



Dear Head of Chambers,

1. You will have received a letter from the Treasurer, Sir Stephen Irwin, on 3 April on the approach the Inn is taking to try and assist Chambers at this time. This letter is by way of a follow-up to the Treasurer's letter in order to inform you of the procedure that will be applied to requests for assistance.
2. In any given case where hardship is raised due to Covid 19, I am afraid that we will need to ask for details as to the basis of financial need. Of course, normally we could not and would not ask for such intrusive information, but this is not a normal situation. We do understand the sensitivities around this and all applications will be handled with the utmost confidentiality and will only be seen by the new Hardship Working Group (HWG). Support to Tenants will come at a cost to our capacity to support students, scholarships and the charitable activities of the Inn, and needs to be justified. Because the Inn has no reserve fund and relies upon annual revenue to service the budget, the loss of the £1m commercial income arising from cancelled summer events has seriously affected our financial position. However, where we are able to provide some assistance is in the deferral of rent.
3. Where the evidence of need can be provided, which it is demonstrated cannot be satisfied by other means that are reasonably open to the Chambers, the Inn will be prepared to agree to defer (interest free) payment of the rent due in June to September or December. The September rent would be due on time and would have to include payment of the deferred rent that would otherwise have been payable in June. If difficulties continue, a further extension or extensions will be considered, subject to agreement by the Management Committee (via the HWG). The mechanism of deferment would be a side letter to the lease.
4. For those who wish to submit an application for a rent deferral could I please ask you to provide the HWG with as much information as possible and as a guide, the HWG Terms of Reference are attached (the element referring to Residents has been removed). It contains the sort of information the HWG would like to see to help them understand your financial position. It is understood that some of the headings will not apply to you and we do not want this to be a major bureaucratic burden.
5. You will also see from the HWG Terms of Reference the commitment to responding to applications quickly. Please could those who wish to apply, do so by email to the Under Treasurer who will pass the details to the other members of the HWG. You will appreciate the need for electronic submissions at this time.

Tony Harking
Under Treasurer

8 April 2020