



**Humber**  
Business  
Growth  
Hub



**European Union**

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**#GrowMySME**

**Covid-19 & My Business –  
What Do I Need to Do?!**

**Week 1**

**2pm-4pm**



# Agenda

What	Who
Government support for Business and the self employed	<b>Peter Daniel</b> – <i>Blue Orchid Senior Business Advisor</i>
Financial and Legal information	<b>Mike Byrne</b> – <i>Blue Orchid Business Advisor and Accountant</i>
Local Business support and business continuity	<b>Steve Page</b> – <i>Director of Page Consulting</i>
HR requirements and Furloughing facts	<b>Kellie Calvert</b> – <i>Director of Humber HR People</i>
Universal Credit – what's available and how to access it	<b>Chris Halliwell</b> – <i>Blue Orchid Senior Self Employment Business Advisor</i>
Your questions answered	<b>Full panel</b>

## Peter Daniel – Government Support highlights

- Company directors are not eligible but can access the job retention scheme for there PAYE income dividends are not taken into account
- Profit for self employment is income minus allowable expenses so PRE tax as tax is a personal expense for HMRC
- If you have not submitted 3 years of tax returns payments will be based upon what has been submitted providing 2018-2019 returns are submitted.
- June payment will be backdated
- Self employed can defer any tax bill due until January 2021 helping bridge the income gap until Junes payment (remember it needs to be replenished by January 2021). VAT deferrals may also apply to some Self employed
- 3 month mortgage holidays can be applied via your lender to assist with cashflow, Renters would need to speak to their landlord/letting agent



# Peter Daniel – Government Support highlights

- Business rates have been suspended for 2020-2021 in many instances and support in council tax payments from your LA to again assist in cash flow.
- Self employed can claim Universal Credit (via [.gov.uk/apply-universal-credit](https://www.gov.uk/apply-universal-credit)) advances are available and be eligible for this.
- Self employed who have not submitted a 2019 tax return are not supported however you have 4 weeks to submit if you haven't currently
- This includes partnerships
- At least 50% of your income must be Self Employed
- This is a GRANT so not repayable
- You can still work self employed and claim.



# Mike Byrne– Financial Update

## Access to Finance

The Coronavirus Business Interruption Loan Scheme is open to all SME businesses to help support them in gaining overdrafts, loans and finance delivered by 40 commercial lenders and community development finance institutions. [www.gov.uk](http://www.gov.uk)

Business Start-up loans of between £500 and £25,000 are available to businesses that have been trading less than 24 months. They are offered at 6% annual interest over five years. Second loans are also available to support growth.

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



# Mike Byrne– Financial Update

## Time to Pay

HMRC has an established scheme to help businesses reschedule their tax payments. This will be more pertinent in the current situation. In addition, the Government has announced new rules under which VAT and Income Tax payments can be deferred.

Mortgage providers and landlords are being asked to provide time to pay, and the law has been changed to prevent commercial and domestic tenants being evicted before 30<sup>th</sup> June 2020.

# Mike Byrne– Financial Update

## Close of Business

The Government is amending insolvency law. This includes the temporary suspension of wrongful trading provisions, so that company directors will not commit an offence if they trade when it is uncertain that the business will continue to be a going concern.

Dividends are an appropriation of profit and directors are required to ensure that retained profits cover the amount of dividend. Directors must be able to demonstrate that they had taken reasonable care that the reserves were enough to remain solvent.

Business advice and planning is important now, and after the pandemic, to ensure the right financial decisions are made while trade is interrupted and how to reopen.

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





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# Business Continuity

**Steve Page**

MBA, DMS, PGCE, C.Eng. B.Sc (Hons). MIET, MRAeS, AMIMechE

**Chartered Engineer  
Entrepreneur & Business Owner  
Business Growth Coach**



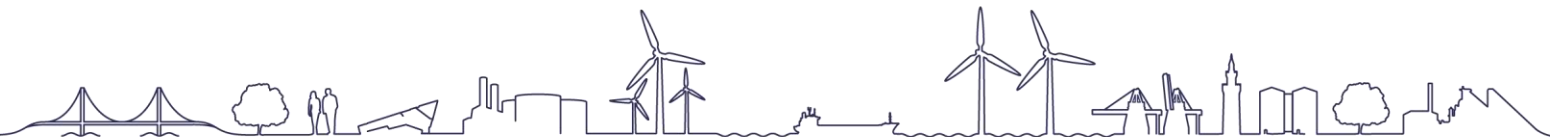


## Contents:

- Business Continuity in the context of Covid-19
- Key Considerations to ensure Business Continuity
- Creating a Continuity Plan for Your Business
- Humber Business Growth Hub Support



# Business Continuity in the context of Covid-19



## What is Business Continuity Planning (BCP) and why is it important ?

**Business Continuity Planning (or Business Continuity and Resilience Planning)** is a tool used by a company to Manage Risk. Specifically, it is the process of creating systems of prevention and recovery to deal with potential threats to a company.



An organisation's resistance to failure (resilience) is “its ability to withstand changes in its environment and still continue to function”.

*“By failing to prepare, You are preparing to Fail !!”*

**Benjamin Franklin**



## Business Continuity in the context of Covid-19

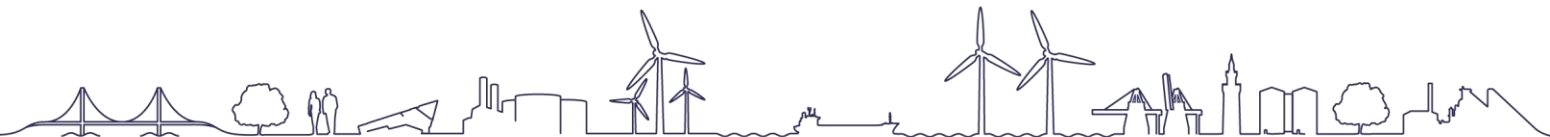
Almost no organisation has ever dealt with the outbreak of a new virus like Covid-19 (coronavirus) and the adverse impact it can have on employee health and their families, contaminated workplace facilities, questionable food sources, stock-outs of essential goods due to supply chain disruptions and other facets of business operations.

In facing a crisis, planning is critical. A good starting place is to consider:

- Employees
- Critical Processes
- Customers
- Suppliers and other Stakeholders

While most events are confined to a specific geographic area, the response to a pandemic is more complex and forces management to think on different severity levels, requiring assumptions about the anticipated spread and duration.

# Key Considerations to ensure Business Continuity



## Key Considerations to ensure Business Continuity

### Threats:

- Natural Disasters
- Disease
- Power Outage
- Terrorism
- Hacking
- Theft
- EU Exit

### Impact:

- Extent & Nature of the damage
- What functions are critical
- How quickly need to be recovered

### What can be done to:

- Prevent it
- Have Resources Ready
- Deal with it when it happens



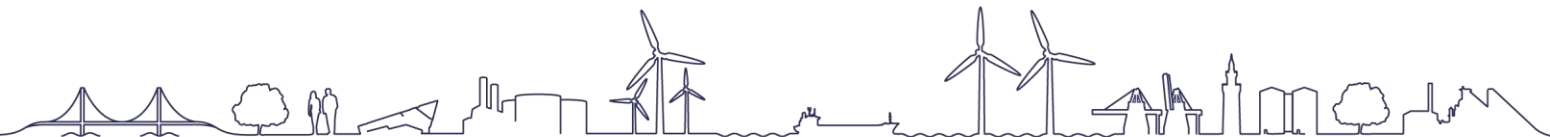
## Covid-19 – Establishing Continuity & Reshaping for Resilience

Things to Do:

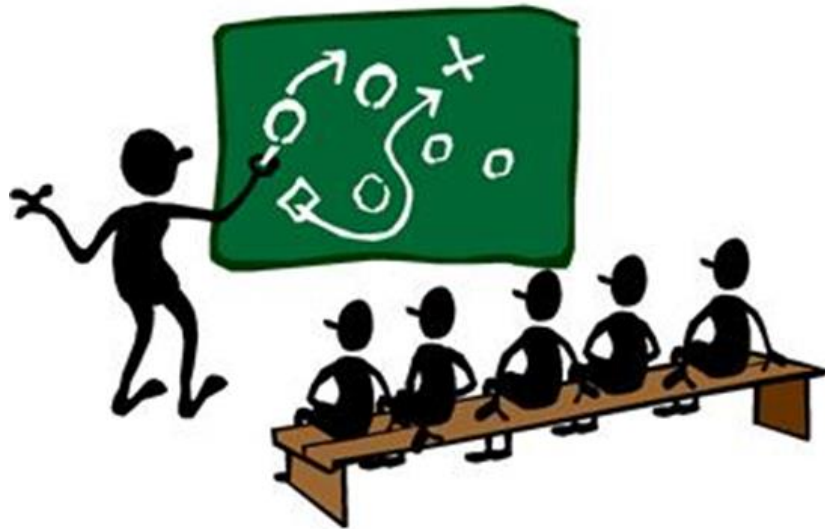
1. Prioritise People Safety & Continuous Engagement
2. Reshape Your Strategy for Business Continuity
3. Communicate with Relevant Stakeholders
4. Maximise the Use of Government Support Policies
5. Build Resilience in preparation for the 'New Normal'



# Creating a Continuity Plan For Your Business







BS EN ISO 22301

A **Business Continuity Plan** is an important part of an Organisation's overall Risk Management. It incorporates Crisis Management and Disaster Recovery Planning.

#### 5 Key Stages:

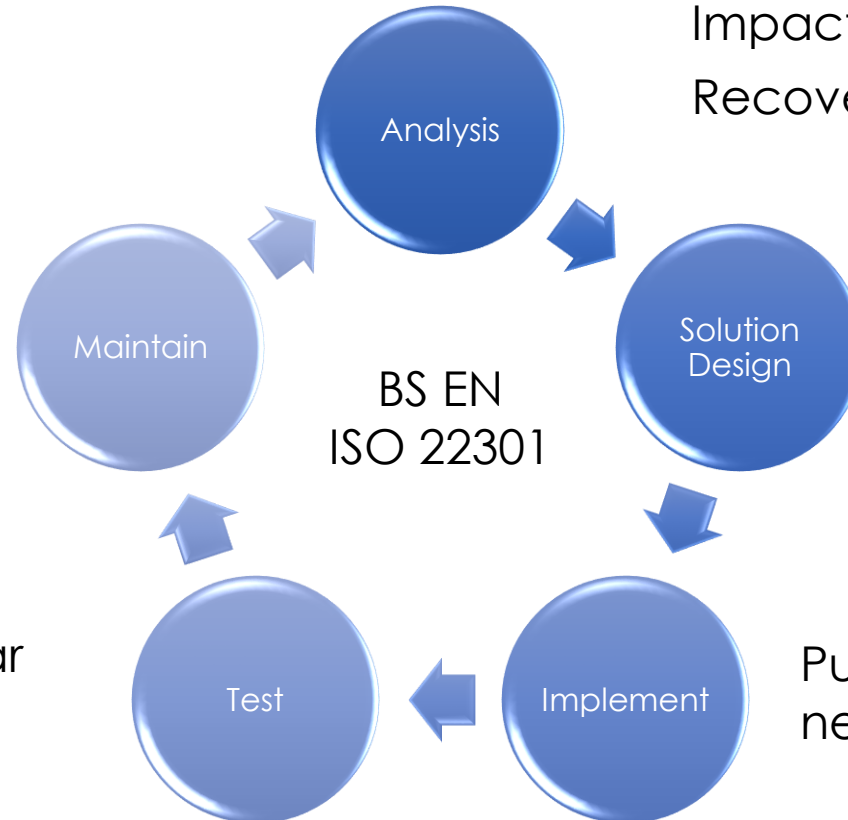
1. Analysis
2. Solution Design
3. Implementation
4. Testing (with Organisational Acceptance)
5. Maintenance & Improvement



## Creating a Business Continuity Plan

Identify changing Situations  
Revise & Update

Test 1-2 times per Year  
Verify that they work



Impact & Threat Analysis - Scenarios  
Recovery Requirements

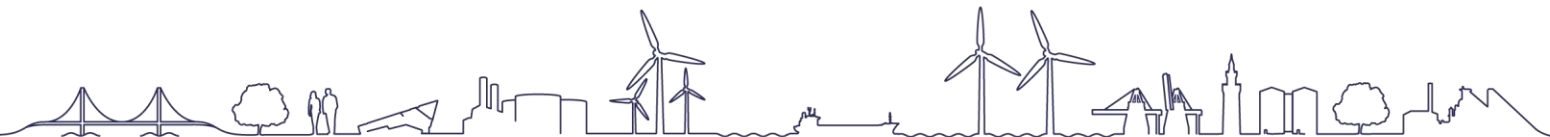
Critical Function Recovery  
Time to Recover

Put in place Procedures & Resources  
needed to fulfil Plans



# Humber Business Growth Hub

## Grants & Support



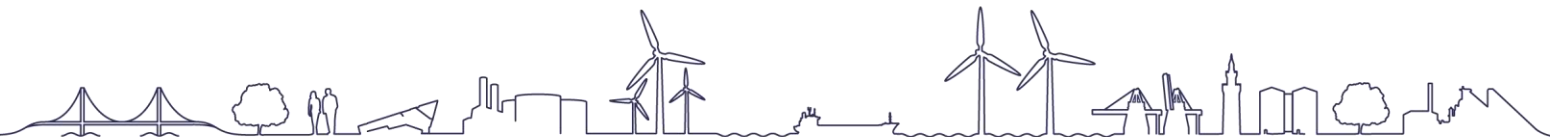
## Covid-19 – Financial Support to Businesses



See Website for further details or speak to a Growth Hub Business Advisor

[www.humbergrowthhub.org/covid-19/](http://www.humbergrowthhub.org/covid-19/)

[www.humbergrowthhub.org/advisor-overview/](http://www.humbergrowthhub.org/advisor-overview/)



## **Kellie Calvert– HR Update**

What is a furloughed employee?

Do I need to get employees to agree to the furlough?

When would I use the scheme?

What is covered in terms of elements of pay?

Do I have to pay 100% of wages in order to claim?

How long does furlough last?

Can I rotate employees on furlough?

Can the employee undertake any work during furlough?

Can annual leave be taken at the same time as furlough?



# Kellie Calvert– HR Update

## Hints & Tips to Manage Teams Remotely

Choose one communication platform, make sure everyone knows how to use it

Make sure you have a common space to store and share documents

Have a set space for informal meetings, where anyone can log in for a general chit chat over a coffee

Have a space for those who may be struggling with mental health

Set goals/priorities so people stay focused

Trust people, focus on output

Let people work to their own schedules

Keep diaries up to date so people know when others are available - don't question it

Encourage an ethos of allowing people to work how they like, as long as they don't let others down



# Chris Halliwell– Universal Credit

## Already in receipt of UC?

- If you are self-employed and claiming Universal Credit, and are required to stay at home or are ill as a result of coronavirus, the Minimum Income Floor (an assumed level of income) will not be applied for the period of time whilst you are affected.
- From 6 April the requirements of the Minimum Income Floor will be temporarily relaxed. This change will apply to all Universal Credit claimants and will last for the duration of the outbreak. New claimants will not need to attend the jobcentre to demonstrate gainful self-employment



# Chris Halliwell– Universal Credit

**Have submitted tax return 2018/19 not on UC**

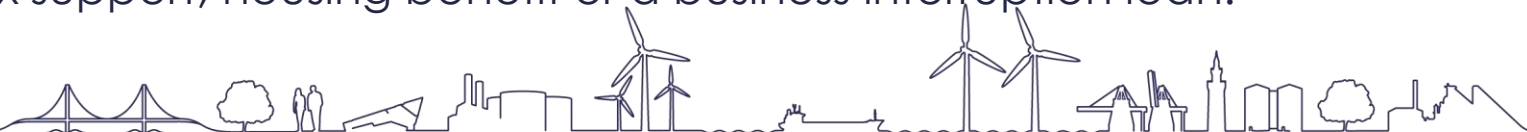
- The Self-employment Income Support Scheme (SEISS) will support self-employed individuals (including members of partnerships) whose income has been negatively impacted by coronavirus. The scheme will provide a grant to self-employed individuals or partnerships, worth 80% of their profits up to a cap of £2,500 per month. Read more about eligibility for SEISS
- You should not contact HMRC about accessing SEISS now. HMRC will use existing information to check potential eligibility and invite applications once the scheme is operational.
- The Self-employment Income Support Scheme will be treated as earnings in Universal Credit. Your Universal Credit payment will adjust in response to changes in your earnings.
- If you need financial help whilst waiting for SEISS, check





## Chris Halliwell– Universal Credit

- Financials support is limited for newly self-employed businesses.
- Support is via universal credit, or in some cases income-based JSA or ESA.
- Possible enhanced amount of Universal credit – personal allowances have increased, housing caps have been relaxed.
- See [www.Gov.Uk](http://www.Gov.Uk) for benefits calculator (search for “benefit calculator”). You can also claim online.
- Job centres are currently experiencing very high volumes of new claims as a result of the current situation but staff are being re-deployed to help.
- If you make a universal credit claim and you intend to return to your self-employed venture in the future, do not say that you have ceased trading – this will result in a payment block.
- Filed a tax return for 2019? You may be eligible for a universal credit claim now but will receive nil universal credit in the month the self-employed income support grant is paid. This is a taxable grant.
- Additional personal support could be considered through deferring rent if appropriate, local authority hardship funds, council tax support, housing benefit or a business interruption loan.





# Your Questions Answered

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makes a difference**

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

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<https://www.humbergrowthhub.org/event/covid-19-my-business-what-do-i-need-to-do-week-2/>

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