

EXPLANATORY MEMORANDUM TO
THE EMPLOYMENT RIGHTS ACT 1996 (CORONAVIRUS, CALCULATION OF A
WEEK'S PAY) REGULATIONS 2020

2020 No. 814

1. Introduction

- 1.1 This explanatory memorandum has been prepared by the Department for Business, Energy and Industrial Strategy and is laid before Parliament by Command of Her Majesty.
- 1.2 This memorandum contains information for the Joint Committee on Statutory Instruments and the Secondary Legislation Scrutiny Committee.

2. Purpose of the instrument

- 2.1 The instrument ensures that various statutory entitlements based on a week's pay and connected with termination of employment are not reduced as a result of an employee being furloughed under the Coronavirus Job Retention Scheme (CJRS). The entitlements are:
- redundancy pay;
 - notice pay;
 - compensation for unfair dismissal;
 - a payment resulting from a failure to provide a written statement of reasons for dismissal;
 - a payment resulting from a failure to comply with an order for reinstatement or re-engagement; and
 - remuneration for time off to look for employment or arrange training.
- 2.2 The instrument also sets out how a week's pay is to be calculated for the purpose of deciding whether an employee is taken to be on short-time for statutory purposes.

3. Matters of special interest to Parliament

Matters of special interest to the Joint Committee on Statutory Instruments and the Secondary Legislation Scrutiny Committee

- 3.1 This instrument comes into force on 31 July 2020, the day after it is laid on 30 July 2020, breaching the convention that an instrument should not come into force until a minimum of 21 calendar days after laying. The Department appreciates the importance of Parliamentary scrutiny and that Parliamentary Committees should normally have sufficient time to consider an instrument before it comes into force. It has not taken its decision on the commencement date for this instrument lightly. However, it considers that there are three competing considerations which, in its view and on balance, justify the commencement date in this case.
- 3.2 First, it has taken time to consider the interplay between the complex existing statutory scheme for the calculation of a week's pay, the various statutory entitlements to which that scheme is relevant and the provisions of the CJRS; and this consideration has taken place alongside a complicated and developing set of factual

circumstances relating to the coronavirus crisis and the national economy which affect the relative importance of those of the statutory entitlements which arise on termination of employment.

- 3.3 Second, this is necessary because, if there were a significant gap between laying and commencement, some employers could be incentivised to bring forward redundancies on potentially less generous terms within that period. This would undermine the policy intent by potentially significantly reducing the number of employees who are protected by the instrument.
- 3.4 Third, commencing this instrument as early as is now possible ensures that as many employees as possible benefit from the instrument regardless of the second point made above, where their termination related entitlement would anyway have arisen within the period between laying and commencement. The context for this is the economic shock from the coronavirus crisis, and the negative impact on jobs. Bringing the instrument into force urgently will protect more employees from the risk of reduced payments related to their termination than if the 21-day rule was observed. In this context, 21 days is a significant period.

Matters relevant to Standing Orders Nos. 83P and 83T of the Standing Orders of the House of Commons relating to Public Business (English Votes for English Laws)

- 3.5 As the instrument is subject to negative resolution procedure there are no matters relevant to Standing Orders Nos. 83P and 83T of the Standing Orders of the House of Commons relating to Public Business at this stage.

4. Extent and Territorial Application

- 4.1 The territorial extent of this instrument is England and Wales and Scotland.
- 4.2 The territorial application of this instrument is Great Britain.

5. European Convention on Human Rights

- 5.1 As the instrument is subject to negative resolution procedure and does not amend primary legislation no statement is required.

6. Legislative Context

- 6.1 Chapter 2 of Part 14 of the Employment Rights Act 1996 (the Act) deals with the calculation of “a week’s pay” for the purposes of the Act. This calculation is relevant to a number of statutory entitlements for employees, including redundancy pay and notice pay. The entitlements to which this instrument is relevant are referred to in section 2 above.
- 6.2 The calculation of a week’s pay under Chapter 2 of Part 14 differs for different categories of employees, including whether the employee has normal working hours (as to which, see section 234 of the Act). There are four categories of employee and the position may be summarised briefly as follows:
 - In the case of employees with normal working hours whose remuneration does not vary with the amount of work done, the amount of a week’s pay is the amount payable by the employer under the contract of employment in force at the calculation date if the employee works throughout their normal working hours in a week (section 221(2) of the Act).

- In the case of employees with normal working hours whose remuneration does vary with the amount of work done (for example a piece or output worker), the amount of a week's pay is the remuneration for the normal working hours in a week calculated (broadly speaking) at the average hourly rate of remuneration payable by the employer in respect of the twelve weeks ending with the calculation date. Where there are weeks when no remuneration was payable, those weeks are left out of account and earlier weeks are brought in to bring the total to twelve (sections 221(3) and 223 of the Act).
- In the case of employees whose normal working hours differ from week to week or over a longer period (for example a rota worker), the amount of a week's pay is the remuneration for the average number of weekly normal working hours at the average hourly rate of remuneration payable by the employer. In each case the average is calculated (broadly speaking) in respect of the twelve weeks ending with the calculation date. Where there are weeks when no remuneration was payable, those weeks are left out of account and earlier weeks are brought in to bring the total to twelve (sections 222 and 223 of the Act).
- In the case of employees without normal working hours, the amount of a week's pay is the average weekly remuneration in respect of the twelve weeks ending (broadly speaking) with the calculation date. Where there are weeks when no remuneration was payable, those weeks are left out of account and earlier weeks are brought in to bring the total to twelve (section 224 of the Act).

6.3 The calculation date differs according to which of the various statutory entitlements is under consideration (sections 225 and 226 of the Act). This instrument does not make different provision for the calculation date.

6.4 Each of sections 221, 222 and 224 is subject to sections 227 and 228 of the Act.

6.5 Section 227 provides for a maximum amount of a week's pay for certain of the statutory entitlements.

6.6 Section 228(4) allows the Secretary of State by regulations to provide that in prescribed cases a week's pay is to be calculated in such manner as may be so prescribed. This instrument is the first occasion on which regulations have been made under this power.

6.7 Section 236(5) of the Act provides an additional power to make incidental, supplementary, or transitional provisions.

7. Policy background

What is being done and why?

7.1 The statutory scheme for the calculation of a week's pay in the Act is complex and did not anticipate a furlough scheme such as the CJRS. There is some uncertainty as to how a week's pay should be calculated in the case of employees who have been furloughed (in full or in part) under the CJRS and whose employment is subsequently terminated. In some cases, their statutory entitlements might be reduced by having received lower remuneration while furloughed than if they had been working normally in the period leading up to termination.

- 7.2 The instrument does not affect any entitlements of employees who have not been furloughed under the CJRS. The broad policy objectives of this instrument are to provide greater certainty in the calculation of a week's pay and to ensure that furloughed employees do not lose out (as regards certain statutory entitlements which relate to termination of employment) by having been furloughed if their employment is terminated while, or shortly after having been, furloughed under the CJRS. Those statutory entitlements all arise under the Act and are related to termination of employment (see regulation 3(1) of the instrument). The policy objectives are consistent with the intent of the Act, which consolidates earlier enactments conferring employment rights on employees and other workers
- 7.3 As of 26 July, 9.5 million jobs have been furloughed, with 1.2 million employers furloughing. In total, £31.7 billion has been claimed through the CJRS up to that date. Some employees who have been furloughed are at risk of having their employment terminated. There has been significant public and media interest in the CJRS, with a particular focus on redundancies. There have been calls on the Government to provide clarity for employers and employees in respect of how to calculate statutory redundancy and notice pay for employees who have been furloughed.
- 7.4 The instrument makes different provision for each of the four categories of employee referred to in paragraph 6.2. They are summarised as follows:
- entitlement pursuant to section 53 or 54 of the Act to be paid remuneration for a period of absence to look for employment or arrange training having been given notice of dismissal;
 - entitlement to payment pursuant to section 88 or 89 of the Act as a result of a notice to terminate employment;
 - entitlement pursuant to section 93 of the Act to be paid a sum as a result of a failure by the employer relating to the obligation to provide a written statement giving particulars of the reasons for dismissal;
 - entitlement pursuant to section 117 of the Act to be paid an additional award of compensation as a result of a failure by the employer to comply with an order for reinstatement or re-engagement;
 - entitlement to an award of compensation for unfair dismissal calculated in accordance with sections 118 to 126 of the Act;
 - entitlement to a redundancy payment under Part 11 of the Act; and
 - potential eligibility for a redundancy payment in accordance with section 148 of the Act by reason of being laid off or kept on short-time.
- 7.5 For the purposes of the entitlements summarised in paragraph 7.4 above, the instrument creates a special scheme for the calculation of a week's pay in the case of employees who are or have been furloughed under the CJRS. The scheme's effect is temporary and will cease to apply when the relevant statutory entitlements are no longer affected by an employee being or having been furloughed (see regulation 3(2)).
- 7.6 Regulations 4(1), 5(1), 6(1) and 8(1) address which of those four categories employees fall into for the purposes of the instrument. That categorisation is, as a starting point, based on the period immediately before the employee was first furloughed, in order to clarify that categorisation is not affected merely by the employee being furloughed. However, an exception is made where the employer and employee have agreed a more permanent contractual change in working hours,

intended to endure beyond the employee's furlough arrangements. In that case, categorisation is tested at the calculation date (under sections 225 and 226 of the Act).

- 7.7 The first three categories of employee, all of whom have normal working hours, are addressed respectively in regulations 4, 5 and 6 of the instrument, which are informed respectively and in particular by sections 221(2), 221(3) and 222 of the Act. Regulation 7 is supplementary to regulations 5 and 6 and is informed by section 223 of the Act. The overall objectives of these regulations are that, for the calculation of a week's pay, the employee's furloughed hours are treated as if they were normal working hours and the remuneration related to those furloughed hours is treated as if they had been worked, ignoring any reduction which was made because the employee was furloughed. For example, if in a particular week an employer had agreed to pay a fully furloughed employee at 80 per cent of their normal remuneration (which would be in accordance with the CJRS), it would be necessary to increase that remuneration by 25 per cent for the purpose of the calculation of a week's pay under these regulations, to bring that remuneration back to 100 per cent of the norm for that employee.
- 7.8 The fourth category of employee is addressed in regulation 8 of the instrument, which is informed by section 224 of the Act. Here a slightly different approach is taken (though with a similar overall objective) because there are no normal working hours which can be treated as if they had been worked. The remuneration which the employee receives in relation to any period when they were furloughed is calculated based on the reference salary which is used under the CJRS to calculate the employee's remuneration (and which, under the rules of the CJRS, is in turn informed by the employee's earlier remuneration during 2019 – 20). For the purposes of regulation 8, the full reference salary is to be used, rather than any reduced amount (for example, 80 per cent) which the employer may have agreed to pay the employee in accordance with the CJRS. Further, if the applicable cap under the CJRS of £2,500 per month limited the employee's remuneration in accordance with the CJRS, then this is disapplied for the purposes of regulation 8. The overall objective is that employee's remuneration for a particular week is, for the calculation of a week's pay, similar to the remuneration that the employee would have received if working and not furloughed.
- 7.9 In the case of each category of employee, remuneration for "actual" work is treated in the normal way.
- 7.10 Overall, therefore, this instrument seeks to ensure, for the benefit of furloughed employees whose employment is terminated, that the calculation of statutory entitlements relating to termination is based on their normal pay, rather than their furlough pay. The Government has encouraged employers to both retain employees where possible, and to not take advantage of the CJRS to reduce, for example, redundancy payments. This instrument is consistent with that encouragement. Absent this instrument, there is no clear obligation for employers to do so, which could well result in poorer outcomes for some employees, undermining the policy intent of the Act.

8. European Union (Withdrawal) Act/Withdrawal of the United Kingdom from the European Union

- 8.1 This instrument does not relate to withdrawal from the European Union.

9. Consolidation

9.1 No consolidation is necessary as the instrument does not amend another instrument.

10. Consultation outcome

10.1 Due to the need for Government to respond rapidly to the coronavirus situation, there has not been a formal consultation. We will work with stakeholders to promote this legislative change.

11. Guidance

11.1 The Government will publish guidance on this measure as soon as possible on or after laying.

12. Impact

12.1 The legislation aims to ensure relevant payments are not at risk of reducing through an employee receiving lower pay on furlough under the CJRS. Therefore, businesses will generally be facing similar costs relating to termination that they face in relation to employees who are not furloughed under the CJRS. Any cost on business, charities or voluntary bodies will be dependent on the number of redundancies (of relevant furloughed employees) that occur, While the Office for Budget Responsibility estimate that between 10% to 20% of furloughed workers could be made redundant, the exact amount is currently unknown and there is considerable uncertainty with any estimate. There will be small familiarisation costs incurred by employers, with implementation costs possibly in the low hundreds of millions. Any implementation costs will arise from businesses having to pay redundancy pay and notice pay not based on the lower pay received while on furlough.

12.2 There is no impact on the public sector as the vast majority of the public sector are not able to use the CJRS. Where an employer becomes insolvent, employees may seek to recover redundancy related payments via the Redundancy Payments Service, which will make payments in adherence to this instrument.

12.3 An Impact Assessment has not been prepared for this instrument as this is urgent legislation. The number of potential redundancies that may arise from employees currently furloughed is highly uncertain, with the mechanisms for costs to arise described in 12.1.

13. Regulating small business

13.1 The legislation applies to activities that are undertaken by small businesses.

13.2 No specific action is proposed to minimise regulatory burdens on small businesses. The Government will publish guidance that will assist all businesses, and businesses can also get support from the Advisory, Conciliation and Arbitration Service.

13.3 We do not expect a disproportionate impact on small businesses based on the available evidence. Employees from small and micro employers are proportionately more likely to have received funding from the CJRS than medium and large businesses. However, we do not hold evidence that would suggest that small and micro employers are more likely to pay their employees relevant redundancy related payments based on lower furlough pay, and thus would face a disproportionate cost from this legislation.

14. Monitoring & review

- 14.1 The approach to monitoring of this legislation is that a review clause is not necessary, because the instrument only concerns the treatment of a week's pay for employees who are furloughed under a time limited scheme.
- 14.2 The instrument does not include a statutory review clause and, in line with the requirements of the Small Business, Enterprise and Employment Act 2015 the Parliamentary Undersecretary of State at the Department for Business, Energy and Industrial Strategy has made the following statement: "Having had regard to sections 28 to 32 of the Small Business, Enterprise and Employment Act 2015 and Statutory Review Guidance for Departments published under section 31 (3) of that Act, I have decided that it is not appropriate to make provision for review in this instrument. The instrument only concerns employees furloughed under the CJRS and so by its nature is time limited. As such it falls outside the scope of the Government's policy objectives regarding provision for review."

15. Contact

- 15.1 Gurpreet Chana at the Department for Business, Energy and Industrial Strategy Telephone: 020 7215 8971 or email: gurpreet.chana@beis.gov.uk can be contacted with any queries regarding the instrument.
- 15.2 Joanna Warner/Helen Martin, Deputy Directors for Individual Rights and Migration, at the Department of Business, Energy and Industrial Strategy can confirm that this Explanatory Memorandum meets the required standard.
- 15.3 Nadhim Zahawi, Parliamentary Undersecretary of State at the Department for Business, Energy and Industrial Strategy can confirm that this Explanatory Memorandum meets the required standard.