



We understand that the **HMRC portal** allowing you to furlough staff will go live on 20th April, with the first payments being made from 30th April. As you will no doubt imagine, there will be a huge demand placed on the system and you are asked to bear this in mind and have patience!!

You may want to start preparing the information you will need to try and keep the process as smooth as possible. Government guidance issued on 9th April states:

To claim, you will need:

- your employer PAYE reference number
- the number of employees being furloughed
- National Insurance Numbers for the employees you want to furlough
- Names of the employees you want to furlough
- Payroll/works number for the employees you want to furlough
- your Self Assessment Unique Taxpayer Reference or Corporation Tax Unique Taxpayer Reference or Company Registration Number
- the claim period (start and end date)
- amount claimed (per the minimum length of furloughing of 3 consecutive weeks)
- your bank account number and sort code
- your contact name
- your phone number

You will need to calculate the amount you are claiming. HMRC will retain the right to retrospectively audit all aspects of your claim.

More details can be found here:

<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme#what-youll-need-to-make-a-claim>

Action Together is raising money for the **emergency community response** to coronavirus. Help them to raise as much money so they can help Rochdale people that need the vital support. All money raised will go directly to local groups. From the vulnerable and older people, to local foodbanks and mental health groups, donate to this campaign, and do your bit to help your Rochdale community.

Your donation could help to provide telephone advice, support and companionship for older people to prevent them from feeling isolated and lonely during Coronavirus self-isolation or it could help a local foodbank to provide food parcels to more homes than ever before. By donating, you could help a Rochdale community group support local people.

<https://www.justgiving.com/campaign/RochdaleCoronavirus>

In the bulletin last week we shared an **NHS poster for handwashing**. A local printing company has offered to supply these as A5 on 1.5mm pvc free to local Rochdale businesses. They will charge postage only, or you can make arrangements to pick them up. Please contact Lee direct: lee@fleetgra fix.co.uk

The **cosmetics and personal care industry** has been instrumental in maximising production of products that are helping to reduce the spread of COVID-19, notably hand sanitisers, hand washes and soaps. However, record demand for these essential products has created supply shortages of the ingredients and other components needed to make them.

The Cosmetic, Toiletry and Perfumery Association has created the new CTPA Emergency Response Exchange (CERE) to help improve the supply of these products, which may be cosmetics or biocides, as well as hand creams to help unwanted effects on the skin from frequent hand washing. CERE connects suppliers and producers within the UK cosmetics industry and other sectors, such as distillers. CERE can also be used to help the NHS and other relevant care services in the UK who urgently need Personal Protection Equipment (PPE), where companies have surplus stocks in business premises that are currently closed or not fully operating.

They have developed a 3 step process to gather the manufacturing needs and offers of supply, match the relevant businesses and then put them in touch with each other.

If you have manufacturing capacity but need ingredients, components or supporting services, or if you are a supplier of ingredients, components or supporting services needed to manufacture and distribute hand hygiene products or PPE, the CERE can make the match. For more information please see: <https://www.ctpa.org.uk/cere>

Regards

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Rochdale Development Agency: a local authority controlled company of Rochdale Borough Council.
Registered in England: 2819935. Registered Office: Number One Riverside, Smith Street, Rochdale OL16 1XU.

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