></p> <ul style="list-style-type: none"> <li>On 5 March 2020, the UK Government added Covid-19 to its <a href="#">list of notifiable diseases</a>. Many insurers use diseases on this list as triggers for the activation or exclusion of insurance cover. Insurance policies that cover notifiable diseases will typically only cover a specific subset of notifiable diseases such as Cholera and may exclude future/unknown diseases such as Covid-19.</li> </ul> <p><b>Unspecified Notifiable Diseases:</b></p> <ul style="list-style-type: none"> <li>Some businesses will have purchased add-ons to their insurance that cover 'unspecified notifiable diseases'. These policies effectively cover any disease listed as a notifiable disease, enabling the business to claim for losses of all notifiable diseases as well as from diseases that are unknown at the point the policy is written.</li> <li>The effect of the government adding Covid-19 to its list of notifiable diseases is to ensure that businesses with unspecified notifiable disease cover are able to make a claim – subject to</li> </ul> | <p>their specific policy and contact their providers.</p> |

| Name of Scheme           | What does it do? | Who and what is eligible?   | How can it be accessed?  |
|--------------------------|------------------|---|--|
|                          |                  | <p>terms and conditions of their policy. For example, someone infected with Covid-19 may need to have been on the premises.</p> <p><b>Government Ordered Closures:</b></p> <ul style="list-style-type: none"> <li>• The government asked a number of different businesses and venues to remain closed from 21 March onwards. Insurers have agreed that this advice is sufficient for businesses covered for Covid-19 losses to make a claim.</li> <li>• However, most businesses commercial insurance policies are unlikely to offer cover for Covid-19.</li> </ul> <p><b>Event Coverage:</b></p> <ul style="list-style-type: none"> <li>• Businesses with event cancellation policies that include unspecified notifiable disease extensions should be able to make a claim for the necessary and unavoidable cancellation, abandonment, curtailment, postponement and disruption of their event for reasons beyond the control of organisers or participants (subject to the other terms and exclusions of their policy)</li> </ul> |  |
| HMRC Time to Pay Service | Tax relief       | <ul style="list-style-type: none"> <li>• All businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs.</li> <li>• Case-by-case basis and tailored to individual circumstances and liabilities</li> </ul>  | <p>Call the HMRC Helpline on 0800 024 1222</p> <p>HMRC will discuss your specific circumstances to explore:</p> <ul style="list-style-type: none"> <li>• Agreeing an instalment arrangement</li> </ul> |

| Name of Scheme   | What does it do?               | Who and what is eligible?  | How can it be accessed?  |
|--|--------------------------------|--|--|
|  |                                |  | <ul style="list-style-type: none"> <li>• Suspending debt collection proceedings</li> <li>• Cancelling penalties and interest where you have administrative difficulties contacting or paying HMRC immediately</li> </ul> |
| Planning Rules Relaxed (Specific Sectors)              | Change of operations           | <ul style="list-style-type: none"> <li>• Local Authorities to relax planning rules to allow pubs and restaurants to operate temporarily as takeaways</li> </ul>  | Guidance to be published by Local Authorities.   |
| Visitor Levy Bill                                      | Halting of Bill                | <ul style="list-style-type: none"> <li>• The introduction of a visitor levy on tourism in Scotland will be halted</li> </ul>   | Effective immediately  |
| Deposit Return Scheme                                  | Extension of Go-Live           | <ul style="list-style-type: none"> <li>• The Deposit Return Scheme will now be introduced in July 2022</li> </ul>  | Effective immediately  |
| Business Loans Scotland and West of Scotland Loan Fund | Businesses with existing loans | <ul style="list-style-type: none"> <li>• 3 month capital and interest holiday for all existing borrowers</li> </ul> <p>Note: Business Loans Scotland is aware of an Advanced Fee Fraud using their name. Business Loans Scotland does not ask a borrower for any up-front fees and any promise of this type of loan requiring an upfront fee is a con.</p> | Applied directly to loans via Business Loans Scotland  |

| Name of Scheme                                | What does it do?  | Who and what is eligible?  | How can it be accessed?  |
|---|---|--|--|
| EU Coronavirus Response Investment Initiative | Direct €37 billion increase in EU Structural Funds (European Regional Development Fund (ERDF); European Social Fund (ESF); Cohesion Fund (CF); and European Maritime and Fisheries Fund (EMFF)) | <ul style="list-style-type: none"> <li>• The European Commission has relinquished obligation to request refunding of unspent pre-financing for the listed Funds until programme closure.</li> <li>• Member States can now use the amounts not recovered in 2020 to accelerate investments related to COVID-19 outbreak.</li> <li>• Proposed for ERDF to support the financing of working capital in SMEs where necessary as a temporary measure.</li> <li>• ERDF investment priority to strengthen research, technological development and innovation is modified to cover investment in products and services for fostering the crisis response capacities in public health services. Expenditure on this is eligible from 1<sup>st</sup> February 2020.</li> </ul> | <p>The Coronavirus Response Initiative has been adopted by the EU and will come into force on 1 April.</p> <p>€37 billion of cohesion policy money will strengthen healthcare systems, support SMEs, short-term employment schemes, and community-based services.</p> <p>An EU Task Force has been setup to coordinate work with Member States, identify their precise needs and assist them so as to ensure that the money starts flowing as soon as possible.</p> <p>More info <a href="#">here</a>.</p> |
| Wellbeing Fund (Scottish Government)          | £50 million fund across Scotland to support at-risk people affected by Covid-19, including homeless people and those experiencing fuel poverty.   | <ul style="list-style-type: none"> <li>• For charities and others who require additional capacity to work with target groups.</li> </ul>   | Funding will be allocated direct to local authorities. Awaiting further details from Scottish Government of when local authorities will receive these funds.   |

| Name of Scheme                                     | What does it do?   | Who and what is eligible?  | How can it be accessed?  |
|--|--|--|--|
| Supporting Communities Fund (Scottish Government)  | £40 million fund to support the growth of community efforts at a local level       | <ul style="list-style-type: none"> <li>Funds for organisations who support people at risk because of age, isolation, carers, homeless people and asylum seekers and signposting people to sources of help, such as applying for benefits.</li> </ul>   | <p>The fund will be allocated through community anchor organisations such as local authorities that are already playing a key active role in providing services within the community and will likely have established networking and connections through the communities. Funding will be allocated direct to local authorities.</p> <p>Awaiting further details from Scottish Government.</p> |
| Third Sector Resilience Fund (Scottish Government) | £20 million to ensure health and continued viability of third sector organisations | <ul style="list-style-type: none"> <li>£20 million emergency fund provides grants of up to £100,000</li> <li>There will be an additional £5 million available in fully flexible, 0% interest loans starting at £50,000.</li> <li>The fund will be complemented by specialist business advice from Just Enterprise to help grant recipients maximise the impact of the financial support.</li> </ul> <p>To be eligible, organisations must be:</p> <ul style="list-style-type: none"> <li>a charity, social enterprise or voluntary organisation based in Scotland and/or primarily delivering services/activities in Scottish communities</li> </ul> | <p>This fund is now open</p> <p>The fund will be delivered by Firstport, Social Investment Scotland and the Corra Foundation</p> <p>In order to apply, applicants must complete a short <a href="#">eligibility checker</a> to assess their suitability for the fund.</p> <p>Further information such as guidance notes and FAQs are available <a href="#">here</a>.</p>                       |

| Name of Scheme                                   | What does it do?   | Who and what is eligible?   | How can it be accessed?   |
|--|--|---|---|
|  |  | <ul style="list-style-type: none"> <li>• already delivering those products or services prior to March 2020</li> <li>• needing funding to stabilise cashflows directly as a result of the impact of COVID-19, as opposed to pre-existing financial difficulties</li> </ul>   |   |
| Community Response, Recovery and Resilience Fund | Support local charities and grassroots organisations across Scotland to help them respond to the outbreak of the coronavirus pandemic and recover from its impact.   | <ul style="list-style-type: none"> <li>• Providing immediate funding to support constituted community groups and charities that are responding to the coronavirus pandemic in their local community.</li> <li>• Funding is available between £1,000 and £5,000– focussed on immediate community needs.</li> <li>• Only constituted groups, with a governing document, can apply.</li> </ul> | <ul style="list-style-type: none"> <li>• This fund is now open for applications and can be accessed <a href="#">here</a>.</li> <li>• Interested applicants are encouraged to read the fund's <a href="#">guidance notes</a>.</li> </ul> |
| State Aid  | <p>State Aid rules still apply in the UK until the end of 2020.</p> <p>The European Commission has announced a number of temporary State aid measures. These measures aim to help with the financial pressures businesses face as a result of Covid-19.</p> <p>The Scottish Government will work with the UK Government to make sure these measures can be adopted to help Scottish Businesses where possible.</p> |   |   |
| Coronavirus (Scotland) Bill                      | People and some small businesses that are unable to repay debts due to the outbreak will be able to apply for a six-month 'breathing space' period. This will allow them to seek money advice and find long-term solutions to repay debts. It also removes the limitation that means they can only apply for such a breathing  |   |   |

| Name of Scheme                        | What does it do?   | Who and what is eligible? | How can it be accessed?  |
|---------------------------------------|--|---------------------------|--|
|                                       | <p>space once in a 12 month period. (These measures apply to individuals, partnerships, corporate and unincorporated bodies and trusts, though not to companies or LLPs.)</p> <p>The Bill also allows licensing authorities to extend the deadlines for licence applications that allow the sale and supply of alcohol, and taxi and private hire. This flexibility will help to minimise the risk of losing current licensing rights due during the outbreak. It also gives discretion to allow licensing hearings to be conducted by telephone, video-conferencing or by written communication, including email.</p> <p>The COVID-19 outbreak affects the ability of both planning authorities and applicants to deal with planning permissions that are due to expire. When planning permission is granted applicants have a period of three years to commence development before the permission lapses. The new legislation extends any planning permission that would lapse within the next six months so that it will not expire until April 2021.</p> |                           |  |
| Covid-19 Construction Sector Guidance |  |                           | <p><a href="#">Updated guidance for the construction sector</a> comes into effect immediately - 6 April 2020 - and extends until further notice.</p> |

# Appendix 3: Job Risk Analysis (Context Economics Report)

## Introduction

This paper presents an analysis of the potential impact of the Covid-19 outbreak on jobs, by local authority. Clearly this is a moving feast, and the negative economic effects of the virus will not be known for some time, with the effects potentially long-term as well as short-term medium term.

The analysis looks at the impact on jobs by sector, based on the current situation (early April 2020). The effects are most profound on leisure, tourism and hospitality, and also on much of the (non-essential) retail sector. Falls in consumer demand are affecting manufacturing and non-essential work is affecting construction and other personal services.

Some sectors are less affected, such as financial and legal services and other professional and technical jobs where working from home can be easier. Essential food manufacture, wholesale and retail is not affected in the same way as other sectors; health, education and public administration are also not affected in the same way at least in the short term, although financial pressures on the public sector will undoubtedly make the medium to long-term outlook for public sector even more challenging than was previously the case.

Annex A presents the assumptions for jobs at risk by industrial sector. These will be subject to change. We already know that the US economy (as at 3<sup>rd</sup> April) has shed 10 million jobs (8% of the total).

Further, some sectors may see an increase in demand for jobs; over time, delivery services and other online service provision may result in additional jobs. This has not been taken into account at this time.

Tables 1 and 2 present jobs at risk in VAT registered businesses by local authority. The self-employed are also affected, and this is putting many out of work, at least for the time-being. Table 3 shows the impact on jobs at risk if one third of all self-employment jobs are deemed at risk.

## Table 1:

### Jobs at Risk Index – Ranked by Total Number of Jobs at Risk

| Local Authority   | Jobs at Risk in VAT registered businesses |
|-------------------|---|
| Glasgow City      | 69,596                                    |
| City of Edinburgh | 60,255                                    |
| Aberdeen City     | 30,721                                    |
| Fife              | 28,132                                    |
| Highland          | 26,022                                    |
| North Lanarkshire | 24,894                                    |
| South Lanarkshire | 22,474                                    |
| Aberdeenshire     | 20,749                                    |
| Renfrewshire      | 18,035                                    |
| West Lothian      | 15,159                                    |
| Dundee City       | 14,513                                    |

|                       |               |
|-----------------------|---------------|
| Perth and Kinross     | 14,228        |
| Falkirk               | 13,615        |
| Dumfries and Galloway | 11,597        |
| <b>South Ayrshire</b> | <b>11,344</b> |
| Stirling              | 10,361        |
| North Ayrshire        | 9,195         |
| Scottish Borders      | 8,377         |
| Angus                 | 7,867         |
| Moray                 | 7,693         |
| Argyll and Bute       | 7,468         |
| East Ayrshire         | 6,834         |
| East Lothian          | 6,631         |
| Midlothian            | 6,556         |
| West Dunbartonshire   | 5,353         |
| East Renfrewshire     | 5,080         |
| East Dunbartonshire   | 5,029         |
| Inverclyde            | 5,024         |
| Clackmannanshire      | 3,448         |
| Shetland Islands      | 3,027         |
| Orkney Islands        | 1,775         |
| Na h-Eileanan Siar    | 1,674         |

**Table 2:**

### **Jobs at Risk Index – Ranked by Proportion of Total Jobs in VAT-registered businesses**

| <b>Local Authority</b> | <b>Jobs at Risk in VAT registered businesses</b> |
|------------------------|--|
| <b>South Ayrshire</b>  | <b>24.1%</b>                                     |
| East Renfrewshire      | 23.1%  |
| Clackmannanshire       | 23.0%  |
| Highland               | 23.0%  |
| North Ayrshire         | 22.4%  |
| Perth and Kinross      | 22.2%  |
| Stirling               | 22.0%  |
| Shetland Islands       | 21.6%  |
| East Lothian           | 21.4%  |
| Moray                  | 21.4%  |
| Angus                  | 21.3%  |
| Midlothian             | 21.1%  |
| Fife                   | 20.8%  |
| Argyll and Bute        | 20.7%  |
| Renfrewshire           | 20.7%  |

|                       |       |
|-----------------------|-------|
| Falkirk               | 20.6% |
| Aberdeenshire         | 20.0% |
| West Lothian          | 19.9% |
| Scottish Borders      | 19.5% |
| Dundee City           | 19.4% |
| South Lanarkshire     | 19.4% |
| Dumfries and Galloway | 19.3% |
| East Dunbartonshire   | 19.3% |
| Inverclyde            | 18.6% |
| North Lanarkshire     | 18.4% |
| Aberdeen City         | 17.8% |
| City of Edinburgh     | 17.4% |
| West Dunbartonshire   | 17.3% |
| East Ayrshire         | 17.1% |
| Glasgow City          | 17.0% |
| Orkney Islands        | 16.1% |
| Na h-Eileanan Siar    | 15.2% |

### Table 3: Total Self-Employed Jobs at Risk

For the self-employed, there will be variations by sector of self-employed working, and the extent to which those in self-employment are able to borrow to survive, or who have savings/reserves. The following table shows the total number of jobs at risk by local authority if 33% of self-employment jobs are at risk. It also shows the total self-employed jobs at risk together with VAT registered jobs at risk.

| Local Authority       | Jobs at Risk in VAT registered businesses | Self-Employment Jobs at Risk | Total Jobs at Risk |
|-----------------------|---|------------------------------|--------------------|
| Glasgow City          | 69,596                                    | 10,923                       | 80,519             |
| City of Edinburgh     | 60,255                                    | 10,758                       | 71,013             |
| Aberdeen City         | 30,721                                    | 4,191                        | 34,912             |
| Fife                  | 28,132                                    | 6,534                        | 34,666             |
| Highland              | 26,022                                    | 4,092                        | 30,114             |
| South Lanarkshire     | 22,474                                    | 7,194                        | 29,668             |
| North Lanarkshire     | 24,894                                    | 4,719                        | 29,613             |
| Aberdeenshire         | 20,749                                    | 4,686                        | 25,435             |
| Dumfries and Galloway | 11,597                                    | 8,550                        | 20,147             |
| Renfrewshire          | 18,035                                    | 2,079                        | 20,114             |
| West Lothian          | 15,159                                    | 3,927                        | 19,086             |
| Perth and Kinross     | 14,228                                    | 4,092                        | 18,320             |
| Dundee City           | 14,513                                    | 2,211                        | 16,724             |
| Falkirk               | 13,615                                    | 2,244                        | 15,859             |
| <b>South Ayrshire</b> | <b>11,344</b>                             | <b>2,277</b>                 | <b>13,621</b>      |

|                     |        |       |        |
|---------------------|--------|-------|--------|
| Stirling            | 10,361 | 1,650 | 12,011 |
| Scottish Borders    | 8,377  | 3,498 | 11,875 |
| North Ayrshire      | 9,195  | 1,485 | 10,680 |
| Angus               | 7,867  | 2,277 | 10,144 |
| Moray               | 7,693  | 2,211 | 9,904  |
| Argyll and Bute     | 7,468  | 2,145 | 9,613  |
| East Ayrshire       | 6,834  | 2,310 | 9,144  |
| East Lothian        | 6,631  | 1,848 | 8,479  |
| Midlothian          | 6,556  | 1,617 | 8,173  |
| East Renfrewshire   | 5,080  | 1,650 | 6,730  |
| East Dunbartonshire | 5,029  | 1,617 | 6,646  |
| West Dunbartonshire | 5,353  | 1,155 | 6,508  |
| Inverclyde          | 5,024  | 759   | 5,783  |
| Clackmannanshire    | 3,448  | 429   | 3,877  |
| Shetland Islands    | 3,027  | 363   | 3,390  |
| Orkney Islands      | 1,775  | 429   | 2,204  |
| Na h-Eileanan Siar  | 1,674  | 528   | 2,202  |

## Annex 1 – Jobs at Risk Assumptions by Industrial Sector

| Industrial Sector  | % of Jobs at Risk |
|--|-------------------|
| 01 : Crop and animal production, hunting and related service activities  | 0%                |
| 02 : Forestry and logging  | 0%                |
| 03 : Fishing and aquaculture   | 0%                |
| 05 : Mining of coal and lignite  | 25%               |
| 06 : Extraction of crude petroleum and natural gas   | 25%               |
| 07 : Mining of metal ores  | 0%                |
| 08 : Other mining and quarrying  | 0%                |
| 09 : Mining support service activities   | 0%                |
| 10 : Manufacture of food products  | 0%                |
| 11 : Manufacture of beverages  | 0%                |
| 12 : Manufacture of tobacco products   | 0%                |
| 13 : Manufacture of textiles   | 50%               |
| 14 : Manufacture of wearing apparel  | 50%               |
| 15 : Manufacture of leather and related products   | 50%               |
| 16 : Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials | 25%               |
| 17 : Manufacture of paper and paper products   | 25%               |
| 18 : Printing and reproduction of recorded media   | 50%               |
| 19 : Manufacture of coke and refined petroleum products  | 25%               |
| 20 : Manufacture of chemicals and chemical products  | 25%               |

| <b>Industrial Sector</b>   | <b>% of Jobs at Risk</b> |
|--|--------------------------|
| 21 : Manufacture of basic pharmaceutical products and pharmaceutical preparations  | 25%                      |
| 22 : Manufacture of rubber and plastic products  | 25%                      |
| 23 : Manufacture of other non-metallic mineral products  | 25%                      |
| 24 : Manufacture of basic metals   | 25%                      |
| 25 : Manufacture of fabricated metal products, except machinery and equipment  | 25%                      |
| 26 : Manufacture of computer, electronic and optical products  | 25%                      |
| 27 : Manufacture of electrical equipment   | 25%                      |
| 28 : Manufacture of machinery and equipment n.e.c.   | 25%                      |
| 29 : Manufacture of motor vehicles, trailers and semi-trailers   | 25%                      |
| 30 : Manufacture of other transport equipment  | 25%                      |
| 31 : Manufacture of furniture  | 25%                      |
| 32 : Other manufacturing   | 25%                      |
| 33 : Repair and installation of machinery and equipment  | 25%                      |
| 35 : Electricity, gas, steam and air conditioning supply   | 0%                       |
| 36 : Water collection, treatment and supply  | 0%                       |
| 37 : Sewerage  | 0%                       |
| 38 : Waste collection, treatment and disposal activities; materials recovery   | 0%                       |
| 39 : Remediation activities and other waste management services. This division includes the provision of remediation services, i.e. the clean up of contaminated buildings and sites, soil, surface or ground water. | 0%                       |
| 411 : Development of building projects   | 25%                      |
| 412 : Construction of residential and non-residential buildings  | 50%                      |
| 421 : Construction of roads and railways   | 25%                      |
| 422 : Construction of utility projects   | 25%                      |
| 429 : Construction of other civil engineering projects   | 50%                      |
| 431 : Demolition and site preparation  | 50%                      |
| 432 : Electrical, plumbing and other construction installation activities  | 33%                      |
| 433 : Building completion and finishing  | 33%                      |
| 439 : Other specialised construction activities i.e.   | 33%                      |
| 451 : Sale of motor vehicles   | 25%                      |
| 452 : Maintenance and repair of motor vehicles   | 33%                      |
| 453 : Sale of motor vehicle parts and accessories  | 33%                      |
| 454 : Sale, maintenance and repair of motorcycles and related parts and accessories  | 33%                      |
| 461 : Wholesale on a fee or contract basis   | 25%                      |
| 462 : Wholesale of agricultural raw materials and live animals   | 0%                       |
| 463 : Wholesale of food, beverages and tobacco   | 0%                       |
| 464 : Wholesale of household goods   | 33%                      |
| 465 : Wholesale of information and communication equipment   | 25%                      |
| 466 : Wholesale of other machinery, equipment and supplies   | 33%                      |
| 467 : Other specialised wholesale  | 33%                      |
| 469 : Non-specialised wholesale trade  | 33%                      |
| 471 : Retail sale in non-specialised stores  | 50%                      |

| <b>Industrial Sector</b>   | <b>% of Jobs at Risk</b> |
|--|--------------------------|
| 472 : Retail sale of food, beverages and tobacco in specialised stores             | 0%                       |
| 473 : Retail sale of automotive fuel in specialised stores                         | 25%                      |
| 474 : Retail sale of information and communication equipment in specialised stores | 50%                      |
| 475 : Retail sale of other household equipment in specialised stores               | 50%                      |
| 476 : Retail sale of cultural and recreation goods in specialised stores           | 50%                      |
| 477 : Retail sale of other goods in specialised stores                             | 50%                      |
| 478 : Retail sale via stalls and markets   | 50%                      |
| 479 : Retail trade not in stores, stalls or markets                                | 25%                      |
| 491 : Passenger rail transport, interurban   | 50%                      |
| 492 : Freight rail transport   | 25%                      |
| 493 : Other passenger land transport   | 50%                      |
| 494 : Freight transport by road and removal services                               | 25%                      |
| 495 : Transport via pipeline   | 0%                       |
| 501 : Sea and coastal passenger water transport                                    | 25%                      |
| 502 : Sea and coastal freight water transport                                      | 25%                      |
| 503 : Inland passenger water transport   | 25%                      |
| 504 : Inland freight water transport   | 25%                      |
| 511 : Passenger air transport  | 50%                      |
| 512 : Freight air transport and space transport                                    | 25%                      |
| 521 : Warehousing and storage  | 0%                       |
| 522 : Support activities for transportation  | 25%                      |
| 531 : Postal activities under universal service obligation                         | 0%                       |
| 532 : Other postal and courier activities  | 0%                       |
| 551 : Hotels and similar accommodation   | 75%                      |
| 552 : Holiday and other short stay accommodation                                   | 75%                      |
| 553 : Camping grounds, recreational vehicle parks and trailer parks                | 75%                      |
| 559 : Other accommodation  | 75%                      |
| 561 : Restaurants and mobile food service activities                               | 75%                      |
| 562 : Event catering and other food service activities                             | 75%                      |
| 563 : Beverage serving activities  | 75%                      |
| 581 : Publishing of books, periodicals and other publishing activities             | 0%                       |
| 582 : Software publishing  | 0%                       |
| 591 : Motion picture, video and television programme activities                    | 0%                       |
| 592 : Sound recording and music publishing activities                              | 0%                       |
| 601 : Radio broadcasting   | 0%                       |
| 602 : Television programming and broadcasting activities                           | 0%                       |
| 611 : Wired telecommunications activities  | 0%                       |
| 612 : Wireless telecommunications activities                                       | 0%                       |
| 613 : Satellite telecommunications activities                                      | 0%                       |
| 619 : Other telecommunications activities  | 0%                       |
| 620 : Computer programming, consultancy and related activities                     | 0%                       |
| 631 : Data processing, hosting and related activities; web portals                 | 0%                       |

| <b>Industrial Sector</b>   | <b>% of Jobs at Risk</b> |
|--|--------------------------|
| 639 : Other information service activities   | 0%                       |
| 641 : Monetary intermediation  | 0%                       |
| 642 : Activities of holding companies  | 0%                       |
| 643 : Trusts, funds and similar financial entities                                     | 0%                       |
| 649 : Other financial service activities, except insurance and pension funding         | 0%                       |
| 651 : Insurance  | 0%                       |
| 652 : Reinsurance  | 0%                       |
| 653 : Pension funding  | 0%                       |
| 661 : Activities auxiliary to financial services, except insurance and pension funding | 0%                       |
| 662 : Activities auxiliary to insurance and pension funding                            | 0%                       |
| 663 : Fund management activities   | 0%                       |
| 681 : Buying and selling of own real estate  | 0%                       |
| 682 : Renting and operating of own or leased real estate                               | 0%                       |
| 683 : Real estate activities on a fee or contract basis                                | 0%                       |
| 691 : Legal activities   | 0%                       |
| 692 : Accounting, bookkeeping and auditing activities; tax consultancy                 | 0%                       |
| 701 : Activities of head offices   | 0%                       |
| 702 : Management consultancy activities  | 0%                       |
| 711 : Architectural and engineering activities and related technical consultancy       | 0%                       |
| 712 : Technical testing and analysis   | 0%                       |
| 721 : Research and experimental development on natural sciences and engineering        | 0%                       |
| 722 : Research and experimental development on social sciences and humanities          | 0%                       |
| 731 : Advertising  | 0%                       |
| 732 : Market research and public opinion polling                                       | 0%                       |
| 741 : Specialised design activities  | 0%                       |
| 742 : Photographic activities  | 0%                       |
| 743 : Translation and interpretation activities  | 0%                       |
| 749 : Other professional, scientific and technical activities i.e.                     | 0%                       |
| 750 : Veterinary activities  | 0%                       |
| 771 : Renting and leasing of motor vehicles  | 25%                      |
| 772 : Renting and leasing of personal and household goods                              | 25%                      |
| 773 : Renting and leasing of other machinery, equipment and tangible goods             | 25%                      |
| 774 : Leasing of intellectual property and similar products, except copyrighted works  | 25%                      |
| 781 : Activities of employment placement agencies                                      | 25%                      |
| 782 : Temporary employment agency activities   | 25%                      |
| 783 : Other human resources provision  | 25%                      |
| 791 : Travel agency and tour operator activities                                       | 75%                      |
| 799 : Other reservation service and related activities                                 | 75%                      |
| 801 : Private security activities  | 0%                       |
| 802 : Security systems service activities  | 0%                       |
| 803 : Investigation activities   | 0%                       |

| <b>Industrial Sector</b>   | <b>% of Jobs at Risk</b> |
|--|--------------------------|
| 811 : Combined facilities support activities   | 0%                       |
| 812 : Cleaning activities  | 0%                       |
| 813 : Landscape service activities   | 0%                       |
| 821 : Office administrative and support activities   | 0%                       |
| 822 : Activities of call centres   | 0%                       |
| 823 : Organisation of conventions and trade shows  | 0%                       |
| 829 : Business support service activities n.e.c.   | 0%                       |
| 841 : Administration of the State and the economic and social policy of the community          | 0%                       |
| 842 : Provision of services to the community as a whole  | 0%                       |
| 843 : Compulsory social security activities  | 0%                       |
| 851 : Pre-primary education  | 0%                       |
| 852 : Primary education  | 0%                       |
| 853 : Secondary education  | 0%                       |
| 854 : Higher education   | 0%                       |
| 855 : Other education  | 0%                       |
| 856 : Educational support activities   | 0%                       |
| 861 : Hospital activities  | 0%                       |
| 862 : Medical and dental practice activities   | 0%                       |
| 869 : Other human health activities  | 0%                       |
| 871 : Residential nursing care activities  | 0%                       |
| 872 : Residential care activities for learning disabilities, mental health and substance abuse | 0%                       |
| 873 : Residential care activities for the elderly and disabled                                 | 0%                       |
| 879 : Other residential care activities  | 0%                       |
| 881 : Social work activities without accommodation for the elderly and disabled                | 0%                       |
| 889 : Other social work activities without accommodation                                       | 0%                       |
| 900 : Creative, arts and entertainment activities  | 33%                      |
| 910 : Libraries, archives, museums and other cultural activities                               | 33%                      |
| 920 : Gambling and betting activities  | 33%                      |
| 931 : Sports activities  | 50%                      |
| 932 : Amusement and recreation activities  | 50%                      |
| 941 : Activities of business, employers and professional membership organisations              | 50%                      |
| 942 : Activities of trade unions   | 0%                       |
| 949 : Activities of other membership organisations   | 50%                      |
| 951 : Repair of computers and communication equipment  | 25%                      |
| 952 : Repair of personal and household goods   | 25%                      |
| 960 : Other personal service activities  | 50%                      |
| 970 : Activities of households as employers of domestic personnel                              | 0%                       |
| 981 : Undifferentiated goods-producing activities of private households for own use            | 0%                       |
| 982 : Undifferentiated service-producing activities of private households for own use          | 0%                       |
| 990 : Activities of extraterritorial organisations and bodies                                  | 0%                       |

