

11th June 2020

Dear All,

Rendall and Rittner Limited - Office Update

Like many businesses, we have been considering our office strategy, having been required by Government to facilitate home working for all our Head Office staff in response to the Coronavirus pandemic.

I am pleased to say that these arrangements have worked extremely well, supported by the substantial investment in IT that we had already made in 2019 when we moved our operating platform to Microsoft Office 365. Hopefully you have been able to continue to work with us during these turbulent times without noticing material upheaval.

The success of the change to home or “agile” working since March, using video conferencing for most communications, has prompted us to consider whether in fact a longer-term change in office strategy would be sensible. We have considered this carefully and see the following advantages for staff, clients, suppliers and our business:

- The change will allow our staff to spend more time on site, supporting on-site staff where applicable, meeting suppliers and dealing with issues from site to a greater extent.
- The change will reduce travel time and travel costs for staff generally.
- The change will facilitate client meetings to be held electronically by video conference, improving efficiency for all participants.
- Staff will be able to work more flexibly, improving their work/life balance and improving staff retention to the benefit of the company, its clients and suppliers.
- The change will support the sustainability of the business across the board. Constantly improving the sustainability of the business is a key objective for Rendall and Rittner Limited.

One consequence of our decision to move to an agile working model is that we will surrender our lease at Portsoken House when it expires in September. We will, however, retain our offices in Royal Arsenal, St George Wharf, Canary Wharf and Croydon, as well as our regional offices in Manchester, Milton Keynes and Bournemouth. In addition, we may also look at other satellite offices to assist our clients and staff. Once the pandemic has passed, these office locations will be used flexibly for meetings and for office-based working where this is necessary. In the coming 12 months we will review the success of this decision regularly to see what further facilities, if any, are needed for the business. We will of course also deal with the logistics of moving registered offices, etc. and will be providing further updates as we work through those issues.

In the interim I take the opportunity to thank you for your continued support and if you have questions on our plans, please write to me at duncan.rendall@rendallandrittner.co.uk .

Best wishes,



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CEO

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