



E-NEWS UPDATE...

LALC Training

Firstly, we would like to offer out a huge thank you to those that have taken part in both the Zoom Training sessions and for the Clerks who attended LALC's first ever remote Clerk's Training session last week. Whilst, inevitably, there has been the odd worry, glitch and technical problem along the way, it is great to report that last weeks Clerk's sessions ran with huge success and LALC are now excited to explore further training delivery in this way.

We are starting with arranging a Councillors Training Day, which will run within the next 2 weeks as a replacement for the courses which were cancelled on 29th April and 17th June. All delegates registered to attend the training have been contacted, however if any others would like to express an interest in taking part in the remote training, please contact Lindsey at lindsey.westman@lalc.co.uk and she will discuss booking etc with you.

Whilst it has been a necessity to postpone/cancel a number of events due to social isolating guidelines, LALC are doing all they can to ensure delivery of services to our member councils, most specifically in ensuring up to date information is shared efficiently, but also in delivering as much of LALC's 'core' training as possible remotely. Any core training which is cancelled will be delivered either remotely or rearranged as soon as we are able. We hope that all Councils still access the training they have booked to attend and make the most out of these unusual times. Things are certainly different to what we have experienced before, but LALC are determined to make the very best out of this situation and will do all we can to ensure each of you receive the support and guidance you require.

We have also now made the decision that we need to cancel the Annual Networking Day due to be held on Wednesday 15th July at the Bentley Hotel, Lincoln. In light of this decision however, it has been agreed that LALC's AGM & Conference in October will now be an amalgamation of both days, with even more workshops, even more trade stands, our amazing Shining Stars Awards Ceremony with the AGM being held in the evening. We really hope that you will join us for what is set to be the BIGGEST and BEST LALC event yet!

More details will follow in due course...

As always, stay safe, keep well and another HUGE thankyou for all you continue to do.

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CORONAVIRUS — INFORMATION FOR LOCAL (PARISH AND TOWN) COUNCILS **Updated Monday 4th May 2020**

Financial impact survey

NALC has gathered evidence on the financial impact of the coronavirus on local councils. This information is vital to our representation to the government on the loss of income to local councils during these difficult times, and the need for a tailored financial support package for the local council sector.

A short survey was sent to local councils and NALC's Super Councils Network to complete. We are also working with county officers on a separate survey on the financial impact on county associations.

Supporting communities

Local councils are ideally placed to inform and support residents as they already do in so many spheres — from assisting during flooding and other emergencies to supporting vulnerable or lonely people. And this will almost certainly be the case in the current situation. Cllr Sue Baxter, chairman of NALC, met Nigel Huddleston MP (DCMS minister and their representative on COBRA) on NALC's Lobby Day on 10 March, who saw a potentially big role for parishes during the current period, including keeping an eye on vulnerable people and encouraging new volunteers to come forward to help.

NALC has also engaged with PHE and communicated the desire from local councils to support their communities and the need for information on how best to do this within the scope of government advice on social distancing. PHE is launching further guidance to support community activities next week which we will share widely.

We know already the coronavirus has affected every community in a multitude of ways, with local councils doing a brilliant job in difficult circumstances. Playing their part to support the community and its residents, businesses, and groups at this challenging time.

Such as Woodbridge Town Council in Suffolk, which has set-up an emergency response group of councillors and volunteers which will assist with collection/delivery of medicines, shopping, walking the dog or simply being a voice at the end of the phone, and Hagley Parish Council in Worcestershire, which is acting as an information hub and plans to publicise restaurants offering a delivery service and contact details for NHS helplines. And Backwell Parish Council, Somerset, has a dedicated team of over 30 volunteers who can organise to have someone check in regularly with the elderly or at high-risk either by phone, Skype or FaceTime.

You can read more about their work, and that of other local councils, in our newly published [Coronavirus case studies](#) publication.

Useful national resources for supporting your community

- On 26 March, the government produced information on [how to help people safely](#).
- Public Health England has also produced a range of material to support the [Stay Home, Save Lives](#) campaign which is free to download and use.
- [NHS England has launched a national volunteer initiative](#) which you can share with your residents.
- The British Red Cross also has [a number of volunteer schemes](#) to help communities in emergency situations.

- Communities Prepared has created [free training resources](#) for volunteers and local groups wishing to support their communities during the pandemic — they also provide free training and resources around wider emergency preparedness too.
- NALC partners, Parish Online, has [published information](#) on how digital mapping can help local councils support their communities during this crisis. To support local councils at this time Parish Online is offering a [30-day free trial](#) to new subscribers

Local council meetings

On 2 April, the government published [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#). These regulations came into force on 4 April.

NALC has also responded to the government, feeding back issues relating to the regulations – this information can be found in the engaging with government section.

Understanding the regulations:

- NALC has a [legal briefing](#) on our interpretation of the regulations
- Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) have also produced [guidance on the regulations](#) on how they affect all local authorities – NALC was pleased to contribute to sections related to local councils.

Guidance for holding meetings remotely:

- NALC has produced guidance for local councils on [how to hold effective remote council meetings](#).
 - [Northamptonshire County Association of Local Councils](#) has created a [video](#) to demonstrate what a virtual meeting of (the fictional) Great Pipping Parish Council would look like. It is a training video designed to show how a chairman would deal with councillors joining by computer and phone, declarations of interest, public participation and confidential items where members of the public and press are excluded.
 - The National Centre for Cyber Security (NCSC) has [issued updated guidance](#) to help individuals and organisations choose, set up and use video conferencing safely and securely.
 - We have received a large number of queries related to Zoom. If you do choose to use Zoom, there is a range of free [information and training](#) to help people use the platform which is definitely worth having a look at to help get you started. A recent update on the Zoom blog has been [guidance on hosting public meetings](#) including how to keep uninvited guests out of your meeting.

Other activity related to remote council meetings:

- NALC has been pleased to be involved with a number of national organisations to provide [guidance and support on holding remote meetings](#).
- NALC engaged with the Crown Commercial Service and Zoom regarding a discounted package. This discount is only available for a minimum of 10 licences per subscription, so is unlikely to be appropriate for many local councils, but if you would like to find out more do contact your county association.

Managing risks to the council

We would recommend that local councils consider different scenarios and what actions might help mitigate any risks to the council. This will vary for individual councils and it may be that no specific actions or changes are required. As examples:

- It may be helpful to review your scheme of delegation to ensure it is fit for purpose and would ensure minimal disruption to the work of the council if councillors are not able to attend meetings and committees. For example, you may wish to consider if certain decisions could be delegated to the clerk, in consultation with the chairman and vice-

chairman, as a contingency plan in case council meetings are postponed due to the coronavirus

- You may wish to review critical functions or services and consider how these would continue in the case of staff absence
- You may have local residents with queries about coronavirus, in which case we would advise you signpost them to government information and advice as highlighted above

Impact on year-end accounts and audit

Following NALC's engagement with government around local council audit timeframes final regulations [were published](#) on 7 April and will come into force on 30 April. These extend the statutory audit deadlines for 2019/20.

The Joint Practitioners Action Group (JPAG) has produced updated flow charts and step-by-step guides related to the changes to audit time frames. These can be found on our [JPAG webpage](#).

We are pleased the government has listened to the sector and recognises the need for an extension to the timeframes for audit. This extension is for two months and not the minimum of at least three months which NALC called for in [our response to the consultation](#) on the draft regulations.

On 22 April, Max Soule, Deputy Director, Local Authority Accountability and Oversight at MHCLG has [emailed a letter to all local authority chief executives](#) in England, confirming the extended audit deadlines for 2019/20, just in case they were not aware through other sources. The letter is also being published on Gov.uk to ensure that it is in the wider public domain.

Will elections be affected?

The Coronavirus Act, which the government introduced on 19 March, postpones any elections that were due to be held in May 2020 until 6 May 2021. Any other electoral events, such as the council or parliamentary by-elections, will also be postponed until May 2021.

NALC has published a [legal briefing](#), which gives guidance on the implications for local councils of the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020. This includes commentary on the prohibition on holding elections to fill casual vacancies until 6 May 2021.

Government engagement

NALC is continuing to engage with the government, and other stakeholders such as the LGA and PHE, on how local councils are responding to the current public health crisis, and raising issues regarding any impact on the operation of our local councils.

The fast-tracked Coronavirus Bill was considered by the House of Commons on 23 March and House of Lords on 24/25 March. It has now received Royal Assent and is an [Act of Parliament](#). Provisions of particular relevance to local councils are on the postponement of local elections and local authority meetings. We are pressing the Ministry for Housing Communities and Local Government (MHCLG) to work with us on any subsequent regulations. We don't have the timeframe for those at present but will keep you updated.

A summary of issues which we have been raising with MHCLG, including those which relate to the Coronavirus Act, include:

- Holding of statutory meetings (such as annual parish meeting and the annual council meeting) – We are communicating the concerns that councils have around their ability to hold meetings within the statutory deadlines.
- Audit deadlines — We are communicating the concerns that local councils have around their ability to hold meetings within the statutory deadlines.
- Local elections — With the postponement of local elections we are seeking clarification on the implications of this, including on by-elections and neighbourhood planning referendums.

- Democratic decision-making (e.g. if councils are unable to be quorate for an extended period of time) — We are communicating the difficulties that councils are experiencing or expecting, this includes the question of phone/online attendance.
- Public Works Loan Board – We have sought clarification on whether repayments would be subject to deferral in keeping with other measures announced regarding mortgages and loans.

On 16 March, local government secretary Robert Jenrick MP addressed over 300 council leaders and sector bodies in a call on the government's response to coronavirus. He reaffirmed the government's commitment to supporting councils to focus their efforts on the priority area of social care, providing vital support for vulnerable people and supporting their local economies — [read the full press release on MHCLG's website](#). NALC is still pressing for clarification on how some of these changes not covered in the Coronavirus Act will be applicable to local councils.

On 30 April, Robert Jenrick MP, secretary of state for Housing, Communities and Local Government, wrote a [letter to town and parish councils](#) thanking them for their work supporting communities during this pandemic. Cllr Sue Baxter, chairman of NALC, [responded](#) saying "I am pleased the local government secretary has acknowledged and praised the fantastic response from local (parish and town) councils across England in supporting their communities during this pandemic. I welcome the recognition of the financial challenges facing local government and the need for support. We will continue to discuss how best to address this with the government and the Local Government Association."

NALC will continue to engage with the government on these issues.

Coronavirus Job Retention Scheme

The government have introduced a scheme to allow some employers to furlough certain members of staff and reclaim a proportion of their salaries — [find out more about the scheme](#). The government's Coronavirus Job Retention Scheme is available to public sector organisations and the guidance states that "the government expects that the scheme will not be used by many public sector organisations, as the majority of public sector employees are continuing to provide essential public services or contribute to the response to the coronavirus outbreak".

NALC feels that the government guidance at this point is not clear on whether local councils could reclaim salaries from furloughed employees or not. We have continued to seek more detail from the government to clarify this situation.

It would appear to be possibly relevant for those staff whose jobs have fallen away as a result of the restrictions being put in place to fight COVID-19 and where they cannot be reallocated to other roles. At the heart, the Coronavirus Job Retention Scheme is to help avoid redundancies. For example, where a local council has community facilities that have been closed as a result of COVID-19, there will be no income from these facilities to pay for the caretaker or other staff who run the facilities.

So where local councils have staff who are unable to work in their current roles, where that role is funded from income other than precept, and they are unable to be redeployed to another role to support the response to coronavirus, the council may wish to consider furloughing those staff with the hope of being able to reclaim a portion of their salaries. But at this stage, while NALC could not be certain that the council would be successful in claiming back that salary, we are hearing from councils that have been successful in applying. Therefore if councils believe it is appropriate to apply then they should consider doing so.

The government has [opened applications](#) to the Coronavirus Job Retention Scheme and produced [guidance](#) to support organisations who wish to make a claim through this scheme. If a local council is considering furloughing any staff then NALC and HR Service Partnerships (HRSP) have produced template letters for members to aid this process.

[Template letter asking to be furloughed](#)
[Template letter to confirm furloughed arrangements](#)

HRSP has also uploaded [FAQ's on their website](#) this morning with the latest updates on the scheme.

Getting tested

The government guidance on [getting tested for COVID-19](#) is available which includes information on who would be regarded as an essential worker and so be prioritised for testing. On 1 May, Robert Jenrick MP [wrote to all local government employees in England](#) thanking them for their support during the pandemic, and outlining how staff can get tested.

Homeworking

As an employer, if the council provides homeworking expenses for your employees, you have certain tax, National Insurance and reporting obligations. The council as the employer is has the same health and safety responsibilities for staff working from home as they do for those in an office. The Health and Safety Executive has [useful information](#) that could inform your approach.

HR-related issues

NALC's partner HR Services Partnership are [keeping their website updated](#) with issues related to the coronavirus.

National Joint Council guidance on working from home

On 17 March the National Joint Council for local government services has issued [guidance for councils and council staff on working from home](#).

Statutory Sick Pay

The Statutory Sick Pay (General) (Coronavirus Amendment) Regulations 2020 were made on 12 March 2020 and came into force on 13 March. They amended the Statutory Sick Pay (General) Regulations 1982 and provide that statutory sick pay will be available to anyone isolating themselves from other people in such a manner as to prevent infection or contamination with coronavirus disease, in accordance with the guidance published by Public Health England, NHS Scotland or Public Health Wales and effective on 12 March 2020, and by reason of that isolation is unable to work. The government has said that the Statutory Sick Pay will be payable from the first day (not, as previously from day four) and that employers with fewer than 250 employees will be able to reclaim the cost from the government up to a maximum of two weeks' Statutory Sick Pay. The Secretary of State is required to keep the operation of the Regulations under review and they will cease to have effect eight months after they come in to force.

Allotments

The National Allotment Society has issued [useful guidance on how to manage allotments](#) in accordance with government regulations.

Are national events and celebrations being affected?

Many local councils were planning to get involved in national events and celebrations such as [Great British Spring Clean](#) and [VE Day 75](#), these have been postponed.

In the meantime Keep Britain Tidy have launched their [#LoveWhereYouLive campaign](#), as in the current climate a lot of activities that communities do are not possible, but that doesn't mean that we can't still love where we live.

The national commemorations to mark VE Day 75 on 8 May are being scaled back and the government is working on new plans to ensure the nation can still thank the Second World War generation on VE Day in May and provide the fitting tribute they deserve. Local councils are instead being encouraged to support local digital solutions for celebrations. Once this immediate crisis abates, communities may also be encouraged to turn their attention to planning for VJ day on 15 August. The Great British Spring Clean has also decided to postpone its annual event and

relaunch later in the year, with the postponed campaign hoping to take place between 11 and 27 September 2020. For these and other events, local councils should check the relevant event website for the latest information and updates.

Coronavirus and cybersecurity

Two of NALC's partners have provided advice for local councils on cybersecurity. Microshade has provided additional [advice for local councils as fraudsters are exploiting the spread of coronavirus to facilitate various types of fraud and cybercrime](#) and BHIB Councils Insurance has developed [cybersecurity tips to help keep local councils and their staff to stay secure and keep online data safe](#).

CiLCA deadlines pushed back

In light of the ongoing COVID-19 situation, all CiLCA candidates who are currently registered will be granted an additional three months to complete their portfolio. This extension will be automatically granted for all candidates and you will not need to contact the CiLCA administrator. This automatic extension will be reviewed at the end of June. In the meantime, all registered candidates who have attended relevant training should continue to submit work when it has been completed to an appropriate standard. New candidates are reminded that they should not register for CiLCA until they have a training programme in place.

Data protection and GDPR

On 12 March the Information Commissioners Office (ICO) [released a statement](#) to reassure organisations seeking to support their communities at this time. It includes this information: "Data protection and electronic communication laws do not stop Government, the NHS or any other health professionals from sending public health messages to people, either by phone, text or email as these messages are not direct marketing. Nor does it stop them using the latest technology to facilitate safe and speedy consultations and diagnoses. Public bodies may require additional collection and sharing of personal data to protect against serious threats to public health.

The ICO is a reasonable and pragmatic regulator, one that does not operate in isolation from matters of serious public concern. Regarding compliance with data protection, we will take into account the compelling public interest in the current health emergency."

To support this statement the ICO has also produced [further guidance around data protection and coronavirus](#).

Local death management powers

The government has produced [statutory guidance](#) issued under s.58 and Schedule 28 to the Coronavirus Act 2020. The 2020 Act introduced new powers for local authorities and government to support the resilience of local death management systems, and step in if they become overwhelmed.

Parish councils are excluded from the definition of the local authority for the purposes of s.58 and Schedule 12 to the 2020 Act. Their role as burial authorities is recognised. Essentially the role of parish councils under the 2020 Act is one of co-operation should they choose to do so:

- The powers in Part 1 of Schedule 28 enable local authorities to require persons and national authorities to provide information to assist those authorities to ascertain the capacity to deal with transportation, storage or disposal of dead bodies and other human remains in a particular area or nationally. The guidance on Part 1 confirms that parish councils "are not included in the definition of what constitutes an English local authority. However, as parish councils are often burial and/or cremation authorities, they may cooperate with local authorities to ensure appropriate death management occurs".
- Part 2 of Schedule 28 gives powers of direction to local and national authorities in order for them to manage capacity in the death management system. The guidance on Part 2

provides that parish councils "are not included in the definition of what constitutes an English local authority. However, as parish councils are often burial and/or cremation authorities, they may cooperate with local authorities to ensure appropriate death

Neighbourhood planning

The government has provided [guidance](#) where the coronavirus situation impacts on neighbourhood planning including the referendum process, decision-making, oral representations for examinations, and public consultation — find it by scrolling to the very bottom of the [neighbourhood planning guidance](#).

Playgrounds

BHIB Councils Insurance has developed advice on [expectations of local councils regarding playgrounds and outdoor fitness equipment](#).

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Corona Virus Update

Latest Update issued 4/5/20.

As the easing of the Lockdown approaches, the Govt are considering a number of guidelines to help Employers reduce the risk of spreading the Corona virus.

Employers will need to consider how they can reduce the risks of spreading the disease in their work places by implementing Govt Guidelines.

The following list of guidelines are believed to be under consideration by Govt Ministers and Advisers.

General guidance for all workplaces

- Staggering arrival / departure times to reduce crowding in and out
- Providing additional parking or bike-racks
- Reducing congestion, for example by having more entry points to the workplace.
- One for entering the building and one for exiting if possible
- Handwashing or hand sanitation at entry and exit points
- Alternatives to touch-based security devices such as keypads
- Storage for staff clothes and bags
- Staff to change into work uniforms on site using appropriate facilities/changing areas
- Washing uniforms on site rather than at home
- Discouraging non-essential trips within buildings and sites
- Reducing job and location rotation, for example, assigning employees to specific floors
- Introducing more one-way flow routes through buildings
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs.
- Regulating use of corridors, lifts and staircases

- Reviewing layouts to allow staff to work further apart from each other
- Using floor tape or paint to mark areas to help staff maintain 2m
- Avoiding employees working face-to-face. Working side-by-side or facing away from each other where possible
- Using screens to create a physical barrier between people where appropriate
- Staggering break times to reduce pressure on the break rooms, using outside areas for breaks
- Using protective screening for staff in receptions or similar areas
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions
- Providing packaged meals or similar to avoid opening staff canteens

Hotels and restaurants

- Bar areas must be closed
- Seated restaurants and cafés must be closed
- All food and drink outlets to serve takeaways only
- Allowing access to as few people as possible into kitchens
- Minimising interaction between kitchen workers and other workers
- Putting teams into shifts to restrict the number of employees interacting
- Spacing workstations 2m apart as much as possible
- Minimising access to walk-in pantries, fridges and freezers, with likely only one person being able to access these areas at one point in time.
- Minimising contact at "handover" points with other staff, such as when presenting food to serving staff and delivery drivers
- Hand sanitiser for visitors
- Avoid crowded reception areas, staggering check-in and check-out times
- Carrying out contractor services at night
- Considering room occupancy levels to maintain social distancing, especially in dormitories.
- Minimising contact between kitchen and food preparation workers and delivery drivers
- Using front of house staff to serve customers in walk-in takeaways, with tills 2m away from the kitchen and ideally separated by a wall or partition.
- Creating a physical barrier between front of house workers and customers
- Using contactless card payments
- Limiting access to premises for people waiting for takeaways. Asking customers to wait in their cars
- Asking customers to order online, on apps or over the telephone

Care Workers in other people's homes

- Asking that households leave all internal doors open
- Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors
- Limiting the time spent in close proximity to no more than 15 minutes.
- Limiting the number of workers within a confined space
- Using a consistent pairing system if people have to work in close proximity
- Allocating the same workers to a household where jobs are repetitive
- Where multiple workers are in a home, creating fixed teams of workers who carry out their duties in those teams
- Identifying areas where people need to hand things to each other and find ways to remove direct contact
- Allocating the same worker to the same household each time there is a visit.
- Using electronic payment methods and electronically signed and exchanged documents.
- Factories and warehouses

- Planning for the minimum number of people needed on site
- Servicing and adjusting ventilation systems
- Frequent cleaning of work areas and equipment
- Frequent cleaning and disinfecting of objects and surfaces
- Clearing workspaces and removing waste at the end of a shift
- Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment
- Hand sanitiser for employees to use
- Regular cleaning of reusable delivery boxes

Offices

- Office staff should work from home if at all possible.
- Employees in roles critical for business can go in
- Employees who cannot work from home can go in
- Planning for the minimum number of people needed on site
- Monitoring the well-being of employees who are working from home
- Keeping in touch with off-site employees including welfare, mental and physical health and personal security
- Review layouts, line set-ups or processes to let employees work further apart
- Arranging for employees to work side-by-side or facing away from each other
- Screens to create a physical barrier between people
- Floor tape or paint to mark areas to help employees keep to a 2m distance
- Avoiding use of hot desks and spaces
- Limiting use of high-touch items and shared office equipment
- Using remote working tools, to avoid in-person meetings.
- Avoiding transmission during meetings, avoiding sharing pens
- Only necessary participants should attend meetings
- Hand sanitiser in meeting rooms
- Holding meetings in well ventilated rooms
- Limiting or restricting occupancy in group interaction spaces
- For areas where regular meetings take place, using floor signage to help people maintain social distancing

Working outdoors

- Only workers deemed necessary to carry out physical work or supervision should physically attend
- Changing layouts to let workers work further apart
- Using screens to separate people from each other
- Using a consistent pairing system if people have to work in close proximity
- Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other

Working in a vehicle

- Reducing the number of employees at base depots or distribution centres at a given time
- Scheduling times for the collection of goods
- Loading onto vehicles without interacting with driver
- Reducing job / location rotation.
- Finding alternative solutions to two-person delivery
- Minimising the contact during payments and exchange of documentation
- Single person / contactless refuelling where possible.
- Physical screening if safe
- Using a fixed pairing system if people have to work in close proximity

- Making sure vehicles are well ventilated
- Ensure regular cleaning of vehicles
- Using non-contact deliveries wherever possible.
- Non-contact deliveries where the nature of the product allows
- Maximising use of electronic paperwork.

Please note the above is subject to change. If you have any questions please either call ourselves, or alternatively check the ACAS, NHS and / or Govt. website links below

Kind regards

Chris Moses LLM Chartered FCIPD

Coronavirus

Please Note, we can provide information on paying Sick Pay to staff only, during this outbreak please go to:

<https://www.personneladviceandsolutions.co.uk/newsletters.php>

For any other information about Coronavirus, please check the following useful websites

<https://www.acas.org.uk/coronavirus>

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

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Working at home allowance

From 6 April 2020 your employer can pay you up to £6 a week (£26 a month) to cover your additional costs if you work from home. For previous tax years the rate is £4 a week (£18 a month).

You will not need to keep any records.

You may be able to claim tax relief for some of the bills you have to pay because you have to work at home on a regular basis. You cannot claim tax relief if you choose to work from home. You can only claim for things to do with your work, for example, business telephone calls or the extra cost of gas and electricity for your work area.

You cannot claim for things that you use for both private and business use, for example, rent or broadband access.

Check if you are entitled to claim by following the link below:
<https://www.gov.uk/tax-relief-for-employees/working-at-home>