

APPENDIX 3

Dear Sir/Madam,

Re: Coronavirus (COVID-19) Supplier Advice

As a key supplier to the City of London Corporation (including the City of London Police and Barbican Centre), I am writing to ensure you are apprised of the latest information in relation to the Coronavirus (COVID-19) outbreak. We recognise that this is a challenging time for our providers and we therefore want to make sure you have the latest information on the Corporation's response.

The Corporation is working hard to maintain its critical services, while adjusting its operations and working practices in line with the latest Government and public health guidance. This involves reprioritisation of our work and the redeployment of our workforce to deliver essential services.

Suppliers like your organisation are a crucial partner to the Corporation, and we will therefore want to discuss the challenges you are facing and how you can contribute to our local response.

General guidance

We will be sharing further information with you over the coming weeks and months, but we ask that you familiarise yourself with key guidance. The Government has a comprehensive list of resources on its dedicated website here: <https://www.gov.uk/coronavirus>. Advice is constantly being updated and a daily check is recommended. You can also set up email alerts. We would also encourage you to make sure you are aware of the range of measures to keep your staff safe and to protect others, including guidance on social distancing and shielding of vulnerable individuals.

The Corporation's latest information is available here: [City of London Covid-19 Business Advice](#). Local support for businesses includes:

- **Business rates relief** which will be applied automatically to businesses in the City of London so you will not need to apply.
- **A government grant scheme** to assist small businesses up to £51,000 which will be paid by the City Revenues Scheme directly to those businesses that qualify, and no application is required.
- **Rental relief for City of London businesses** to make rental payments more manageable. Rental payments for March to June quarter will be changed to monthly billing for directly managed premises.

Stress-test your operational readiness

We want to work with you to ensure business continuity during the current crisis and resumption of normal service delivery in due course. As part of this, we are reviewing business contingency plans with our suppliers, focusing on delivery of essential services. It is therefore important that your organisation reviews and updates your Business Continuity Plan and shares this with the nominated

contract manager within the Corporation. If you have not already had a discussion with your contract manager, they will be in touch to discuss contingency planning.

Over the coming weeks and months, we will want to ensure we have sufficient workforce capacity across our essential services. If you are contracted to deliver a non-essential service(s), please discuss with your contract manager how for example your staff could be furloughed in line with Government advice or alternatively redeployed to support the Corporation's critical services.

If you are unable to reach your usual contract manager or service contact, please email CityProc.CCM@cityoflondon.gov.uk advising details of your query, detailing your contract and service provision to the Corporation.

Contract payments

To ensure service continuity during and after the current outbreak, the Corporation will be implementing the Government guidance on contract management of, and payments to, 'at risk' critical suppliers. The Corporation may consider your organisation to be 'at risk' if, as a result of the Coronavirus (COVID-19) outbreak:

- *you will struggle to meet contractual obligations, or*
- *your ongoing viability is at risk due to issues with cashflow or liquidity, a reduction in your workforce capacity and/or disruption to your supply chains*

The Corporation will work with suppliers to mitigate against these risks and may provide relief against current contractual terms, including exploring alternative payment terms to facilitate cashflow. If you consider your organisation to be 'at risk' you should alert your contract manager as a matter of urgency.

Additionally, the Corporation has temporarily accelerated payments during this critical time. Standard payment terms for the City Corporation are 30 days with an aim to pay SMEs in 10 days. Payment runs have been adjusted to pick up receipted/approved (i.e. ready-to-go) invoices with a due-date that falls within 10 days of the payment run which effectively means immediate payment terms for SMEs, and larger companies can be paid up to 10 days earlier than normal.

However, as the Accounts Payable team is having to work remotely at present, the Corporation is unable to process paper invoices and, in addition, it is not possible for us to produce cheques. To avoid delays to payments, invoices should be emailed to cityproc.ap@cityoflondon.gov.uk and bank details can be sent to cityproc.datateam@cityoflondon.gov.uk. Adding bank details to our records will require authentication.

Additional support

The Government has announced a range of support measures for businesses, including a job retention scheme, deferral or suspension of various business tax payments, grant funding for small businesses, and loan schemes to respond to cashflow and liquidity pressures. Further details can be found on the gov.uk website.

In addition, the London Funders Alliance have pledged to support the VCSE sector and an emergency fund has been established to support organisations facing immediate financial pressures and uncertainty because of the Coronavirus (COVID-19) outbreak. Further details are available here: <http://covid19funders.org.uk>

The Corporation is keen to ensure its suppliers make best use of these initiatives; if you require assistance to access additional support, please liaise with your contract manager in the first instance.

As we face this unprecedented challenge, it is unquestionably a difficult time for everyone in the country, but if we work together, we will invariably secure a better outcome. Therefore, I would urge you to let us know urgently if you are facing difficulties, so that we can find a solution together.

Thank you for your continued support.

Yours faithfully,

Chris Bell FCIPS
Commercial Director