

South Cambridgeshire

# OPEN FOR BUSINESS

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## Business Advice and Support

Monday 10 August 2020

In addition to the information in this newsletter, we suggest monitoring the [Council](#) and [Government](#) websites for the most up to date information and support.

We also have a dedicated [Business Support team](#) to assist with all business related enquiries – please get in touch with us and we will help you find the advice and support you need.

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# 1. Brexit

✔ Check   ✔ Change   ✔ Go

The Government's '[The UK's new start: let's get going](#)' campaign includes a [checker tool](#) to identify the steps that businesses or individuals need to take ahead of the end of the Brexit transition period on 31 December. The tool enables business to answer seven key questions which will return information specific to your business sector on the steps you need to take.

## The Federation of Small Businesses

Small businesses can find comprehensive advice via the Federation of Small Businesses website within the [Brexit section](#).

## The Chambers of Commerce

The Chambers of Commerce has a Brexit Hub containing detailed [information](#) on what businesses need to do to be ready for the end of the transition period. The hub has easy to understand links to [further information](#) on:

- Workforce
- Cross Border trade
- Taxation and insurance
- Currency/intellectual property/contracts
- Regulatory compliance and data protections
- Sectors
- Countries
- European funding and public procurement

## Support and guidance for trading overseas from January 2021

The Chambers of Commerce is hosting an online event on preparing for trading overseas from January 2021. Richard Bartlett, Director of Export Unlocked, will explain how you can access government funding for training courses to assist with your international trade activities. He will also provide a general overview of the

training courses that are available from the Chamber. The online event will take place on 25 August, 4 to 5pm. [Registration](#) is free.

## **Apply for grants if your business completes customs declarations**

The next phase of the [customs grant scheme](#) is now open for applications. It sees a record £50 million investment as part of the measures to accelerate growth of the customs intermediary sector and help meet the increased demand it will see from traders at the end of the transition period.

Customs intermediaries – including customs brokers, freight forwarders and express parcel operators – as well as traders who complete their own declarations, are among those who can now apply for grant funding to support with recruitment, training and IT to handle customs declarations.

## **2. Grants, funding and finance during coronavirus**

### **Coronavirus Job Retention Scheme**

From 1 August 2020 the Coronavirus Job Retention Scheme no longer funds employers' National Insurance (NI) and pensions contributions. Employers will have to make these payments from their own resources for all employees, whether furloughed or not.

HMRC has issued [guidance](#) outlining what employers who have claimed too much, or not enough, from the Coronavirus Job Retention Scheme need to do. [Information](#) has also been published on the penalties for not telling HMRC about Coronavirus Job Retention Scheme grant overpayments.

### **Job Retention Bonus – reminder**

The Government's [Job Retention Bonus](#) will provide additional support to employers who keep on their furloughed employees in meaningful employment after the Coronavirus Job Retention Scheme ends on 31 October 2020. The Job Retention Bonus is a one-off payment to employers of £1,000 for every employee who they

previously claimed for under the scheme, and who remains continuously employed through to 31 January 2021. Eligible employees must earn at least £520 a month on average between the 1 November 2020 and 31 January 2021. Employers will be able to claim the Job Retention Bonus after they have filed PAYE for January and payments will be made to employers from February 2021.

## **New law to ensure furloughed employees receive full redundancy payments**

Furloughed employees who are made [redundant](#) will receive redundancy pay based on their normal wage, under new laws which came into force on 31 July. The changes will also apply to statutory notice pay and other entitlements.

## **Calculate how much you can claim using the Coronavirus Job Retention Scheme**

The Government's [tool](#) enables you to calculate how much to pay your furloughed employees for hours on furlough, how much you can claim for employer National Insurance Contributions and pension contributions, and how much you can claim back.

## **New grants to help smaller businesses**

At the end of July the Government announced £20 million of new [funding](#) to help smaller businesses across England recover from the effects of the pandemic. Small and medium sized businesses will have access to grants of between £1,000 and £5,000 to help them access new technology and other equipment as well as professional, legal, financial or other advice. The eligibility criteria on this funding will be confirmed shortly. To register your interest please email our [Business Support Team](#).

## **Culture, hospitality, tourism and leisure**

Detailed guidance for cultural and heritage organisations needing urgent funding to survive and return to viability by March 2021 has now been announced by [Arts](#)

[Council England](#), the [Heritage Lottery Fund/Historic England](#), and [British Film Institute](#). Council-run museums, theatres and heritage buildings are able to apply. Libraries are not eligible for the funding.

Organisations and services will need to show they will be functionally bankrupt by March 2021 as a result of COVID-19; have a clear plan for using the funding to return to viability by March 2021; and demonstrate either that they are of national or international significance **or** that they contribute locally to the levelling up agenda. This is interpreted to mean: acting as a large employer, enhancing local skills, or attracting locally significant levels of tourists. Applicants must also show they are working in partnership locally or driving innovation in their art form.

### **Discretionary Grant Funding for the Retail, Hospitality and Leisure sector – reminder**

This [grant](#) is aimed at small businesses who have been impacted by the COVID-19 pandemic. Through the Local Authority Discretionary Grant Fund (LADGF) we can dispense grants to the value of £25,000, £10,000 or any amount below £10,000, at our discretion. Applications for this grant need to be [submitted](#) by 27 August.

## **3. Innovation Funding and Support**

### **Innovation for sustainable fashion**

Cambridge Institute for Sustainable Leadership is running a six week virtual programme and is looking for tech startups or entrepreneurs whose innovations are tackling sustainability challenges in the fashion industry. The programme is part funded by the European Regional Development Fund and is free for SMEs based in England. The programme requires weekly attendance of 2-3 hours and will run from 9 to 14 October. [Applications](#) close on 26 August.

### **The Small Business Leadership Programme**

[The Small Business Leadership Programme](#) (SBLP) supports senior leaders to enhance their business's resilience and recovery from the impact of COVID-19. It

helps small and medium-sized businesses to develop their potential for future growth and productivity. The fully funded 10 week programme will be delivered online by small business and enterprise experts from world-leading business schools.

Participants will develop strategic leadership skills and the confidence to make informed decisions to boost business performance.

## **The Sustainable Innovation Fund**

UK registered businesses can apply for a share of up to £26 million for new projects focusing on sustainable economic recovery from COVID-19. This [funding](#) is from Innovate UK. Innovate UK, as part of UK Research and Innovation, is investing up to £26 million to fund single and collaborative research and development projects as part of The Sustainable Innovation Fund. The aim of this competition is to help all sectors of the UK rebuild after the effects of COVID-19. All projects must be led by a business. Proposals can only be from a single business. To lead a project your organisation must be a UK registered business of any size. Applications close on 2 September.

## **Start Up loans**

Start Up loans provide Government-backed personal loans for business purposes. They are available to individuals over the age of 18 who are eligible to start a business in the UK. Generally loans of up to £25,000 are available at a fixed rate of interest and are repayable over 1 to 5 years.

Delivery partners for the loans in the East of England are listed on our [website](#). In addition to helping applicants prepare their business plan and cash flow forecast, the delivery partners are responsible for assessing final loan applications and providing ongoing mentoring support to successful applicants.

## 4. Guidance for businesses during coronavirus

### Working safely during coronavirus

The Government has updated advice for employers who now have more discretion over how employees can [work safely](#), whether by continuing to work from home or attending a Covid-secure workplace.

### Joint Biosecurity Centre Action Cards

The Joint Biosecurity Centre has now published [Action Cards](#) to provide the latest instructions to anyone responsible for businesses or organisations (e.g. cafés, hairdressers or places of worship) to identify, report and respond to coronavirus outbreaks.

They have been developed to cover a range of businesses and organisations to provide specific advice on the issues each type of organisation may face now lockdown restrictions have been eased. The cards are designed to be printed or downloaded to keep on-hand in a business or organisation, providing a single point of access to the right information to ensure local Health Protection Teams can be notified in a timely manner by all sectors. The cards complement and support existing local or sector specific guidance and are not intended to replace existing guidance or the expertise of local public health professionals.

### Eat Out to Help Out scheme

The Government has provided [promotional material](#) to help businesses promote their participation in the Eat Out to Help Out scheme. The material includes printable posters, table talkers and logos for use in social media. Businesses can [register](#) to use the scheme online.

The [claims](#) service for restaurants taking part in the Eat Out to Help Out scheme is now open. Outlets can now claim reimbursement from the Government for discounts

given to their diners for the first week (Monday to Wednesday), and payment will be made within five working days.

Businesses must wait seven days from the date of registration to make their first claim and can only claim for scheme discounts offered on or after the date registered. Claims can be made weekly. When signed into the service, businesses must select the periods that they are claiming for. A [video](#) is also available which guides users through making a claim.

We have produced a [guide](#) for customers to located businesses that are participating in the scheme. If you run an establishment which is currently not listed, please let us [know](#) and we will add you to the list.

## **Face coverings**

The Government has updated guidance on face coverings. From 8 August the [requirement](#) to wear a face covering has been extended to include additional indoor settings where people are likely to come into contact with others they do not normally meet, such as museums, galleries, cinemas and places of worship.

## **Self-isolation period extended to 10 days**

The UK's Chief Medical Officers have [extended](#) the self-isolation period to 10 days for those in the community who have coronavirus symptoms or a positive test result.

## **Health and care workers to self-isolate on return to UK from high-risk countries**

Registered health and care professionals travelling to the UK from [high-risk countries](#) will be required to self-isolate for 14 days. Health and care professionals returning from a country which has a travel corridor to the UK will not be required to self-isolate on return.

## **Providing apprenticeships during the coronavirus outbreak**

A Government document sets out [guidance](#) for apprentices, employers, training providers and assessment organisations in response to the impact of coronavirus.



This includes updates on the temporary flexibility to allow apprenticeship certificates to be sent to an alternative address and the end point assessment (EPA) flexibilities that are extended until the end of the year.

## **Help and support if your business is affected by coronavirus**

Watch [videos](#) and register for free webinars to learn more about the support available to help you deal with the economic impacts of coronavirus.

## **Social distancing cards or badges**

The Government has provided information on [optional badges](#) that are available and can be used by individuals who have difficulties or concerns in maintaining social distancing. The badges are available for mobile phones as well as in print and can be used by the individual to show others their concerns.

## **Self-Employment Income Support Scheme eligibility**

HMRC has published [guidance](#) on how those who are self-employed, or a member of a partnership, can verify they had a new child which affected their eligibility for the Self-Employment Income Support Scheme.

## **Commercial waste**

If Greater Cambridge Waste collects your rubbish, please note that they are still collecting business waste if bins are placed in their usual locations. If you'd like to suspend your collections, please email [trade@scambs.gov.uk](mailto:trade@scambs.gov.uk).

# **5. Non-coronavirus guidance and support**

## **Shop Local week**

The Government is running a 'Shop Local' week as part of its #EnjoySummerSafely campaign. The week is to celebrate the British high street – encouraging customers to come back to their safe local shops, supporting the local economy and local jobs.

Local businesses are encouraged to look out for content on the Department for Business, Energy and Industrial Strategy (BEIS) social media channels. BEIS will also be watching out for the best digital content from local businesses using #ShopLocal and will look to amplify it. A [toolkit](#) is available to show how businesses can get involved.

## **Recruiting an apprentice webinar**

The Institute of Directors (IoD) Eastern region is hosting a free to attend webinar about how to recruit an apprentice in your industry. It will also cover the benefits that apprentices bring to businesses, and bust myths and misconceptions around apprenticeships. The [webinar](#) will take place via Zoom on 11 August from 3.30pm to 4.30pm.

## **Championing business with digital business transformation**

Cambridgeshire Chambers of Commerce is hosting an [event](#) on how the last few months have impacted the way we communicate and how businesses have been affected. Oliver Forder, Co-Founder and CEO of 360Freedom Ltd, will provide a general overview and give the opportunity for you to be part of the conversation and share your experiences. The free event takes place on 13 August from 4pm to 5pm, and all businesses are welcome.

## **Work and wellbeing**

The Federation of Small Businesses (FSB) is hosting a national online event: Work and wellbeing and why your mental health matters. The event is open to FSB members and non-members and will take place on 14 August from 2pm to 4pm. [Registration](#) is free.

## **Championing business with the latest employment updates**

The Chambers of Commerce will welcome the Minister for Employment, Mims Davies to discuss employment and skills challenges at an online event on 27 August, from 3pm to 4pm. The talk will look at challenges stemming from the pandemic,

leaving the EU, and a changing labour force. The Minister will provide updates on government employment support initiatives, including Kickstart. [Registration](#) is free.

## **Queen's Awards for Enterprise – reminder**

The Queen's Awards for Enterprise are the most prestigious awards for UK businesses recognising and rewarding their outstanding achievements in the fields of: Innovation, Sustainable Development, International Trade and Promoting Opportunity (through social mobility). 90 per cent of 2020 winners were SMEs. The Awards can bring sustainable benefits to winners including increased staff morale, boosts to turnover and international trade, greater recognition and excellent marketing opportunities. Winners are also invited to a reception in Buckingham Palace. Almost all UK businesses can apply and [applications](#) are open until 9 September.

The local [Business Support and Development team](#) at South Cambridgeshire District Council is happy to answer any questions you may have relating to the Awards.