

# Covid-19 Business Support Guide.





HM Government

**NHS**



**HANDS**



**FACE**



**SPACE**

# Booklet features



Business Rates	5
Economic Development Team	6
BEST Growth Hub	7
Back to Business Essex	8
Superfast Broadband	9
Environmental Health	10
Water Supply	12
Building Control and Planning	13
Trading Standards	14
Business Continuity	15
Provide Healthy Lifestyle	16
Procurement	17
Skills	18
EU Exit	19

## Contact us



01799 510510



[uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)



Uttlesford District Council  
Council Offices  
London Road  
Saffron Walden  
Essex CB11 4ER

[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

Connect with Uttlesford  
District Council



Follow us on @UttlesfordDC  
and @UDCBusiness



Sign up for Business News emails at  
[www.uttlesford.gov.uk/keepmeposted](http://www.uttlesford.gov.uk/keepmeposted)



# CAN YOUR BUSINESS GET A BETTER GAS & ELECTRICITY DEAL?



## Uttlesford District Council is working in partnership with 'Bionic' to offer an innovative energy switching service to local SME businesses

'Bionic' has already arranged more than 250,000 gas and electricity contracts for Britain's small and medium sized businesses.

- Save on average £725 on your business energy
- An expert will compare prices from a range of trusted suppliers and help you choose the tariff that's right for your business

- You'll save time, as 'Bionic' will take care of setting up your new contract. It's easy to get a better value for money deal, simply register your details at <https://bionic.co.uk/business-energy> or call 0800 152 2930. An advisor will phone you back to discuss your business and energy requirements.

It is useful to have a copy of your most recent energy bill to hand.

If you want to know more about this partnership, contact the Braintree and Uttlesford Sustainability Team on 01376 552525.



# Business Rates



In response to the Covid-19 crisis the Government announced that businesses in the retail, hospitality and leisure sectors in England will not have to pay business rates for the 2020 to 2021 tax year.

You're eligible if your property is a:

- shop
- restaurant, café, bar or pub
- cinema or live music venue
- assembly or leisure property - for example, a sports club, a gym or a spa
- hospitality property - for example, a hotel, a guest house or self-catering accommodation

You do not need to take any action as the discount has been automatically applied.

Remember we are here to help so if you are having difficulty paying please let us know. In some circumstances discounts, reliefs and exemptions apply so it is worth checking our website for the qualifying criteria -see [www.uttlesford.gov.uk/businessrates](http://www.uttlesford.gov.uk/businessrates) It is also possible to change the amount of instalments to spread the cost. Payment of business rate bills is automatically set on a 10-monthly cycle; however, annual business rates can be paid over 12 monthly instalments on request.

Call 01799 510510 and ask for the Business Rates Team.

# Economic Development Team



As life returns to the new normal many businesses are finding they need uncomplicated, user-friendly, instant access to support and advice.

The Economic Development Team at Uttlesford District Council are on hand to help you navigate the government guidance and signpost

you to the most relevant business advice services and finance available to help your business survive.

We are here to work with you by providing resources, advice and information to assist you.

[www.uttlesford.gov.uk/business](http://www.uttlesford.gov.uk/business)

To contact the Economic Development Team,  
email [business@uttlesford.gov.uk](mailto:business@uttlesford.gov.uk)

# BEST Growth Hub



**BEST**  
FOR BUSINESS SOLUTIONS  
Business Essex, Southend and Thurrock

Our business navigators across Essex are available for free discussions via phone or email to answer your questions and concerns, as well as point you in the right direction for external or government advice and financing.

- Business assessment and adaptation programme to meet new challenges brought about by the Covid-19 crisis
- One-to-one business support to help nurture, scale up and adapt businesses
- Grant funding way-finding
- Webinars and training

- Employment opportunities

With an experienced team of business navigators who are ideally positioned to help businesses achieve their ambitions. They recognise how busy SMEs are, so all they ask for is 30 minutes of your time to understand your business - such as your plans for growth and investment, and the issues or barriers faced. They do all the work to see what is potentially out there to help you. <https://southeastbusiness.org.uk/essex-southend-thurrock/>

For more information get in touch with a BEST navigator on 01702 417765

# Back to Business Essex



Back to Business Essex is a business support service fully funded by Essex County Council providing eligible businesses in Essex up to 12 hours of business support. This includes identifying potential sources of funding, planning and marketing, managing staff and workplace operations. For more information visit the Back to Business Essex website [www.bactobusinessessex.co.uk](http://www.bactobusinessessex.co.uk)

Coronavirus Business Interruption Loan Scheme (CBILS)

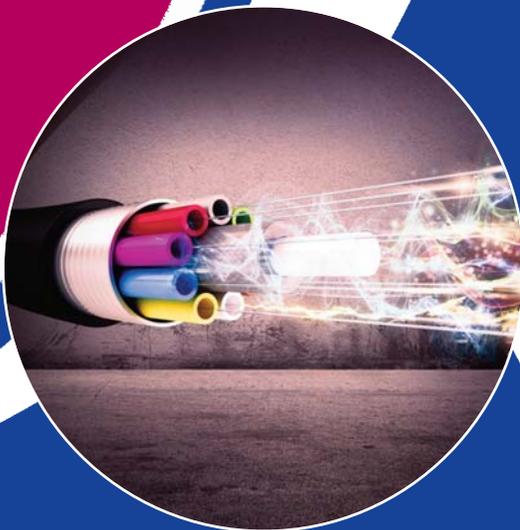
As accredited delivery partners of CBILS, Let's Do Business Finance are here to support and fund businesses

through the pandemic. With up to £150k available for businesses through a variety of funding streams, we will work with businesses to access the finance they need for working capital and investment needs.

With flexible loan terms up to six years and no set up or early repayment fees, our finance team are working around the clock to getting businesses back to doing what they should be. Find out more about the scheme and our other financial services by visiting our finance website. Deadline for applications 30th November 2020.

[www.letsdobusinessfinance.co.uk](http://www.letsdobusinessfinance.co.uk)

# Superfast broadband



The Covid-19 lock down has shown how vital good digital connectivity is to our district. Uttlesford District Council has invested £500,000 in superfast broadband infrastructure as part of the Superfast Essex programme which is set to bring faster and more reliable broadband to residents and businesses.

The project will make Uttlesford one of the best connected districts in the county, and will particularly help to

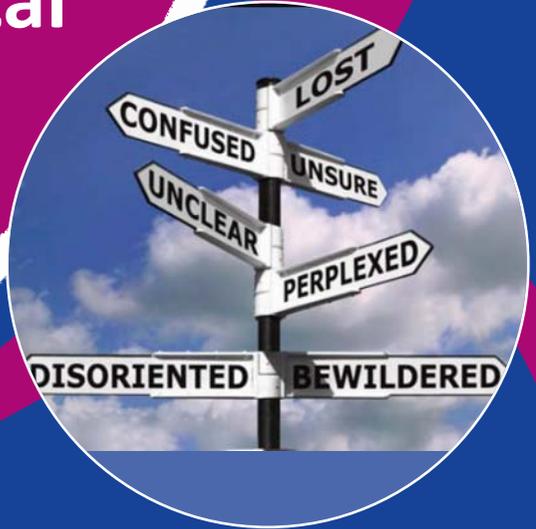
ensure it is a place where businesses can thrive, wherever people want to work.

98% of premises in Uttlesford are expected to have access to superfast broadband by Dec 2021

You can check when addresses are due to be covered by the programme at [www.superfastessex.org/interactive-maps](http://www.superfastessex.org/interactive-maps)



# Environmental Health



Guidance for businesses has evolved rapidly over the last few months and it is important to stay up to date with the latest Government advice at <https://www.gov.uk/coronavirus>

Some business owners may be struggling to understand what they need to do so the Environmental Health team are on hand if you need advice about how to be compliant with the Government guidance to ensure the safety of your staff, customers and visitors.

## **Covid-19 early outbreak management action cards**

Quick reference guides have been created to help you quickly identify, report and respond to any potential Covid-19 outbreak within your business.

The cards 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.

Visit our dedicated Coronavirus Hub at [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) for details



# CAN YOUR BUSINESS GET A CHEAPER WATER SUPPLY?



**Most businesses and other non-household customers in England are now able to choose their supplier of water and wastewater retail services.**

If your business is eligible, you could benefit from:

- lower bills and more tailored services
- help to become more water-efficient and reduce carbon emissions

For further information visit:  
[www.open-water.org.uk](http://www.open-water.org.uk).

If you want to know more contact the Braintree and Uttlesford Sustainability Team on **01376 552525**.

**Water companies offer water efficiency advice and audits. Customers can ask for services such as:**

- Water audit services
- Leak detection and repair
- Automated meter reading technology
- Billing advice and reporting
- Water efficiency help and water efficient products
- Water quality help and advice including full legionella monitoring programs, tank cleaning or individual water sampling
- Dedicated Account Manager

If you want to know more information, call your water services provider.



# Thinking of doing some building work?



## Planning help and advice for businesses

The council provides a range of support and assistance to businesses either located in or considering relocation to Uttlesford.

Development management provides a paid pre application advice service, which allows you to discuss and seek advice on development proposals prior to formally submitting an application. There is also the option of a Planning Performance Agreement for more complex cases.

For information go to [www.uttlesford.gov.uk/planning](http://www.uttlesford.gov.uk/planning)

Uttlesford Building Control are your locally based Inspectors, we know all the local builders, surveyors and ground conditions.

We are here to help!  
Please contact us for pre-application advice - call before 10am to arrange a same day inspection

**T: 01799 510453**

**E: [building@uttlesford.gov.uk](mailto:building@uttlesford.gov.uk)**

# Buy with confidence



Cyber Crime has risen by 25% over lock down and as a business, you are just as likely to be targeted for fraud as consumers. The sophisticated methods used can make them difficult to spot until it's too late. Make sure your business doesn't get scammed, stay informed, and most importantly, know who you are dealing with.

If your business has been targeted by scammers report it to Action Fraud by calling 0300 123 2040 or visit <https://www.actionfraud.police.uk/>

With so many Covid-19 scams there has never been a better time for your business to join Buy With Confidence. Instill confidence in your customers and demonstrate that your business takes fair trade seriously.

BWC members receive straight forward business advice as part of their membership.

To find out more or to apply please visit <https://www.buywithconfidence.gov.uk/business/home/>



# Business Continuity

Plan to protect your  
business in the event  
of a disaster



The Covid-19 pandemic has shown us how important it is for your business to plan for a disaster. Could your business withstand a second wave of lockdown, damage to your building, IT failure, flooding or even a terrorist incident?

Business continuity is about understanding and managing risks of events that could disrupt your business and impact upon you and anyone who works for you.

Thinking about business continuity can help you to plan how to deal with different situations so that you can continue to operate your business.

Put simply, business continuity is about anticipating any incident that could affect you and planning for it.

More information is available on Uttlesford District Council website at [www.uttlesford.gov.uk/business/businesscontinuity](http://www.uttlesford.gov.uk/business/businesscontinuity)

The webpage includes a template and guidance to help you to develop your own business continuity plan, and also links to information from the Business Continuity Institute.



Essex  
Lifestyle  
Service

# Working Well



Working Well is a free programme that delivers health promotion advice and support services to small, medium and large workplaces in the private, public and voluntary sectors across Essex.

We will work with your organisation to promote and foster an environment of health and wellbeing. We will train your staff to become Workplace Health Champions who will deliver a range of healthy lifestyle programmes and activities.

We work in partnership with a wide range of local employers and business support agencies including: local Councils, Hospital Trusts, Community Health Providers, Walking for Health, the British Heart Foundation, Diabetes groups and MacMillan Cancer Care, Active Essex and Living Safe and Well Board.

Contact Essex Lifestyle Service on **0300 303 9988**  
or email [Essex.workingwell@nhs.net](mailto:Essex.workingwell@nhs.net)  
<https://www.essexlifestyleservice.org.uk/working-well/>

# Procurement

Interested in  
doing business  
with Uttlesford?



Uttlesford District Council purchases a range of supplies and services and is always interested in building relationships with reliable suppliers.

Our Procurement Team get involved where the contract value is in excess of £50,000 and we are required to advertise these opportunities on Contracts Finder.

This is the government sponsored site that all public sector organisations are required by law to use when advertising contracts.

If you are interested in bidding for these contracts please get yourselves registered at [www.contractsfinder.gov.uk](http://www.contractsfinder.gov.uk)

Where purchases are less than £50,000 our officers have delegated authority to obtain quotations. We realise this makes it more difficult for you to identify who the correct person would be to speak with, so please feel free to contact us at [procurement@uttlesford.gov.uk](mailto:procurement@uttlesford.gov.uk) and we will try and match you to the right officer.

# Opportunities for workplace learning



The lockdown period has seen an unprecedented rise in free online courses being offered to help upskill business owners and employees. From the basics of hosting an online meeting or how to use a spreadsheet through to advanced courses in digital marketing or how to make an app there is a course for everyone. We've included a few below to get you started.

## **Digital Skills Toolkit**

Free digital and numeracy courses to build your skills from beginner to advanced

<https://nationalcareers.service.gov.uk/find-a-course/the-skills-toolkit>

## **Make it Click**

Free courses to help with home working,

learning new skills or developing existing ones

<https://makeitclick.learnmyway.com/directory>

## **Digital Skills Partnership**

The Digital Skills Partnership from the South East Local Enterprise Partnership has partnered with Coursera to provide free, online learning resources. There are more than 4,300 courses available to those facing redundancy, on furlough, or those looking to reskill to enter a new industry.

[www.southeastlep.com/our-delivery/skills/digital-skills-partnership/free-online-learning/](http://www.southeastlep.com/our-delivery/skills/digital-skills-partnership/free-online-learning/)

# Brexit: Let's Get Going



The UK has left the EU, and the transition period after Brexit comes to an end this year. The government has launched a new public information campaign which explains how the UK will approach its new relationship with the EU after 31 December, and how citizens and businesses will need to check for changes that affect them.

Businesses may need to take action regardless of the type of agreement reached with the EU, and these actions will vary based on their individual circumstances. Government Grants are available to businesses who complete customs declarations to support with recruitment, training and IT improvements.

Keep up to date with guidance at <https://www.gov.uk/transition>



**Keep up to date with the latest  
business news in Uttlesford**

**Sign up today for regular email alerts at  
[www.uttlesford.gov.uk/keepmeposted](http://www.uttlesford.gov.uk/keepmeposted)**

