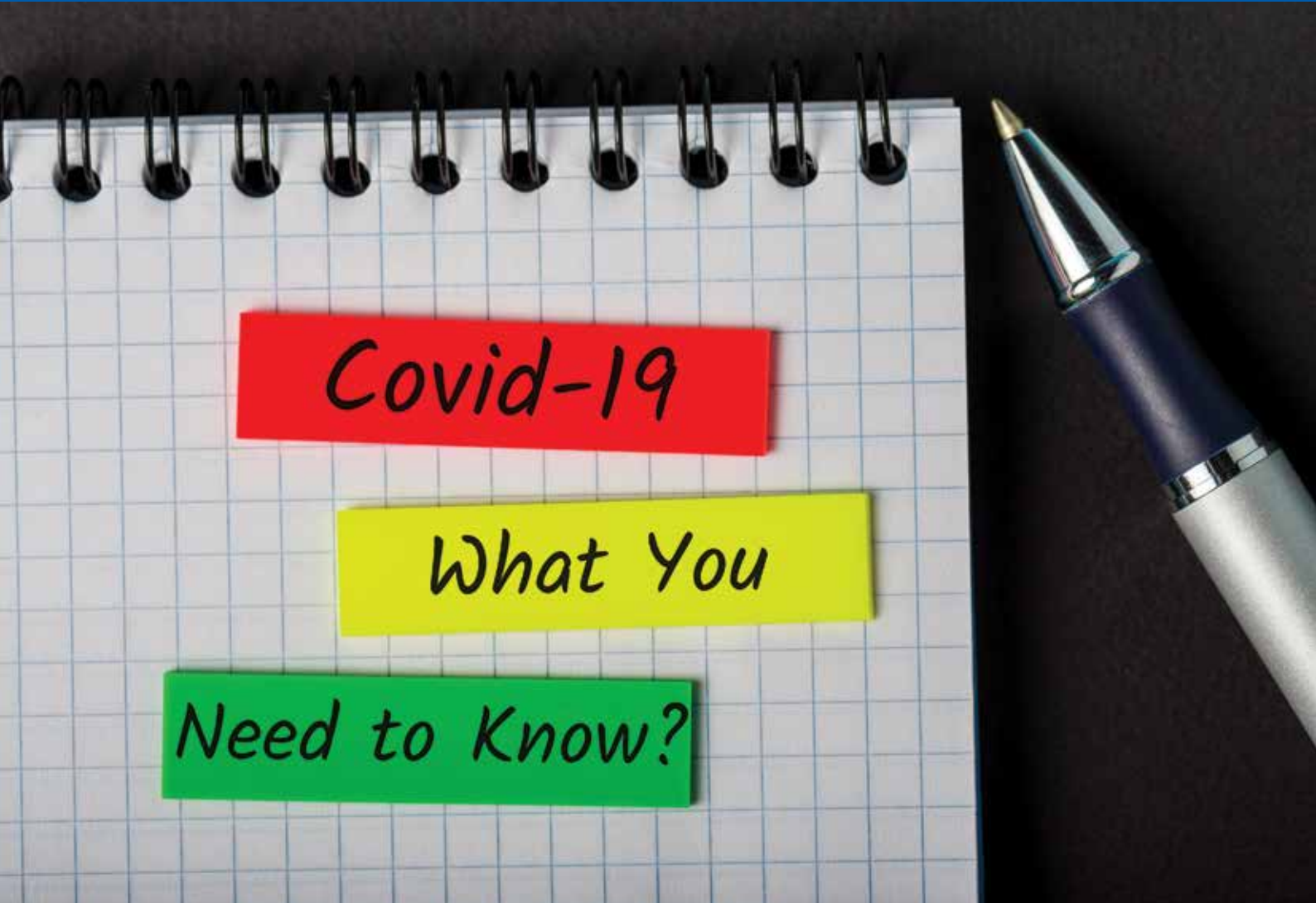


CONSERVATIVE CLUBS MAGAZINE



April 2020 75p



Coronavirus Special Edition

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CONTENTS

Message From ACC Chairman	2
Message From ACC Chief Executive	2
Advice From Welsh Accountants R H Jeffs & Rowe	3
Coronavirus Questions and Answers	4, 5
COVID-19: Support For Businesses	6
Employment Advice	7

Message From The ACC Chairman

Dear Friends and Colleagues,

As we face these extremely difficult times, I believe there are three things we can be absolutely sure of.

Firstly everyone in the ACC will be looking out for each other. The communities we have served for generations, our members and families, and those who may be isolated and have no one to care for them:- I know Club members will be caring for all of them and finding ways to meet their needs.

Secondly your team here in Old Queen Street will be looking out for the needs of Clubs and employees, and making representation to Government in respect of the economic difficulties caused by the advice for fewer people to gather together.

Thirdly our Prime Minister and Government, and those with public health responsibilities, including our NHS and its exceptional staff, will be sparing no effort to combat the virus as effectively as possible.

Nothing will have tested

a government and people quite like this in peacetime, and matters seem likely to be difficult for some time. If the resolution of our membership is shared throughout the nation as a whole, we will come through this as a united country and community.

With warmest good wishes

Rt Hon Alistair Burt



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Message From ACC Chief Executive

These are exceptional times with unprecedented restrictions placed on Clubs not seen since Second World War. At the time of writing, 23 March, all Clubs should now be closed and Clubs and their employees will be rightly worried about what the next few months hold. At the ACC we share your concerns and to the best of our abilities we will support Clubs during this very difficult period and hopefully put all ACC Clubs in the best possible position of successfully re-opening when they can.

We hope to be able to publish a more normal magazine in future months but the current situation is fast moving and uncertain. This is why we have made the decision to simply send one copy of the magazine to each Club instead of your normal ordered quantity. Please note, all the information contained in this magazine is correct as of the 19th March with some updates made as of 23 March.

It is possible that by the time of publication some of this information will be out of date or that further announcements affecting Clubs, Club Members and Club employees will have been made.

We are publishing extensive and constantly updated information on our website with a special page devoted to this information: <https://www.toryclubs.co.uk/coronavirus-updates/>. We would ask all Clubs to please review this information.

In light of the updates regarding Coronavirus and the possibility of future interruption to ACC Services we wanted to write to ask Clubs to sign up to our email mailing list. This can be accessed here: <https://www.toryclubs.co.uk/#subscribe> or from the link on our main website www.toryclubs.co.uk

The ACC continues to operate but due to measures being introduced in London, it is likely that ACC employees will be

largely remote working for the foreseeable future. It is therefore uncertain that we will either receive post or that deliveries will continue to be made to our offices. Please therefore email us if any assistance is required. We can still respond to phone calls but there may be a delay in doing so, email will be the fastest way to contact us. We will try to fulfil product orders but must advise there will likely be a delay to the delivery of product orders. The simple fact is that at the time of writing, our ability for ACC employees to access our London office has been significantly hampered and there may be further restrictions placed on us in the next few days.

We have also had to take the difficult decision to postpone our planned May AGM and we hope to be able to reschedule this for later this year. We shall continue to advise Clubs on this point. Clubs will have also received a copy of the ACC's accounts with the magazine this month.

As always, financial aid packages are available from the ACC to our Member Clubs. If any Club is having financial difficulties please let us know and we will try to assist.

I wish all ACC Clubs the very best during this difficult time.

Lord Smith of Hindhead CBE
Chief Executive



Advice From Welsh Accountants

R H Jeffs & Rowe

Clubs are facing an unprecedented range of problems and we have been asked by many of club clients for guidance in respect of the problems posed by Covid-19.

Should we close the club

Clubs will be hard hit, the expectations are that all pubs and clubs will be forced to close in the next week or two. The general advice is to not close the club unless you are specifically told to do so by a competent authority. Officers and committee should instead, focus on developing and testing a business continuity plan:

Planning Guidance

There will be significant work for the Secretary to undertake during this difficult period:

- Reduce stocking levels which are probably high with unsold beer from the postponed Scotland match. Critically review the brewery order, do not over-order perishables
- Reduce and limit opening hours and days if needed, and plan so you are aware how reduced opening hours may impact your club's finances.
- Be prepared for altering your club's operations. You may need to change or close areas of your club such as the hall.
- Sky and BT have announced temporary suspension of payments, line cleaning and other service contracts may have to be reviewed. For example, a number of clubs have already contacted the Performing Rights Society looking for reduced payments.
- If you have to close the club check it is secure and unwanted heating and lighting turned off.
- The aim should be to reduce expenditure to ensure the club is in a healthy financial position when things return to normal.

Employees

- Review employment contracts for when it becomes time to reduce staffing levels or close. The required action will vary from club to club, for example, staff on fixed salaries will have to be treated differently to those on zero-hour contracts.
- Be aware of employee rights. If you ask employees to stay at home, you probably have to pay them. If an employee is advised to self-isolate, employees eligible for Statutory Sick Pay (SSP) are entitled to payment from day one. If a staff member is not ill but doesn't want to come into work, you could consider allowing them unpaid leave but you are under no legal obligation to do so.
- Redundancy – the closure of the club is unlikely to be for the long term so that the requirement to pay redundancy is unlikely.
- Reduce staffing costs especially payments for overtime.
- Continue to submit timesheets and run payroll. If staff are ill or self-isolating make sure you tell Gareth and Mandy as SSP can be reclaimed.

HMRC taxes, VAT and payroll

The administration of the club will still have to continue, VAT and weekly payroll still require processing. HMRC have published helplines for those who have difficulty with paying their tax due to COVID-19. The number of the helpline is 0800 0159 559, the helpline can assist with:

- setting up a time to pay arrangement,
- suspending debt collection proceedings, and
- cancelling late payment penalties and (unusually) interest.

Is the club insured for coronavirus?

It depends on your policy, speak to your insurance broker for advice. Some insurance policies will cover you for Business Interruption or Non-Damage Denial of Access for Notifiable Diseases. However, there may be specifications and limitations stated in your policy. Check the Terms and Conditions of your policy.

Government support

Events are moving quickly and a range of significant measures were announced yesterday by the UK Government: –

- Grants for small and medium sized pubs, restaurants and theatres.
- Further help with rates
- Cash payments for the smallest business who do not pay rates.
- Government guaranteed loans to help salaries payment to suppliers and stock.

Further details are required on these Government support measures before we can assist the club further.

Budget measures

Sick pay from day one for those affected by coronavirus. Anyone who needs to self-isolate because of coronavirus and are eligible for SSP will be paid from the first day they are off work. Employees eligible for SSP must have averaged £118 per week (£120 from the 5th April) or over in the last eight weeks. For businesses with fewer than 250 employees the cost of providing SSP to any employee off work due to coronavirus will be refunded by the government for up to 14 days in full. The rate of payment of SSP is £94.25 per week (£95.85 from the 6th April).

Employment Allowance

From April 2020, the club will be eligible for the increased £4,000 employment allowance.

Rates Relief

Rates are devolved to the Welsh Assembly Government who confirmed yesterday they will follow the UK government lead so that it is unlikely any rates will be payable by the club in the coming twelve months.

R H Jeffs & Rowe

First and foremost, our plan ensures the health and safety of our employees, so we can continue to deliver and support the services we provide. We have made changes to our operations but our aim is business as usual. Please continue to forward timesheets, VAT details and other information to us as normal.

All employees in our office who can perform their jobs remotely will be work from home until at least 31st March 2020. As a precaution and to minimise the risk of spreading the virus we've request visitors and guests do not visit staff at our offices. Although communications to our office by email, phone or post, will continued to be monitored, we can access emails remotely and you may find this is the best method of contacting us.

Tel: 01443 402116; Web: www.accountancywales.com

CLUB LAW AND MANAGEMENT

Coronavirus Questions and Answers

Financial Advice Questions and Answers

Q What assistance is available from the ACC?

A The ACC is committed to offering financial assistance to any ACC Club which requires it during this difficult period.

We have formulated a variety of assistance packages of which we guarantee at least one will be available to every ACC Club.

If your Club needs financial assistance please email us to so that we can advise the Club directly on the options available. Our email address is assistance@toryclubs.co.uk

Q What financial assistance is available from the Government?

A Our Interpretation of the Government Support Measures is below.

The Government has announced large scale and wide ranging assistance packages for businesses affected by Covid-19 and our initial understanding of the packages announced is detailed below.

Job Retention Scheme

Government grants will cover 80% of the salary of retained workers who are rehired. Benefit capped at £2,500 per employee per month, backdated to the 1st March the scheme will be open

before the end of April. The club would have to find the remaining 20%.

How to apply? Submit information to HMRC about the employees and their earnings through a new online portal. Systems have not yet been set up or the exact details of information required published by H.M.R.C. Where we run the payroll on behalf of the club we will undertake the administration of submitting the claim.

Statutory Sick Pay

We understand that that Clubs will be able to receive a refund of two weeks SSP for any employee who is or has been off work due to the virus. The repayment mechanism is still to be announced.

How to apply? Submit information to HMRC through payroll.

Business Rates

We understand that all Clubs will be eligible for a Business Rates holiday for the 2020 to 2021 tax year. Enquires for the provision of Business Rates relief should be directed to the relevant local authority. Guidance for local authorities on the business rates holiday will be published by 20 March.

How to apply? Automatic, the council will not seek to collect rate demands from April.

Grants

If the club's rateable value is

between £15K and £51k, the club should receive a cash grant of up to £25,000. Any club which receives small business rates relief, will receive a cash grant of £10,000

How to apply? The rates holiday and cash grants will be administered by local authorities and should be delivered automatically, without clubs needing to claim.

To check rating valuation see link here: <http://www.gov.uk/correct-your-business-rates>

Business Interruption Loan

The lender receives a guarantee of 80% of the loan amount from the government. No interest will be charged for the first 12 months.

How to apply? From Monday apply to the club's banking provider. We are seeking urgent clarification but this support may not appear to be available to membership social clubs only sporting clubs such as rugby, golf clubs etc.

Clubs with tax to pay

We understand that Clubs can discuss with HMRC payment holidays to support tax payments which are due.

How to apply? Please call HMRC's dedicated helpline on 0800 0159 559.

VAT

To assist with cash flow while the job retention scheme is set up clubs will not have to pay any VAT from now until mid-June. The club has until the end of March 2021 to pay the VAT due.

How to apply? The deferral applies automatically and businesses do not need to apply for it. The quarterly VAT returns should still be submitted, VAT refunds will be paid by H.M.R.C. as normal.

Insurance

Clubs which have cover for both pandemics and government-ordered closure should be covered. Clubs should check their specific policies. Most Clubs are unlikely to be covered, as standard business interruption insurance policies are dependent on damage to property and will exclude pandemics.

Many of these assistance packages have only recently been announced so we are still awaiting the small print regarding each specific offer. The above is our current understanding of the help which should be available to Clubs over the coming weeks and months. Clubs are still encouraged to contact the ACC if they need financial assistance, particularly if there is a pressing need for financial help.

This is an incredibly difficult time for all Clubs and all suppliers should be sympathetic to assisting Clubs during this period.

Employment Questions and Answers:

Q As per the Government Order we have closed, can we suspend salary payments to our employees unilaterally for the duration of the closure?

A No. The Club is contracted to provide the agreed payments to employees but the Club can reach a mutual decision with employees to reduce their payments for the period of the Club's closure. If an agreement cannot be reached then it is likely the Club would have to look at making employees redundant. You can calculate redundancies here: <https://www.gov.uk/calculate-your-redundancy-pay>. In light of the Government's wage support announcement the choice for Clubs essentially becomes between continue to pay employee their full wages and then receiving back 80% of the cost of this from the Government at the end of April or making employees redundant.

Q We have been looking at the new Government wage support plan. Could you explain to us what a 'furloughed' worker is and how we should pay our employees to be eligible for this support plan?

A A furloughed worker will be a worker that you continue to pay but does not have anything to do. Essentially, most of your staff are likely to be counted as this

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CLUB LAW AND MANAGEMENT

since with the Club closed they will not be able to do their jobs.

Our understanding of the scheme is that you will continue to pay the workers their full pay and then, towards the end of April, you will receive 80% of these payments back from the Government. The scheme is backdated to 1st March so Clubs which closed earlier than Friday will still be able to take full advantage of this.

If you need financial support to tide you over until the end of April please contact the ACC.

Q We want our employees to take holiday pay during any closure, can we ask them to do this?

A Yes you can. You do, however need to tell them the amount of holiday you will be asking them to take and give them double of the notice of the holiday time you wish them to take. For example, if they want to close for 5 days, you should tell everyone at least 10 days before.

Q Our Steward lives on the premises, would they be affected by the Government decision to close the Club.

A We do not believe their living situation would be impacted but we would have to review the wording of any decision at the time it is made.

Q Can we reduce the hours of casual and zero hour employees whilst the Club remains open?

A Yes, assuming you are not contracted with these employees to provide them with set or minimum hours you can

reduce their hours if the trading performance of the Club makes such a decision necessary.

Q Is ACAS providing advice to businesses?

A Yes, they are constantly updating their advice page here: <https://www.acas.org.uk/coronavirus>

AGM Questions and Answers

Q Should we postpone the AGM?

A Yes, Clubs should not postpone their AGM's until the Club can re-open and the AGM can be held.

Q We have decided to postpone the Club's AGM. What happens to the existing Officers and Committee Members? What happens to the Members who were putting themselves up for election to the Committee?

A We would suggest that in the event of the Club's AGM being postponed that the entire process of retiring Officers and Committee Members is delayed too. This means that the current Committee will remain in office until the AGM is rescheduled. Members who have or are intending to put themselves up for election would also have to wait for the AGM to be rescheduled for the elections to take place.

If there are existing Casual Vacancies then the Committee can appoint Members to fill these positions in the usual way. In short, if the AGM is postponed,

every corresponding function and activity linked to the AGM should also be postponed.

Club Closures Questions and Answers

Q Should we close the Club?

A Yes, all Clubs should comply with the Government order to close until further notice.

Insurance Questions and Answers

Q Now that the Government has closed Clubs, will our insurance policy provide financial assistance to us.

A We understand that for most Clubs their insurance policy will not cover this situation but it is still worth checking with your insurance providers. The information below relates to the previous announcements of Tuesday 17th March that people are being advised to stay away from Pubs and Clubs. We are seeking clarification if the now forced closure of Clubs will affect the insurance situation but we do not expect that it will.

Club Insure has issued this statement:

Following the Prime Ministers brief on Tuesday evening we have had a number of calls and emails regarding the Governments comments, with regards to insurers stepping up for people with pandemic insurance cover.

This has given people and businesses hope that there is some cover available in which to claim for lost business.

Sadly this is not the position for the majority of businesses in the UK today. Pandemic insurance cover is the type of cover offered to the very largest businesses, and not a cover that the majority of clubs will have in place.

This is something no one had seen coming and a risk that was never written for clubs (and other SME businesses). Standard business interruption cover in most cases only kicks in when there is damage to property. A downturn in footfall or reduction in trade isn't something that this pays out on.

It is essential to understand that the fact that Government has named Covid-19 as notifiable and

the World Health Organisation declared a pandemic makes no difference to the cover you have.

Pretty much all sports, social clubs and community centres are in the same boat alongside all other SME businesses. This is why we have been working hard with trade associations both in the leisure and insurance sector to push for help for these businesses.

We will continue to do this on behalf of our customers and will be working to ensure we provide as much guidance to you as possible at this time. If you are looking at temporary closures we are preparing guidance to help ensure your insurance covers remain in force.

ACC Services Questions and Answers

Q Is the ACC still open and still able to assist Clubs?

A Yes we are still open, but several staff Members are working from home and we would be affected by any London or nationwide lockdown. In light of the updates regarding Coronavirus and the possibility of future interruption to ACC Services we would like Clubs to sign up to our mailing and keep checking our website for updates. This can be accessed here:

<https://www.toryclubs.co.uk/#subscribe>

The ACC continues to operate but due to measures being introduced in London, it is likely that ACC employees will be largely remote working for the foreseeable future. It is therefore uncertain that we will either receive post or that deliveries will continue to be made to our Offices. Please therefore email us if any assistance is required. We can still respond to phone calls but there may be a delay in doing so, email will be the fastest way to contact us.

Q Will the planned ACC AGM go ahead in May?

A No, we have postponed our AGM until later in the year and will provide Clubs with an updated plan for our AGM when possible. We hope any Clubs which have purchased travel or accommodation for our AGM will be able to obtain a full refund directly from point of purchase.

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COVID-19: support for businesses

The Chancellor has set out a package of temporary, timely and targeted measures to support public services, people and businesses through this period of disruption caused by COVID-19.

This includes a package of measures to support businesses including:

- a statutory sick pay relief package for SMEs
- a 12-month business rates holiday for all retail, hospitality and leisure businesses in England
- small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief
- grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000
- the Coronavirus Business Interruption Loan Scheme offering loans of up to £5 million for SMEs through the British Business Bank
- a new lending facility from the Bank of England to help support liquidity among larger firms, helping them bridge coronavirus disruption to their cash flows through loans
- the HMRC Time To Pay Scheme

Support for businesses who are paying sick pay to employees

We will bring forward legislation to allow small- and medium-sized businesses and employers to reclaim Statutory Sick Pay (SSP) paid for sickness absence due to COVID-19. The eligibility criteria for the scheme will be as follows:

- this refund will cover up to 2 weeks' SSP per eligible employee who has been off work because of COVID-19
- employers 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
- employers will be able to reclaim expenditure for any employee who has claimed SSP (according to the new eligibility criteria) as a result of COVID-19
- employers should maintain records of staff absences and payments of SSP, but employees will not need to provide a GP fit note
- eligible period for the scheme will commence the day after the regulations on the extension of Statutory Sick Pay to those staying at home comes into force
- the government will work with employers over the coming months to set up the repayment mechanism for employers as soon as possible

Support for businesses that pay business rates

We will introduce a business rates retail holiday for retail, hospitality and leisure businesses in England for the 2020 to 2021 tax year.

Businesses that received the retail discount in the 2019 to 2020 tax year will be rebilled by their local authority as soon as possible.

A £25,000 grant will be provided to retail, hospitality and leisure businesses operating from smaller premises, with a rateable value between £15,000 and £51,000.

Any enquiries on eligibility for, or provision of, the reliefs should be directed to the relevant local authority. Guidance for local authorities on the business rates holiday will be published by 20 March

Support for businesses that pay little or no business rates

The government will provide additional funding for local authorities to support small businesses that already pay little or no

business rates because of small business rate relief (SBRR). This will provide a one-off grant of £10,000 to businesses currently eligible for SBRR or rural rate relief, to help meet their ongoing business costs.

If your business is eligible for SBRR or rural rate relief, you will be contacted by your local authority – you do not need to apply.

Funding for the scheme will be provided to local authorities by government in early April. Guidance for local authorities on the scheme will be provided shortly.

Support for businesses through the Coronavirus Business Interruption Loan Scheme

A new temporary Coronavirus Business Interruption Loan Scheme, delivered by the British Business Bank, will launch next week to support primarily small and medium sized businesses to access bank lending and overdrafts. The government will provide lenders with a guarantee of 80% on each loan (subject to a per-lender cap on claims) to give lenders further confidence in continuing to provide finance to SMEs. The government will not charge businesses or banks for this guarantee, and the Scheme will support loans of up to £5 million in value. Businesses can access the first 6 months of that finance interest free, as government will cover the first 6 months of interest payments. Further details, including on the lenders providing access to this scheme will be announced in the coming days, and the scheme will be available from early week commencing 23 March 2020.

Support for larger firms through the COVID-19 Corporate Financing Facility

To support larger firms, the Bank of England has announced a new lending facility to provide a quick and cost effective way to raise working capital via the purchase of short-term debt. This will support companies which are fundamentally strong, but have been affected by a short-term funding squeeze, enabling them to continue financing their short-term liabilities. It will also support corporate finance markets overall and ease the supply of credit to all firms. Further details, including on how to access this funding will follow in the coming days, and the scheme will be available from the week commencing 23 March.

Support for businesses paying tax

All businesses and self-employed people in financial distress, and with outstanding tax liabilities, may be eligible to receive support with their tax affairs through HMRC's Time To Pay service. These arrangements are agreed on a case-by-case basis and are tailored to individual circumstances and liabilities.

If you are concerned about being able to pay your tax due to COVID-19, call HMRC's dedicated helpline on 0800 0159 559.

Insurance

Businesses that have cover for both pandemics and government-ordered closure should be covered, as the government and insurance industry confirmed on 17 March 2020 that advice to avoid pubs, theatres etc is sufficient to make a claim.

Insurance policies differ significantly, so businesses are encouraged to check the terms and conditions of their specific policy and contact their providers. Most businesses are unlikely to be covered, as standard business interruption insurance policies are dependent on damage to property and will exclude pandemics.

Employment advice, what happens if the Club needs to temporarily close?

ACAS has provided the following advice:

If the employer needs to close the workplace

An employer may want to plan in case they need to close the workplace temporarily.

This might be a difficult time for both employers and staff. It's a good idea to make sure staff have a way to communicate with the employer and other people they work with.

Working from home

Where work can be done at home, the employer could:

ask staff who have work laptops or mobile phones to take them home so they can carry on working
arrange paperwork tasks that can be done at home for staff who do not work on computers

If an employer and employee agree to working from home, the employee should get their usual pay.

Lay-offs and short-time working

In some situations, an employer might need to close down their business for a short time, or ask staff to reduce their contracted hours. Unless it says in the contract or is agreed otherwise, they still need to pay their employees for this time.

If the employer thinks they'll need to do this, it's important to talk with staff as early as possible and throughout the closure.

Find out more about lay-offs and short-time working.

Using holiday

Employers have the right to tell employees and workers when to take holiday if they need to. For example, they can decide to shut for a week and everyone has to use their holiday entitlement.

If the employer does decide to do this, they must tell staff at least twice as many days before as the amount of days they need people to take.

For example, if they want to close for 5 days, they should tell everyone at least 10 days before.

This could affect holiday staff have already booked or planned. So employers should:

explain clearly why they need to close

try and resolve anyone's worries about how it will affect their holiday entitlement or plans

More information is available here: <https://www.acas.org.uk/coronavirus>

ACC Additional Employee Information

The Club can also discuss with employees if they would be willing to accept a temporary reduction of pay during a shutdown to assist the Club's financial situation and, in doing so, assist the Club in being in a position to re-open at the appropriate time.

The Committee can consider the type of contract that an employee is on and whether reductions in hours could be made to save funds but ensure that an employee still has some pay being received. The type of contract that an employee is on will likely determine if a reduction of pay or hours is possible. Even if the contract suggests that it may not be possible, an employee may be willing to agree to a temporary change in hours or pay in order to ensure that the Club does not have to consider more drastic options such as redundancies.

Whilst not ideal, in the event of what could be a prolonged shutdown the Club may have to consider making employees redundant. ACAS publishes guidance on redundancies here: <https://www.acas.org.uk/manage-staff-redundancies>

Clearly staff wages will be the biggest cost to the Club during any shutdown and, simply being realistic, it is likely that some Clubs will have to make difficult decisions to avoid running out of cash flow during any such shutdown. Any decision to reduce pay, hours or make an employee redundant is a difficult and painful decision for a Club Committee to make but such decisions may have to be made in order to ensure that the Club is able to re-open in the future. Please see our Question and Answer on this subject for further information.

ACC Contracts of Employment

The ACC are pleased to supply a range of Employment Contracts. These contracts are designed specifically to comply with the needs of ACC Clubs and are produced to a high quality with a glossy finish. All Contracts were fully revised and updated in 2015, with minor revisions made in 2016, and are compliant with all current UK legislation. We recommend that all Clubs use our current contracts of employment for their employees.

All Contract Packs now include a high quality and durable employee disciplinary and grievance policy handbook which should assist both Clubs and employees when these issues arise. Contracts for use with employees who live on the Club's premises now come with a specifically drafted Service Occupancy Agreement for the employees, and their partners if applicable, to sign in relation to their accommodation.

Our newest introduction to our contracts range is a contract of employment for use by Clubs which employ Bar Managers. We know that many Clubs employ Bar Managers as opposed to Club Stewards and we are pleased to now supply a specific contract pack for Bar Managers.

The contracts which are offered by the ACC are as follows:



Club Club Secretary/Administrator Contract
Appropriate for Clubs which employ, rather than elect, a Club Secretary. Each contract pack costs £20 and includes:
2 x Club Secretary Contract
2 x Club Employee Disciplinary and Grievance Policy Handbook.



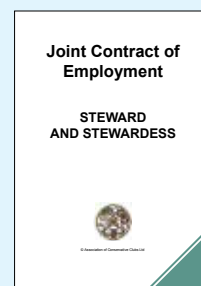
Steward Contract
Appropriate for a Club employing a Steward with or without accommodation included. Each contract pack costs £25 and includes:
2 x Club Steward Contract
2 x Service Occupancy Agreement
2 x Club Employee Disciplinary and Grievance Policy Handbook.



Bar Manager Contract
Appropriate for a Club employing a Bar Manager without accommodation. Each contract pack costs £20 and includes:
2 x Bar Manager Contract
2 x Club Employee Disciplinary and Grievance Policy Handbook.



Standard Terms and Conditions of Employment
Appropriate for a wide range of Club Employees (bar employees, cleaners, general part time employees etc.). Each contract pack costs £15 and includes:
2 x Standard Terms and Conditions of Employment Contract
2 x Club Employee Disciplinary and Grievance Policy Handbook.



Steward and Stewardess Joint Contract
Appropriate for a Club employing a Steward and Stewardess on a joint contract of employment with or without accommodation included. Each contract pack costs £25 and includes:
2 x Club Steward and Stewardess Contract
2 x Service Occupancy Agreement
2 x Club Employee Disciplinary and Grievance Policy Handbook.

Please contact the ACC with any questions regarding the new contracts of employment.

To order any of the above contract packs please place an order online at www.toryclubs.co.uk, email charles@toryclubs.co.uk or phone 0207 222 0868.

