

Issue two 2010

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In this issue...

**New national
minimum wage
rates** (page 3)

Duty of care (page 4)

**Sustainability means
profitability** (page 8)



**Basingstoke
& Business**

Local Business Partnership FREEPHONE HELPLINE 0800 136670

Local Business Partnership

The Local Business Partnership aims to help businesses and regulators within the Basingstoke and Deane area work closer together.

It is hoped that this will make it easier for businesses to comply with regulation by ensuring they are given clear and useful information and advice through quarterly meetings, email updates and this newsletter.

Why is there a need for a Local Business Partnership?

Basingstoke and Deane Borough Council, Hampshire County Council, Hampshire Fire and Rescue and the Police are all committed to helping businesses, rather than catching them out. The Local Business Partnership is about creating a new relationship between businesses and the regulators. We will work with you to provide practical help, advice and information on legislation relevant to your company.

Aims of the partnership

- Encourage better two-way communication between local businesses and regulators.
- Help to improve mutual understanding of needs.
- Make it easier for businesses to comply with regulations, by helping them understand their responsibilities under the legislation.
- Develop clear standards of service that businesses can expect from the regulators.
- Provide a mechanism to receive early notification of forthcoming new legislation, and therefore, enable an assessment of the likely impact on your business.
- Ensure fair competition for all local businesses, whatever the size of the company.

For further information, or to join the Local Business Partnership, please contact Andrew Dowling, Business Support Officer on **01256 845359** or email andrew.dowling@basingstoke.gov.uk.



New national minimum wage rates

New national minimum wage rates came into force from 1 October 2010, and the age from which the principal rate becomes payable falls from 22 to 21.

The new rates of pay are:

- for workers 21 and over - **£5.93** per hour
- for workers aged between 18 and 20 - **£4.92** per hour
- for workers aged below 18 who have ceased to be of compulsory school age - **£3.64** per hour.

The changes also state a national minimum wage of £2.50 per hour for apprentices who are employed under a contract of apprenticeship or who are engaged under certain Government arrangements.

The amount an employer is permitted to be taken into account where accommodation is provided to an employee has risen from £4.51 to £4.61 per day.



Is your business ready for the winter this year?

Don't let your business be caught out by any severe weather we may encounter, for more information click on

<http://www.basingstoke.gov.uk/council/emergencyplanning/severeweather.htm>

Check your hazardous waste

Printer toner, cathode ray tubes in computer monitors and fluorescent light tubes, almost every business produces some type of hazardous or special waste. The question is does your business store, transport and dispose of it properly? You can find the answers to all your questions in NetRegs hazardous / special waste guidance section on their website, you can also learn how your business can produce less waste to cut your disposal costs and reduce your environmental impact. Please visit NetRegs website for further details www.netregs.gov.uk/netregs/63448.aspx

Have you implemented the changes to the Equality Act 2010?

The new changes under the Equality Act came into effect in October 2010 and it is important that businesses understand and implicate the changes. Businesses will need to review and update their current policies to reflect the changes and check that they are still in line with the Act.

To help explain what has changed and what is new, Acas has produced a quick start guide which is available to download at www.acas.org.uk/equalityact.

Duty of care – your waste responsibilities

All businesses produce waste and all of the waste produced by your company or at your workplace is regulated by waste laws.

Your legal responsibility is to ensure that you produce, transport, store and dispose of your businesses waste without harming the environment, and this process is called your duty of care.

Any type of controlled waste your business produces must comply with the duty of care. Most types of business waste are classed as controlled waste including household, commercial and industrial waste.

There are many examples of business waste including:

- waste paper
- empty printer cartridges
- packaging and defective products from factories
- scrap metal
- old window frames from building sites.



The Times recently saying:
'Thriving, innovative and high growth low carbon businesses will be the hallmark of a globally competitive, 21st century economy.'

What you must do to comply with the duty of care

You must ensure that you:

- store and transport your waste appropriately and securely so it does not escape
- check that your waste is transported and handled by people or businesses that are authorised to do so
- complete waste transfer notes to document all waste you transfer and keep them as a record for at least two years.

If a waste carrier takes your waste away, you may also need to check that the site it is taken to is authorised to accept it.

Businesses that deal with waste

NetRegs have a wide range of advice for businesses that deal with waste

- If you transport waste, advice on waste carriers, brokers and dealers can be found at www.netregs.gov.uk/netregs/63394.aspx

If you transport waste produced by your own business you don't usually need to register as a waste carrier, unless you produce construction or demolition waste.

- If you are involved in commercial waste management, guidance for waste and sewage businesses can be found at www.netregs.gov.uk/netregs/businesses/62011.aspx

- If you send waste to landfill, advice on pre-treating waste for landfill can be found at www.netregs.gov.uk/netregs/63540.aspx
- If you want to find where to dispose of, or recycle, a particular type of waste, NetRegs Waste Directory can find licensed recycling and waste disposal sites in your area and can be found at <http://www.netregs.gov.uk/netregs/98247.aspx>

Is your business prepared for a low carbon future?

Greg Barker, the Minister of State for the Economy and Climate Change was reported in

To assist local businesses to start considering their carbon footprint, Basingstoke & Deane Borough Council is offering free carbon management training and advice to all small to medium sized businesses (up to 250 employees) in the borough. This half day session provides carbon management training delivered by local award winning consultants, Carbon Footprint.

If you are interested in saving money on your energy bills and being ahead of the game in a low carbon future, please contact Andy Dowling, Business Support Officer on 01256 845359 andrew.dowling@basingstoke.gov.uk or Lucy Martins on 01256 845620

New support for high growth and innovative businesses

The Government funded Thames Valley Innovation & Growth Team has opened an office in the new Basingstoke Innovation Centre on Basing View. They are seeking small to medium sized businesses who may be able to benefit from coaching and specialist support.

A series of business breakfast events are being arranged to which local SME businesses are invited. The first of these was held in September at the Innovation Centre at which local companies learnt of the pros and cons of using Sales Agents. The October seminar looked at Social Media is an Effective Business Tool and explored the role of Social Media in Business and how to use it effectively.



To find out more about the new Innovation & Growth Team contact:

Mike Lunch, 07802 909090, mike@innovation-growth.co.uk or visit their website www.innovationgrowth.co.uk/thamesvalley/

Learn from the experts – your peers

“It gives you the courage to say ‘I can go out and try’ and have no fear of failure. Its unique structure creates a confidential, safe environment within which everyone can benefit from sharing skills, knowledge, experience and resources.”

Graham Ellis, Ellis Transport.



When you run a business there is generally no better source of advice and support than someone who is in or has been in the same position as you. Two programmes running in Hampshire offer just this type of assistance.

Plato is a global learning network that's been running for over 20 years and has more than 30,000 ex-Alumni. Its unique group set-up allows the owners and directors of larger SMEs to learn through others experience and broaden their business network. Each group is guided by two facilitators who work with Plato organisation to access the resources and experts needed to support the group learning.

Mentor-net offers similar access to peer expertise for everyone from one-man bands to Board level within larger SMEs, by using 1:1 mentoring from volunteer Business Mentors. It too offers an opportunity to work with a wider business network.

What both programmes offer is the chance for the business owner or director to develop their leadership skills and their business at the same time. Mentor-net is an ongoing programme and a new Plato group is currently being recruited in the Basingstoke area to begin in early January.

**To find out more about either programme please call
0845 45 86 454 or visit the programme websites
www.platogb.co.uk or www.mentor-net.co.uk**

Local Businesses prove Sustainability means Profitability



Businesses of all sizes across Basingstoke and the rest of Hampshire have been bucking the trend and flourishing during the recession by proving that sustainable businesses are surviving businesses.

There has been a lot of press over the past few months about businesses which have been hardest hit by the recession, and it has emerged, that those businesses with effective sustainable business practices have fared much better than those who don't. These are businesses who have made significant energy efficiencies; who have been able to cut their use of basic materials and resources; who have been able to work flexibly with their staff and who have a large network of contacts and customers.

A Sustainable Business is a successful and profitable business. It is one that continuously improves its productivity by taking action on the economic, social and environmental impacts of its business; a Sustainable Business takes a sustainable approach to what it produces, how it buys and sells, how it affects the environment, where it invests, how it recruits, trains and develops its own people and how it engages with the community. This model involves many different factors, such as: energy efficiency, carbon footprinting, recycling, staff training, travel plans, water management etc.

Basingstoke based business Greenhouse Graphics have been strong supporters of the Sustainable Business Partnership from the beginning. One of their directors, Timi Van Houten, sits on the Sustainable Business Network Management Group and have made significant investments in sustainable technology, including installing 14m² of photovoltaic panels, which generate 15% of the company's electricity. Greenhouse Graphics won the Sustainable Business Awards Leadership category in 2007.

Hampshire based business Double H nurseries are planning to grow their business, extend their office space and create more jobs. The company have been making radical changes to their business practice over the past few years to increase efficiency, reduce waste, improve sustainability and increase profit. Efficiencies within the business have included staff printing 29,154 less pages than last year, translating into a cost saving of £3,714. The company have also saved over twelve thousand man hours through lean manufacturing techniques and following up on labour saving suggestions made by the staff themselves. This has resulted in a cost saving of over £30,000 per annum.

“The application of lean techniques in a horticultural environment presented some challenges, but the results have started to transform the way we work and the profitability of the business.”

Paul Mincham of Double H.

The Sustainable Business Partnership runs a local network for North Hampshire businesses, and membership is totally free, for further information please visit www.the-sbp.co.uk or e-mail sustainable.business.partnership@hants.gov.uk

Winchester University's Enterprise Lectures

Since 2003 The University of Winchester have been running a series of 'Enterprise Lectures'.

The University hold three lectures a year, that are free of charge and open to all, with the aim of informing and inspiring our students, staff and people from the local community. The speakers have been a very varied bunch with the common thread being that they all have an interesting story to tell, having become successful and influential in their field through the use of innovative ideas and creative thinking.

For further details, or to book a place at the next session please email enterprise.lectures@winchester.ac.uk phone 01962 827578 or visit www.winchester.ac.uk





A new network supporting people to grow business

The Diversity Business Network is a new and vibrant network for small business owners, funders of social enterprises and managers of third sector organisations. It exists to eliminate discrimination, promote equality of opportunity and encourage good relations within businesses across Basingstoke and Deane.

The network focuses on particular social groups - defined by race, gender, sexual orientation, people with disabilities, religion and belief and age. Many are not able to access the type of support they need and are isolated and not accessing local information and entitlements. The network aims to improve access to local trading opportunities, provide up to date legal information and information from experts and business support agencies. It also helps its members with personal skills development, provide bespoke enterprise training and opportunities to meet other like-minded people for partnership working, networking and social support.

The network is advised by an Enterprise Advisory Group made up of representatives from business support agencies and professionals from the local business community.

The networks members are welcome to attend meetings, which are held once a month. In December there will be a presentation on marketing with a focus on - Marketing in difficult times.

For more information, contact Annie Noble on 07956 959157, email an@entsols.org or visit www.entsols.org.



Local Enterprise Partnership update

The Enterprise M3 bid was praised for its high level of business support and the council is extremely grateful to the local businesses who signed up to pledge their support. Unfortunately, although we were unsuccessful in the first round of bids announced on Thursday 28 October, the government suggested that we strengthen our bid through a collaboration with a neighbouring bid.

Work is already happening behind the scenes to investigate this option further, so watch this space for more information.

Further information can be found in the council's press release of 29 October 2010 ([link](#)) or directly at BIS <http://www.bis.gov.uk/news/topstories/2010/Oct/local-growth> where you can find out about the successful bids.

To sign up to email alerts about the LEP please email business@basingstoke.gov.uk. Contact Natalie Wigman, Business Relationships Manager on 01256 845692 or email natalie.wigman@basingstoke.gov.uk with any questions or requests for information.

enterprise **m3**

Driving prosperity in the M3 corridor

Useful Contacts

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Hampshire Fire and Rescue Service

Phil Yarney 01256 818881

Basingstoke Police

Inspector Geoff Scrutton 01256 406466

Business Support Agencies

North Hampshire Chamber of Commerce

John Harrocks 01256 352275

Business Link 08456 009 006

Federation of Small Business

Regional Office 01425 280080

Health and Safety Executive

Workplace Contact Officer 01256 404000

ACAS

Mervyn Poore Senior Adviser 01252 360707

Ruth Lambe Senior Adviser 01425 627991

Manufacturing Advisory Service – South East

Roger Dyer 0845 6092121

Hampshire and Isle of Wight Sustainable Business Partnership

Stephen Duncan 01962 845243

Enterprise First

John Mitchell 01252 319272

Business Community

LBP Chair James Clay, London Clancy 01256 462222

V.Chair Maxine Hart, Wote St Employment Bureau, 01256 811818

Further Information

Please fill in the form below, deleting as appropriate, and return using the freepost address below and return to:

Andrew Dowling Basingstoke and Deane Borough Council, FREEPOST BZ97/2, BASINGSTOKE. RG21 4GA

Do you think that receiving regular issues of Connect provides you with useful information for your business?

Yes No

Would you like to know more about your Local Business Partnership?

Yes No

Business Partnership meetings?

Yes No

Do you have suggestions for future topics for Connect and/or agenda items for the Local Business Partnership meetings?

Any further comments

Name:

Company:

Address:

Postcode:

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