

Coronavirus Business Advice and Support Update for Cambridge – Week beginning 8 June 2020



The information in this newsletter is correct as of Monday 8 June, 2020, but we suggest monitoring the key webpages outlined below as well as [Cambridge City Council's website](#) for the latest updates.

Sources of information and support for businesses

The Government's [Business Support Helpline](#) number is FREEPHONE 0800 998 1098. The helpline provides free, impartial business support and signposting services to businesses in England – which currently includes business advice on Covid-19.

You can also find free support, advice and sources of finance through the Cambridgeshire and Peterborough [growth hub](#) or [speak to an advisor](#) on webchat about support for your business.

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1. Grants and funding

Discretionary Grants Scheme

For businesses outside the scope of the Small Business Grant Scheme, the government has introduced a new [Discretionary Business Grant](#).

For the local scheme, Cambridge City Council is finalising the grant levels payable, eligibility criteria and application arrangements. In total, this fund will make available around £1.1 million in discretionary business grants in Cambridge for:

- B&Bs registered with our Environmental Health service on or before 11 March 2020 and registered for Council Tax
- Charities and other not-for-profit organisations paying business rates to us, which would have met the criteria to receive Small Business Rate Relief if they were an equivalent-sized business
- Small businesses, charities and not-for-profit organisations in shared or serviced accommodation, which do not pay business rates themselves but are located in premises in Cambridge that are registered for business rates
- Market traders with a signed license agreement with the city council, and street traders with signed consent from us, who were trading on or before 11 March 2020.

The council aims to launch the scheme in the week commencing 8 June 2020 and make payments to eligible applicants as soon as possible afterwards.

The overall funding pot is finite and it is expected there will be a large number of applications. While the council will distribute grants across all four categories, it encourages eligible applicants to apply promptly after the launch date. When all the available funding is paid out, the discretionary business grant scheme will be closed.

Look out for more details on the [Cambridge City Council website](#) soon. Contact business-grants@cambridge.gov.uk if you have any questions about the scheme.

Self-Employment Support Scheme

The Government's Self-Employment Income Support Scheme has been [extended](#).

Those eligible will be able to claim a second and final grant in August. The grant will be worth 70 percent of their average monthly trading profits, paid out in a single instalment covering three months' worth of profits, and capped at £6,570 in total.

If you're eligible and want to [claim the first grant](#) you must claim on or before 13 July 2020.

Coronavirus Job Retention Scheme

The Government has [announced](#) that from 1 July 2020, businesses will be given the flexibility to bring furloughed employees back to work part time. Individual firms will decide the hours and shift patterns their employees will work on their return, so that they can decide on the best approach for them - and will be responsible for paying their wages while in work.

From August 2020, the level of UK Government grant provided through the job retention scheme will be slowly tapered to reflect that people will be returning to work. That means that for June and July the Government will continue to pay 80% of people's salaries. In the following months, businesses will be asked to contribute a share, but crucially, individuals will continue to receive that 80% of salary covering the time they are unable to work.

The scheme updates mean that the following will apply for the period people are furloughed:

- **June and July:** The UK Government will pay 80% of wages up to a cap of £2,500 as well as employer National Insurance (ER NICs) and pension contributions. Employers are not required to pay anything.
- **August:** UK Government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions – for the average claim, this represents 5% of the gross employment costs the employer would have incurred had the employee not been furloughed.
- **September:** UK Government will pay 70% of wages up to a cap of £2,190. Employers will pay ER NICs and pension contributions and 10% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 14% of the gross employment costs the employer would have incurred had the employee not been furloughed.
- **October:** UK Government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and 20% of wages to make up 80% total up to a cap of £2,500. For the average claim, this represents 23% of the gross employment costs the employer would have incurred had the employee not been furloughed.

Employers will be required to submit data on the usual hours an employee would be expected to work in a claim period and actual hours worked. When claiming the grant for furloughed hours; employers will need to report and claim for a minimum period of a week. Employees who believe they are not getting their 80% share can also report any concerns to the HMRC fraud hotline.

The scheme will close to new entrants from 30 June 2020. From this point onwards, employers will only be able to furlough employees that they have furloughed for a full 3-week period prior to 30 June.

This means that the final date by which an employer can furlough an employee for the first time will be 10 June 2020, in order for the current three week furlough period to be completed by 30 June. Employers will have until 31 July to make any claims in respect of the period to 30 June.

The guidance on the scheme [has been updated](#) including information about how the it is changing, what pension trustees may do whilst on furlough and the eligibility of TUPE.

Further guidance on flexible furloughing and how employers should calculate claims will be published on 12 June 2020.

Support for workers in the photography industry

If you have been affected by the Coronavirus pandemic and have worked in the photographic industry (including photographic laboratories) then the Benevolent Society of the BIPP ([BenSoc](#)) may be able to help.

BenSoc assists people in need, due to illness by means of single grants in case of emergency or long-term hardship. It also provides help, gives encouragement and friendship.

All BIPP Members are automatically considered to receive its benefits, but they also consider other members of the photographic profession in need of support.

Funding for specialist women's organisations

[Rosa's Covid-19 Response Fund](#) (Small Grants) is now open and will provide grants of up to £10,000 for specialist women's organisations across the UK.

Rosa particularly welcomes proposals from women's organisations that:

- Address the critical needs of women and girls that miss out the most, including: marginalised populations, BME women, LGBTQ+ women and girls, women and girls with disabilities, older women, homeless women, survivors of gender violence, women in prison and ex-offenders, and other underserved and disadvantaged groups of women.
- Operate in less economically resilient towns, cities and rural areas within the UK.

There is no deadline for applications – they will consider them on a rolling basis from 5pm on Friday 5th June.

Financial support for freelance dancers

The deadline for applications to The [Dancers' Hardship Fund](#) has been extended to 5pm on Monday 8 June. This is your final opportunity to apply for support if you have not already.

Support given to freelance dancers across genres including ballet, contemporary, Black and Asian dance and hip hop including those with portfolio careers, e.g. choreography, who whose work would normally include employment in the subsidised dance sector. The Fund is supported by Arts Council of England.

Freelancers working in theatre, comedy and cabaret

The Fleabag Support Fund will provide support to freelancers working in theatre, comedy and cabaret who are unable to work as a direct result of the Coronavirus Covid-19 pandemic. Applications will reopen for submissions on Tuesday 14 July via the [Royal Theatrical Fund](#).

2. Support for businesses

Late payment support through the coronavirus virus

Many small businesses are reaching out for assistance, with disputes over delayed payments or in some cases, non-payment because of the financial hardship being experienced by all sectors during this difficult time.

The Small Business Commissioner has helped small businesses recover over £7.2 million owed to them (Dec 17 - May 2020) and £500,000 specifically during the coronavirus crisis. If you'd like more information or help:

- Email enquiries@smallbusinesscommissioner.gov.uk if you are looking for general advice;

- Email complaints@smallbusinesscommissioner.gov.uk if you have a complaint against a firm regarding non-payment;
- For further information, visit the Small Business Commissioner [website](#);
- Read case study examples on their [website](#).

Business webinars and support from the Cambridgeshire and Peterborough Growth Hub

The Cambridgeshire and Peterborough Growth Hub has a range of webinars available to view on demand including:

[Understanding the Key Govt Support initiatives for SMEs:](#)

[HR: Layoff v Furlough](#)

[Accessing Finance](#)

[Working from Home & Mental Health](#)

[Marketing: Crisis Comms](#)

[Return to Work Safely](#)

They also have several upcoming livestream webinars:

Tuesday 16 June, 11am: [Driving Efficiency: Focusing on Efficient Operations](#)

Thursday 18 June, 11am: [Getting the Most from Home Working: Safely & Securely](#)

Tuesday 23 June, 11am: [Repositioning your Business](#)

The Combined Authority are funding one hour consultations, on the phone or via video link, from an experienced business adviser to discuss your needs and provide guidance on how to access relevant support from their services and central government.

This might include how you can address immediate challenges, how you can engage with broader resilience issues, helping you to explore different ways to conduct your business or diversify. They can also help you to understand and mitigate the impact of Covid-19 on your clients, staff, suppliers and others, and help you to lay out an initial roadmap for a return to business.

Increasing participation in sports – the views of businesses sought

Living Sport are looking at different ways to support organisations and people during the Coronavirus crisis and [would like to hear from different sectors](#) to help them plan and support now and in the future.

The organisation, supported by Sport England, aims to increase participation in sport locally by offering a broader range of activities and exploring new types of delivery.

Living Sport have created two surveys: one for businesses around the workplace and one for individuals and their household. They are keen to find out what people are doing at the moment in relation to their physical activity habits due to the enforced changes of lockdown and what people are feeling as we move from stay at home to stay alert and sport begins to reopen, as well as schools and workplaces returning gradually.

Business Representative Organisations and Trade Associations

The Government has added additional organisations to the list of [Business Representative Organisations and Trade Associations](#) providing coronavirus related support.

3. Keeping your workplace safe

Guidance on the phased return of sport and recreation

[Guidance](#) for the public, providers of outdoor sport facilities, elite athletes, personal trainers and coaches on the phased return of sport and recreation. This includes:

- If you are member of the public find out [what outdoor sports facilities are reopening and what you need to do to use them](#)
- If you are a personal trainer or coach find out what you should do to [return to training safely](#)
- If you are a provider of an outdoor sport facilities find out [what you need to do to reopen and the measures you should have in place](#)
- If you are an elite athlete find out what you should do to return to training safely: [Stage One](#), [Stage Two](#) and [Elite sport - return to domestic competition guidance](#)

Advice on accessing green spaces safely

New guidance on accessing green spaces safely [has been published](#). This includes advice to land managers and landowners.

New 'getting outside safely' website

The Ordnance Survey has worked with Natural England to [create a site](#) that brings together current advice from government, councils and other outdoor organisations, so the public can decide where to go and what to do outside.

The site allows visitors to search by activity and location for suggestions and ideas about how they can get outside safely.

Coronavirus (COVID-19) and entering or returning to the UK

From 8 June, there will be [new rules](#) in place for entering the UK because of coronavirus. The rules are for residents and visitors. When these rules are in place, you will:

- need to provide your journey and contact details when you travel to the UK
- not be allowed to leave the place you're staying for the first 14 days you're in the UK except in very limited situations (known as 'self-isolating').

You do not need to complete the form or self-isolate if you're travelling from Ireland, the Channel Islands or the Isle of Man, and you were there for 14 days or more.

[Some travellers](#), including some specific workers, will be exempt from new English border rules. These workers may need to show a letter from their company or the company they are coming to work for at the border. Similar rules may apply across Northern Ireland, Scotland and Wales.

Coming to the UK for seasonal agricultural work on English farms

Advice for seasonal agricultural workers coming to England to work on farms and their employers has been [published](#). The rules on self-isolation for seasonal workers are different from those for other international travellers to the UK because of the importance of the work for food supply. Workers and their employers must follow this guidance.

Early years and childcare providers

Guidance for early years and childcare providers has been [updated](#) to include a restructure of the document in line with wider opening, content on funding including in relation to the Competition and Markets Authority and insurance, updated content on infection prevention and control, a new section on attendance, new information on the use of community centres and before and after school clubs, a new section of safeguarding and welfare including provisions for children with SEND and a clarification on paediatric first aid certificates.

Ofsted has [updated their guidance](#) on the regulation and inspection of early years providers as they return to providing care for all children.

Guidance for landlords, tenants and local authorities

[Non-statutory guidance](#) for landlords, tenants and local authorities in the private and social rented sectors in the context of Coronavirus has been updated to reflect amended regulations and changes to wider government and public health advice.

The Government has [published guidance](#) (not Coronavirus related) on the Electrical Safety Standards in the Private Rented Sector (England) Regulations, which came into force on 1 June 2020.

Management of staff and exposed patients and residents in health and social care settings

Guidance on the management of staff, patients and residents who have been exposed to COVID-19 has been [updated](#) in light of the test and trace guidance and guidance added for risk assessment of staff in the event of PPE breaches.

4. Government guidance and legislation

Temporary relaxation of the enforcement of the driver's hours rules: all sectors carriage of goods by road

The Department for Transport introduced a temporary and limited urgent relaxation of the enforcement of both the EU and GB drivers' hours rules in England, Scotland and Wales, 23 March 2020.

This was in response to unprecedented pressures on local and national supply chains, due to exceptional circumstances stemming from the COVID-19 outbreak. This relaxation began on 23 March and was due to end 23:59 on Sunday 31 May 2020.

A specific review of the continuation of the relaxation past 31 May has been conducted by Government and, based on the current evidence, [the relaxation of the GB domestic drivers' hour rules will continue](#) until 23:59 on Sunday 14 June 2020.

The EU drivers' hours relaxations ended on 31 May 2020.

Driver card validity for lorry, bus and coach drivers enforcement

On 31 March 2020 the Driver and Vehicle Standards Agency (DVSA) gave notice that, subject to review, it did not intend to carry out enforcement action against drivers from 1 September to 30 September 2020 if their driver qualification card (DQC) expired during this period.

This [notice has been rescinded](#) and enforcement action will be carried out from September in relation to DQCs expiring after 31 August, as the Government considers that there are now enough periodic training courses available for drivers whose DQC expires in September 2020 to renew their DQC before then.

Trade Credit Insurance

Trade Credit Insurance insures suppliers selling goods against the company they are selling to defaulting on payment, giving businesses the confidence to trade with one another

Due to coronavirus and businesses struggling to pay bills, there is a risk of credit insurance being withdrawn or premiums increasing to unaffordable levels, which could cause serious issues for liquidity and working capital across business supply chains.

The Government has [announced](#) that it will provide up to £10 billion of government guarantees. The Trade Credit Reinsurance scheme will see the vast majority of Trade Credit Insurance coverage maintained across the UK.

The guarantees will support supply chains and help businesses during the coronavirus pandemic to trade with confidence, safe in the knowledge that they will be protected if a customer defaults or delays on payment.

Serious incident reporting for charity trustees

The Charity Commission has published a [supplementary examples table](#) to help trustees to decide if they need to report an incident that is related to the pandemic.

The guidance provides a list of key considerations for trustees and complements the [existing guidance](#) on serious incident reporting, which continues to be the main resource for helping trustees to decide whether to report an incident.

Information for farmers, landowners and rural businesses

The latest information for farmers, landowners and rural businesses has been [updated](#) with information on farm visits and inspections and an update to land change requests under the Basic Payment Scheme.

Coronavirus: Environment Agency

The Environment Agency has provided an [update](#) to businesses and communities on its services, to support those they regulate during the coronavirus pandemic.

Providing apprenticeships during the coronavirus outbreak

[Guidance](#) for apprentices, employers, training providers and assessment organisations has been updated with information on which apprentices should be prioritised in the offer of face-to-face training from 15 June, and details of the flexibility that enables apprentices to take end-point assessment ahead of receiving their calculated functional skills qualification results.

Tier 4 sponsors, migrants and short-term students

The [guidance](#) from Government for Tier 4 sponsors, migrants and short-term students on temporary concessions in response to the outbreak of coronavirus has been updated. There is added information on the extension of concessions from 31 May 2020 to 31 July 2020, an updated list of NHS professions in which Tier 4 students can work full-time, as well as other extensions and concessions.

3D printing (additive manufacturing) of medical devices or component parts during the coronavirus pandemic

There has been an increased number of enquiries about the use of 3D printing to manufacture medical devices and personal protective equipment (PPE) during the coronavirus pandemic. For advice and to find out more go to the [Medicines and Healthcare Products Regulatory Agency's website](#).

5. Feed your experience back to Government

Cambridgeshire and Peterborough Combined Authority is capturing the health of local business and the impact Coronavirus is having across Cambridgeshire and Peterborough. It will use this data to send back to Government and it will use the intelligence gathered to develop targeted support, information, advice and guidance. You can [fill out a survey](#) to let them know how Coronavirus is impacting your business.

The Department for Business, Enterprise, Innovation and Skills also welcomes information from businesses on the impacts of Coronavirus across supply, demand and labour markets, actions to address these impacts, and any gaps in the Government response from your perspective. Please send your intelligence to intel@beis.gov.uk.