

**LGYNY MEETING:** 7 October 2016  
**REPORT PRESENTED BY:** James Farrar  
**TITLE OF PAPER:** LEP Update

**Purpose of the Report**

1. The focus of this report is an update on;

	Headline
Post Brexit EU Funding	Government have committed to underwriting any EU contract signed by the Autumn statement – for us this expects to be c.£28m (30%) of our programme.
The Local Growth Fund	We are on track to deliver for 2016/17 and are looking to accelerate the pipeline for future years.
LEP Management and resources	There are significant emerging opportunities which are placing increased pressure on the LEP.

**2.0 Post Brexit EU Funding Update**

The latest EU funding update following the EU Referendum result states;

*“The government has now announced that all multi-year projects administered by government with signed contracts or funding agreements in place, and projects to be signed in the ordinary course of business before the Autumn Statement, will be fully funded, even when these projects continue beyond the UK’s departure from the EU.*

*In the medium term, the Treasury will work with departments, Local Enterprise Partnerships and other relevant stakeholders to put in place arrangements for considering those ESIF projects that might be signed after the Autumn Statement but while we still remain a member of the EU. Further detail will be set out ahead of the Autumn Statement and we will ensure these spending commitments remain consistent with value for money and our own domestic priorities<sup>2</sup>*

In Summary this shows across our EU Structural & Investment Funds;

£11.95m ERDF £16.6m ESF	<ul style="list-style-type: none"> <li>Contracted; or,</li> <li>Approved and likely to be Contracted by Autumn Statement</li> </ul>
£3.8m ERDF £1m EAFRD	<ul style="list-style-type: none"> <li>Applications in the pipeline that may be Contracted by Autumn Statement</li> </ul>
£24.28m ERDF £16.77m ESF £6.03m EAFRD	<ul style="list-style-type: none"> <li>Funding allocations not yet called for. These await further decisions and announcements from Government and Treasury.</li> </ul>

- This indicates c.30% of our ESIF programme is likely to be contracted by the Autumn Statement. This compares with c.25% Nationally.
- It is important to note the majority of funds not called for falls towards the end of the 2014-2020 period.

**Table A below provides more detail, however please note;**

- **European Regional Development Fund (Business Growth & Innovation)**
  - We have an interim 2018 performance target of £19.68m. Our forecast expenditure is £16.87m. This is 85.7% of target
  - We are ahead of profile for Research & Innovation, ICT Infrastructure and SME Competitiveness,
  - We are behind profile for Low Carbon, Climate Change (Flooding) and Environmental Protection. Given the nature of investment in these behind profile priorities (a smaller number of larger investments), we are confident, that if Government makes the decision to proceed with further calls we will still achieve target.
  
- **European Social Fund (Skills)**
  - Devolution deals have meant that the SFA can only deliver Opt In activity until 2018. Despite these shortened timescales, we have managed to contract £9.5m of delivery through the SFA.
  - Through a broad base of ESF Opt In delivery, we are on target to meet our 2018 performance target with £16.6m of programmes contracted for delivery.
  
- **European Agricultural Fund for Rural Development (Rural)**
  - We have £1m worth of applications in appraisal for tourism infrastructure and cooperation projects.
  - Defra were intending to open calls in Sept/Oct for tourism infrastructure and food processing. We await further decisions on these calls,

*'the Government had not only confirmed funding for CAP Basic Payments Scheme until 2020 but had highlighted that remaining EU funds, including LEADER, RDPE Growth Programme, Countryside Productivity, ERDF and ESF, will receive further clarification around the time of the Autumn Statement. The HMT announcement also indicated that some EU funded activity may continue between the Autumn Statement and the time that we leave the EU.'*

**In summary we are on track to deliver our ESIF programme up to 2018, however little activity is contracted beyond that date. Government policy post Brexit will therefore be critical from 2018 onwards.**

**Our next action** will be to get assurance from government that anything which is contracted and spent by 2018 will be honoured. This will allow us to launch further calls providing comfort to partners that should they invest in applying, the funding will be available, without putting risk on the government beyond the two year Article 50 deadline.

Table A

European regional Development Fund (ERDF) Business Growth & Innovation		European Social Fund (ESF) Skills	European Agricultural Fund for Rural Development (EAFRD) - Rural
	£m		£m
<b>PA1 Research &amp; Innovation</b>		<b>Skills Funding Agency (SFA) Opt-in</b>	
Stimulating innovation in agri-food	0.38	Skills Support for the Workforce	4.0
Biovale bio-economy support programme	0.79	Apprenticeships	2.0
Project & Process Innovation	2.00	Higher Level Skills	0.75
<b>PA2 ICT Infrastructure</b>		Not in Employment, Education or Training	0.37
Broadband Infrastructure	1.00	Careers Information advice & Guidance	0.43
<b>PA3 SME Competitiveness</b>		Community Grants	1.00
Enterprise!	0.48	Skills Support for the Unemployed	0.5
Northern Powerhouse Access to Finance	7.00	<b>Big Lottery Opt-In</b>	
Supply Chains (formerly MAS)	0.30	Building Better Opportunities	4.00
		<b>DWP Opt-In</b>	
		Access to Employment	3.55

<b>PA1 Research &amp; Innovation</b>				Tourism Infrastructure	0.5
Innovation Vouchers	1.00			Tourism cooperation	0.5
Innovation Grants for R&D	1.00				
<b>PA3 SME Competitiveness</b>					
IT Business Support	0.80				
<b>PA4 Low Carbon</b>					
Low Carbon Grants for R&D	1.00				
<b>Allocations not yet called for</b>		<b>Allocations not yet called for</b>		<b>Allocations not yet called for</b>	
PA1 Research & Innovation	5.12	IP1.1 Access to Employment	1.32	Food processing	
PA2 ICT Infrastructure	0.18	IP1.2 Young People	0.28	Broadband	2.00
PA 3 SME Competitiveness	0.83	IP1.4 Social Inclusion	0.56	Tourism infrastructure	3.50
PA4 Low Carbon	7.36	IP1.5 Community Led Local Development	4.20	Tourism cooperation	2.35
PA5 Climate change (Flood)	4.99	IP2.1 Lifelong Learning	6.70		1.00
PA6 Environmental Protection (Blue/Green Infrastructure)	3.07	IP2.2 Skills Support for SME's	3.71		
PA8 Community Led Local Development	2.73				

### 3.0 Local Growth Funding Progress

- **The Local Growth Deal for York, North Yorkshire and East Riding totals £122.2m.**

#### **2016/17 Performance**

The financial allocation for 2016/17 has been formally agreed by Government and comprises of the following:-

- £13.0m Local Growth Fund allocation
- £8.3m DfT Local Growth Fund for retained transport projects

**Annex A sets out the current position** and the key points being:

- The programme remains in a strong position, on track to deliver on the £21.3m spend for 2016/17
- The current forecast, considering both underspend and current mitigating action, shows 2016/17 headroom of £1.3m, however remain confident we can accelerate future investments to deliver on budget.
- The highest risk projects with spend in 2016/17 are
  - North Northallerton, with a planned 16/17 spend of £4.1m. Whilst this remains on track, there is significant work to complete to deliver in 2016/17.
  - Olympia Park - £8m allocated as a loan with £3m originally profiled for 16/17. NYCC & Selby DC are currently exploring a public sector led solution. The profiled £3m spend in 2016/17 is unlikely to happen.
  - Bio-Economy Investment fund – created following the decision not to invest in York Bio-Hub and the DEFRA sale of the National Agri-Food Innovation Campus (NAFIC), an industry led Task & Finish Group is currently working up proposals to develop the sector and delivering jobs and growth. A call for projects is out with investment starting 2017/18. The profiled £2m 2016/17 investment in NAFIC will not happen.
- Current actions to mitigate underspend
  - £2m to be allocated to support further business grants through the successful Let's Grow Scheme, currently assessing an outline business case (£1m 2016/17 spend); and
  - North Yorkshire County Council have provided the LEP with a loan of £2.5m to accelerate investment in flood defences to protect businesses and jobs. This Loan is to be repaid against future returns. On the back of this we have approved 2 investments totalling £3.2m both of which will spend in 2016/17. (Tadcaster Bridge & Dalton Industrial Estate)

- **Overall Programme**

The programme overall is showing an over profile of £2.1m, however this does not take into account the profiled returns from an £8m loan for Olympia Park. Considering this there remains £5.9m future returns unallocated

- **Future action to increase the pipeline**

- It is proposed to increase the pipeline of priority projects approved through to full business plan. This 'reserve list' will be investment ready and should existing projects slip from their existing profiles, a decision will be made on reallocation of budgets
- The projects included within the Growth Deal 3 submission will form the initial basis of these projects, however should new opportunities emerge, partners will have the opportunity to present these through the relevant LEP Sub Board (Infrastructure, skills capital or Business) for approval.
- This will be open to business, skills capital and infrastructure projects.
- All budget variations will be approved via the main LEP Board, taking into account delivery of programme level outputs and outcomes.

**The implication of this will be that allocation through a Local Growth Deal will not guarantee investment if an investible business plan and delivery is not brought forward in a timely manner.**

#### **4.0 LEP Management & Resources**

##### **Business Support resources**

- Working in partnership with professionals, the LEP Growth Hub 'Hows business' have been creating a series of e-books to help small business. The current set is available at <http://howsbusiness.org/how-business-ebooks>
- I would draw Leaders attention to the Hows Business Regulations E-book. The York version is attached as an example, however a bespoke book has been created for each LA area. These are being extremely well received by businesses and I would encourage promotion of these books across your sme base.
- Inward Investment - There are significant inward investment opportunities emerging across the region. We are working closely with Local Authorities and Leeds City Region to ensure we maximise our chances of success.

There are several emerging pressures on the LEP

##### **Infrastructure Delivery Capacity**

- We operate with a small secretariat, and a model which closely aligns with Local Authorities, utilising secondments wherever possible. This supports the close working relationship between the LEP and Local Authorities, however as austerity continues and LA's review their resources, it also provides significant risk – both within the LEP secretariat and to our partnership.

- Delivery of our Local Growth Fund requires both the LEP and contracted partner (often Local authorities) to work up and then implement major projects. These investments are often large, complex and require specialist delivery skills. Our major LGF investments for 16/17 and 17/18 include significant spend across some of our most complex projects, with potential for future investment in schemes such as York Central, South Skipton Employment Zone, Scarborough Cyber Security Park, Bridlington Marina, Harrogate Station Parade, Northallerton Prison and Pickering Business Park – all of which require major input from the local authorities to deliver.
- Even with existing resources there is insufficient capacity at some local authorities to bring forward projects, with some YNYER authorities not submitting proposals in response to the 2016 call for LGF projects.
- In line with our Growth Deal, the LEP is also working increasingly closely with Local Authorities around Local Plans, the duty to co-operate and also bringing forward significant future opportunities eg. Ripon Barracks, Junction 47, Garden Villages etc.
- We have developed an excellent relationship with the HCA and we are to co-design a bespoke housing investment package for YNYER in partnership with HCA and local authorities to support delivery of housing and increase HCA investment levels in our area.
- Working together to ensure the right skills are in the right place to deliver these investments on time is vital. As local budgets are squeezed, there is an increasing need to collaborate and share resources to deliver these investments and to bring forward new projects that secure investment in our area. This raises a number of issues/opportunities at this time of reduced local authority resources:
- Success is projects delivering, bringing homes and jobs to the region. How can we work better together to lower delivery risk and accelerate investment and impact?
- Bringing sites forward into investible propositions will be crucial to future bidding rounds for Local Growth Fund and also to accessing other opportunities, such as HCA funding. How can we deliver more, better propositions?
- We are keen to develop a more flexible, responsive, specialist shared resource, which also allows for greater capitalisation of costs and therefore lower residual revenue requirements. Working across authorities, such a model could provide the appropriate level of skills while addressing the peaks and troughs that are involved with working up and delivering major projects on an individual authority basis.

## Post Brexit Opportunities

- Whilst there has been significant uncertainty post Brexit, several opportunities and actions which have emerged subsequent to agreeing the 2016/17 delivery plan need progressing. These will require significant resources to develop and we are working closely with Local Authority, however it remains a significant challenge.
- UK Industrial Strategy – the new government has committed to a comprehensive industrial strategy which will be both sectoral and geographical. It is imperative we work with partners and industry to maximise the potential for this region.
- LEPS have received a letter from DCMS, which sets out details of three national initiatives in the cultural / heritage / tourism sector:
  - Great Place Scheme
  - Discover England Fund

Two bids are being co-ordinated into the Great places Scheme

1. Yorkshire Coast
  2. York & North Yorkshire
- We are working in partnership with York Potash to increase local supply chain activity. We will lead a project across YNYER, Humber and Leeds City Region targeting specific areas of opportunity.
  - We need to progress the Cyber Security Business Park alongside GCHQ in partnership with Scarborough BC. A Task and Finish group is being created to co-ordinate this opportunity.

## 5.0 Recommendations

1. LGNYY are asked to;
  - a. Note EU Funding development
  - b. Note progress on Local Growth Fund
  - c. Note the resource challenges and comment on the potential for greater collaboration and sharing.

## Annex A: Current Growth Deal budget variation



## Annex A: Local Growth Fund Budget Variation

Project Name	2015/16	This Financial Year 2016/17			All Years 2015-21		
	Actual	Original	Revised	Variance	Original	Revised	Variance
	£m	£m	£m	£m	£m	£m	£m
<b>Business Growth</b>							
National Agri-Food Innovation Campus.	0	2.0	0	-2.0	8.3	0	-8.3
York Bio-Hub.	0	1.0	1.0	0	5	1	-4.0
Lets Grow Business Grant Scheme	0	0	1.0	+1.0	0	2	+2.0
Bio economy Programme	0	0	0	0	0	8.6	+8.6
<b>Skills Capital</b>							
Harrogate College.	2.8	0	0.2	0.2	4	3	-1
Askham Bryan College - Agricultural Skills	1	0	0	0	1	1	0
Askham Bryan College - Engineering Centre.	0.6	0	0	0	0.6	0.6	0
Skills Capital projects <ul style="list-style-type: none"> <li>Selby College Equipment</li> <li>Craven College new build</li> <li>Small scale projects</li> </ul>	0.1	0	0.5	0.5	0	1	1
<b>Strategic Sites</b>							
Housing growth at Scarborough.	2.3	0	0	0	2.3	2.3	0
Growth at Catterick Garrison.	1.2	0	0	0	1.2	1.2	0
Housing and employment at Northallerton.	1.9	5	4.1	-0.9	6	6	0
Olympia Park, Selby – LGF	0	3.0	0	-3.0	8	8	0
Skipton Employment -Flood Alleviation Scheme	1.2	1.2	0	-1.2	1.2	1.2	0
Malton Agri Business Park	0.6	0.8	1.5	0.7	2.1	2.1	0
Olympia Park, Selby HCA Loan (THIS IS DEALT WITH DIRECTLY BY THE HCA)	0	0	0	0	3.5	3.5	0
<b>Transport</b>							
Newlands Bridge Drax-M62	1.5	0	0	0	1.5	1.5	0
North Yorkshire Road Improvement Scheme	2.1	5.0	5.0	0	24	24	0
A1079 – Improvements	0	0	0	0	8	6.3	-1.7
A1/A59 improvements	0	0	0	0	0.8	2.5	1.7
East Riding Road Improvement scheme	0	3.3	3.3	0	16.7	16.7	0
Dalton Bridge	0	0	1.8	+1.8	0	1.8	+1.8
Tadcaster Bridge	0	0	1.4	+1.4	0	1.4	+1.4

Pre-allocated transport funding 1. Bedale Bypass (£18.4m) 2. York-Harrogate Rail Improvements (£9.6m)	15.5	0	0	0		28	28	0
Development and Delivery Costs		0	0.2	+0.2		0	0.8	+0.8
<b>Total value of Growth Deal Projects</b>	30.8	21.3	20.0	-1.30		<b>122.2</b>	<b>124.3</b>	<b>+2.1</b>
<b>Finance Summary</b>								
Income received								
Local Growth Fund	30.8	21.3				122.2	122.2	
NYCC flood defence loan						0	2.1	
LGF Loan Returns (Olympia Park)						-8.0	8.0	
Outstanding Liability								
NYCC Loan Repayment							-2.1	
Re-Investment Surplus						8.0	5.9	

*How's*

**BUSINESS**



**The business  
owner's guide to**  
*Regulations in York*



# What's How's Business

Hello. First of all, we'd like to say a big thank you for downloading our guide.

We're How's Business, the growth hub for York, North Yorkshire and East Riding.

We're one of 39 growth hubs set up by the Department for Business Innovation and Skills.

Our role is to make it easy for business owners like you to find the support you need. This could be to locate funding, help with marketing or advice on how to expand your set-up.

As our patch is quite rural, travel times can really cut into your day. So we try to focus on what's available locally. We've got a website, [www.howsbusiness.org](http://www.howsbusiness.org) that plays a vital role in offering advice from anywhere with an internet connection.

We hope you find our guide really useful.

# Introduction

At an initial glance, regulations can seem very complex. With so many different regulations and organisations dealing with them, it can be hard to know where to go for help.

We've put together this simple and straightforward guide to show you all the regulatory help that's out there.

## Contents

Building Regulations.....	<a href="#"><u>Page 4</u></a>
Business Continuity.....	<a href="#"><u>Page 6</u></a>
Business Rates.....	<a href="#"><u>Page 8</u></a>
Commercial Waste.....	<a href="#"><u>Page 10</u></a>
Employment.....	<a href="#"><u>Page 12</u></a>
Food Safety.....	<a href="#"><u>Page 14</u></a>
Fire Safety.....	<a href="#"><u>Page 16</u></a>

Health and Safety.....	<u>Page 18</u>
HM Revenue and Customers.....	<u>Page 20</u>
Intellectual Property.....	<u>Page 22</u>
Licensing.....	<u>Page 23</u>
Nuisance.....	<u>Page 25</u>
Planning.....	<u>Page 27</u>
Protection from pollution.....	<u>Page 29</u>
Trading Standards.....	<u>Page 32</u>

## Disclaimer

This guide's sole purpose is to show you the main regulations that apply to small businesses. It also serves to introduce you to the different organisations that cover those regulations and the help and advice they can provide.



# Building Regulations

## Why you may need this service

If you're making alterations to your business premises, putting in place an extension, or even building new premises, then you'll need to comply with building regulations.

Your building work will require approval by an inspector either from your local authority building control department or an external approved inspector. Some changes of use of premises may also mean that the premises may need to comply with Building Regulations.

## How Councils can help your business

Councils work to ensure that buildings are safe, healthy, accessible and sustainable for current and future generations. If you are contemplating undertaking any building work, the council will help you decide whether the project will require a planning permission and/or a building regulations application, these are two separate applications and must be applied for individually.

## What do they offer?

- Full advisory and approval service at design and construction stages on all matters relating to building works, including demolition
- Advice on whether building regulations approval will be required for the works you are planning
- Plan approval - Vetting of drawings to ensure compliance with building regulations including consultation with other interested parties e.g. The Fire Service
- Site inspection - Undertake inspections at key stages in construction to ensure compliance with building regulations

## Further information

Contact the appropriate council where your business is located

### City of York Council

[https://www.york.gov.uk/info/20047/building\\_control/779/building\\_control](https://www.york.gov.uk/info/20047/building_control/779/building_control)

West Offices, Station Rise, York, YO1 6GA

**phone:** (01904) 551354 /551333      **email:** [building.control@york.gov.uk](mailto:building.control@york.gov.uk)

## Further Information

### PLANNING PORTAL

<https://www.gov.uk/topic/planning-development/building-regulations>

### BUILDING REGULATIONS APPROVAL

<https://www.gov.uk/building-regulations-approval>

### PARTY WALL ACT: EXPLANATORY BOOKLET

<https://www.gov.uk/guidance/party-wall-etc-act-1996-guidance#explanatory-booklet>

### LOCAL AUTHORITY BUILDING CONTROL

<http://www.labc.uk.com/>





# Business Continuity

## Why you may need this service

An incident large or small, natural, accidental or deliberate, can cause major disruption to your business. This may cause loss of income, customers, reputation, legal or regulatory penalties or even complete loss of your business.

Business continuity is a planning process that's aim is to manage the risks and ensure continuity as much as possible in the event of disruption to your business. Effective business continuity may also help in securing business insurance.

## How Councils can help your business

Local Authorities have a statutory duty under the Civil Contingencies Act 2004 to provide free advice and assistance with regards to business continuity for small and medium enterprises and voluntary organisations. Using their advisors to be better informed and better prepared to deal with emergencies has a wide range of benefits and is good business practice.

## What do they offer?

- Advice and support in planning, developing and documenting systems to maintain business continuity
- Help to identify the critical activities and resources needed to continue business
- Help to assess the internal and external risks to these activities
- Help to identify and prioritise services necessary to recover from disruption, set objectives for recovery time and determine the resources needed to achieve your objectives
- Signpost you to relevant information/tool-kits available

### City of York Council

[https://www.york.gov.uk/info/20044/business\\_continuity/660/what\\_help\\_can\\_i\\_get\\_with\\_business\\_continuity](https://www.york.gov.uk/info/20044/business_continuity/660/what_help_can_i_get_with_business_continuity)

West Offices, Station Rise, York, YO1 6GA

**phone:** 01904 551039

**email:** [emergency.planning@york.gov.uk](mailto:emergency.planning@york.gov.uk)

## Further Information

### Business Continuity Management Tool-kit - Gov.uk

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/137994/Business\\_ContinuityManagement\\_Toolkit.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/137994/Business_ContinuityManagement_Toolkit.pdf)



# Business Rates

## Why you may need this service

**If you're occupying a business premises, then you'll need to pay business rates to your local council. Even if you are working from home, the part of your property used for business may be liable to business rates. Small business relief may be available in some circumstances. If you are moving to a different premise you can find out the rateable value by contacting your local council or using the Valuation Office Agency.**

## How Councils can help your business

Occupiers of non-domestic properties pay non-domestic rates (often known as business rates) which contribute towards the cost of local services which support your business. The councils collect business rates and this money then goes towards paying for the services provided by your council, the county council, the Police and Crime Commissioner and the Fire and Rescue Authority.

## What do they offer?

- Advise you on how much you will have to pay, if you have a particular property in mind
- Ensure that you receive any relief or exemption that you are entitled to
- They will set up an account for you and give the maximum available number of instalments for payment
- Advise on the best way to pay your business rates

## Further Information

Contact the council where your business is located:

### City of York Council

**<https://www.york.gov.uk/homepage/22/business>**

West Offices building, Station Rise, York, YO1 6GA

**phone:** (01904) 551553:

**email:** [business.rates@york.gov.uk](mailto:business.rates@york.gov.uk)

## VALUATION OFFICE AGENCY

**<https://www.gov.uk/guidance/valuation-office-agency-and-business-rates-non-domestic-rates>**



# Commercial Waste

## Why you may need this service

Disposing of rubbish costs your business money and wastes natural resources. It is estimated that waste typically costs companies around four per cent of their annual turnover and is increasing. Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or human health. As a business owner you have a legal responsibility to ensure that you produce, store, transport and dispose of your business waste in accordance with the law and meet your duty of care.

It is advisable to either contact the environment agency or the local authority where your business is located.

## How councils can help your business

They can give clarity on the definitions of waste and guidance on safe storage and options available for managing your waste.

## What do they offer?

- Most councils provide a chargeable waste collection service for businesses at competitive prices, providing both a sack and container service
- Potentially help you to save money
- Provide advice on reducing, reusing or recycling your waste
- Advice on recovering energy from waste

## Further information

Contact the appropriate council where your business is located:

### City of York Council

[https://www.york.gov.uk/info/20090/commercial\\_waste/1569/commercial\\_waste\\_disposal\\_responsibilities](https://www.york.gov.uk/info/20090/commercial_waste/1569/commercial_waste_disposal_responsibilities)

Hazel Court, James Street, York, YO10 3DS

**phone:** (01904) 553270 or (01904) 553282      **email:** [commwaste@york.gov.uk](mailto:commwaste@york.gov.uk)

### Environment Agency

**email:** [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

**phone:** (03708) 506506

Monday to Friday, 8am to 6pm

## Further Information

THE ENVIRONMENT AGENCY GUIDANCE ON WASTE RESPONSIBILITIES

<https://www.gov.uk/managing-your-waste-an-overview>



# Employment

## Why you may need this service

**Your staff are one of your most important assets, not only do you want them to perform well, you also need to be mindful of the law and your staff's rights when dealing with them.**

**ACAS (Advisory, Conciliation and Arbitration Service) are governed by an independent Council, including representatives of employer and employee organisations and employment experts. They are a recognised source of best practice and impartial advice on employment issues.**

## What does ACAS offer?

- Free and impartial information and advice to employers and employees on all aspects of workplace relations and employment law
- Support in building good relationships between employers and employees which underpin business success
- Help when things go wrong by providing conciliation to resolve workplace problems
- Provision of good value, high quality training and tailored advice to employers, based on millions of contacts with employers and employees each year

- Advice and support to improve organisational performance and quality of working life
- Booklets, leaflets and handbooks covering a wide range of employment matters, from writing a contract of employment, to holiday entitlement, to the latest employment legislation to resolve disputes at the earliest stage and avoid conflict in the future which you can download or order on line

## Further information

### ACAS HOME PAGE:

<http://www.acas.org.uk/>

### PUBLICATIONS ACAS PUBLICATIONS -

Free to download, use and share. Including Advisory booklets, leaflets and fact sheets and guidance

<http://acas.ecgroup.net/>

### TRAINING EVENTS:

<https://obs.acas.org.uk/>





# Food Safety

## Why you may need this service

**If you are intending to produce, store or sell food and drink, in almost all cases you will need to register your food business with your council at least 28 days before starting trading. There is no charge for registration.**

**Food safety is normally regulated by your council, although in some cases it may be by the Food Standards Agency. You will also need to ensure that you and your staff have appropriate food hygiene training before you start running your business.**

## How Councils can help your business

Councils have a team of experienced food safety officers that give help and advice, in addition to carrying out inspections of your food business to ensure the food you are producing is safe to eat.

Following a food safety inspection they will rate your business in accordance with “The National Food Hygiene Rating Scheme” to show how well you are complying with food safety law. They also investigate complaints about food, food businesses and food poisoning cases notified by local doctors.

## What do they offer?

- Advice and information on food safety law
- Where appropriate, advisory visits to your business premises (there may be a charge for this)
- Help in compliance with the law and support in the development of good practice
- Help in developing a robust food safety management system
- Advice on food hygiene training requirements

## Further information

Contact the appropriate council where your business is located:

### City of York Council

[https://www.york.gov.uk/homepage/25/food\\_safety\\_and\\_standards](https://www.york.gov.uk/homepage/25/food_safety_and_standards)

Eco Depot, Hazel Court, York, YO10 3DS

**phone:** (01904) 551525

**email:** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk)

## Further Information

### FOOD STANDARDS AGENCY

<http://www.food.gov.uk>

### GUIDANCE ON FOOD LAW REQUIREMENTS

<http://www.food.gov.uk/multimedia/pdfs/publication/hygieneguidebooklet.pdf>

### FSA GUIDANCE ON SETTING UP A OTHER CATERING BUSINESS

<http://www.food.gov.uk/multimedia/pdfs/publication/starting-up-booklet.pdf>

### SAFER FOOD BETTER BUSINESS

<http://www.food.gov.uk/business-industry/caterers/sfbb/>

### FOOD HYGIENE RATING SCHEME

<https://www.food.gov.uk/business-industry/hygieneratings>



# Fire Safety

## Why you may need this service

**You have a responsibility for fire safety if you're an employer, self employed with premises, responsible for buildings with public access, or are a contractor who exercises a degree of control over premises.**

**If that's you, then you have a legal duty to ensure the safety of those using the premises or in the immediate vicinity who may be at risk should a fire occur.**

**The Regulatory Reform (Fire safety) Order 2005 covers virtually every type of building, structure and open space with the exception of private homes and individual flats in a block or house.**

## How the Fire and Rescue Service can help your business.

The Fire & Rescue Service is committed to working in partnership to deliver a fully integrated protection, prevention, and intervention service that reduces the risk to the community from fire and other emergencies.

## What do they offer?

- Advice, information and support for employers and owners of business premises, including multiple-occupation flats and houses
- Information on the legal responsibilities to ensure the safety of employees and the public in these premises
- Fire Safety inspections
- Guidance on conducting a fire risk assessment

## Further information

Contact the appropriate Service where your business is located:

### **North Yorkshire and the City of York**

NORTH YORKSHIRE FIRE & RESCUE SERVICE: (Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough, Selby)

**<http://www.northyorksfire.gov.uk/businesssafety>**

**phone:** (01609) 780150

Headquarters, Thurston Road, Northallerton, North Yorkshire, DL6 2ND

## Further Information

### DUTIES OF THE 'RESPONSIBLE PERSON'

**<https://www.gov.uk/workplace-fire-safety-your-responsibilities>**

### FIRE SAFETY LAW AND GUIDANCE

**<https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>**



# Health and Safety

## Why you may need this service

In general, health and safety laws apply to all businesses. As an employer, or a self-employed person, you are responsible for health and safety in your business. Health and safety laws are there to protect you, your employees and the public from workplace dangers. The legislation may seem daunting, however specialist guidance and advice is freely available and often it is only simple steps that are necessary to ensure compliance. The approach you take should be proportionate to the size of your business and the nature of your business activity. For most small, low-risk businesses the steps you need to take are straightforward.

Compliance with health and safety legislation is not only necessary, it will protect your business and help keep costs down to enhance the productivity and reputation of your business.

## What help is out there

Good practice in health and safety is good for your business – and it's the law. Councils can give advice on what you need to know about health and safety, the development of good practice and assist you in complying with relevant legal requirements. There are a number of health and safety requirements which need to be considered when running a business.

Councils can help you identify which legal requirements are relevant to your business and where to get appropriate information. They cover premises such as shops, offices, hairdressers, cinemas, hotels, leisure activities, warehouses, tyre and exhaust centres, and consumer services, e.g. launderettes, churches, banks, beauty parlours, residential care homes.

## What do they offer?

- General help and advice on health and safety and training
- Discussion on your health and safety concerns
- Signposting to relevant guidance advice
- What documentation and records you may need to keep
- Site visits if necessary (there may be a charge for these)

## Further information

Contact the appropriate authority where your business is located:

### City of York Council

[https://www.york.gov.uk/info/20041/information\\_for\\_businesses/19/health\\_and\\_safety\\_at\\_work](https://www.york.gov.uk/info/20041/information_for_businesses/19/health_and_safety_at_work)

Eco Depot, Hazel Court, York, YO10 3DS

**phone:** (01904) 551525:

**email:** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk)

## Further Information

- **THE HEALTH & SAFETY EXECUTIVE (HSE)**  
<http://www.hse.gov.uk/>
- **INSTITUTION OF OCCUPATIONAL SAFETY & HEALTH (IOSH)**  
<https://www.iosh.co.uk/> (Free advice on occupational health & safety and on health & safety at work)

**phone:** (0116) 2573100

**email:** [reception@iosh.co.uk](mailto:reception@iosh.co.uk)



# HM Revenue and Customs

## Why you may need this service

Legally, your business is going to have to deal with HMRC. They're known for handling taxes but they've got a lot of really useful information on the gov.uk website, including videos, webinars and newsletters. All in all, this makes it really easy to find out exactly what information you need to give them and also, to find out about the handy ways for you to get money back from the Government.

So, whether you're setting up a business, changing the structure of your business, trying to make sure you pay only as much tax as you need to, or taking on staff, HMRC have the resources you need to do it all legally.

## How HMRC can help your business

HMRC offer new or existing businesses a range of information relating to employing people, recording the information you will need to complete your tax returns, claim allowances, VAT and payments.

## What do they offer?

- Fundamental tax advice, e.g. tax returns, allowances and tax codes
- Help and support with self-assessment and record keeping
- Information about national insurance contributions
- Advice on self-assessment and how you can pay any tax liability
- Fact-sheets about working for yourself
- Helpline and online presentations
- Advice on taking on staff
- Advice on if you need to register for VAT

## Further Information

### My new business

For interactive help and advice from across government in one place specifically designed for small businesses go to the 'Starting up a Business' pages at <https://www.gov.uk/starting-up-a-business>

### Tax help information

Working for yourself – what you need to know. <https://www.gov.uk/working-for-yourself/overview>

Expenses and allowances for the self-employed – what you need to know. <https://www.gov.uk/expenses-if-youre-self-employed>

### Online presentations

<https://www.gov.uk/government/news/webinars-and-videos-about-self-assessment>

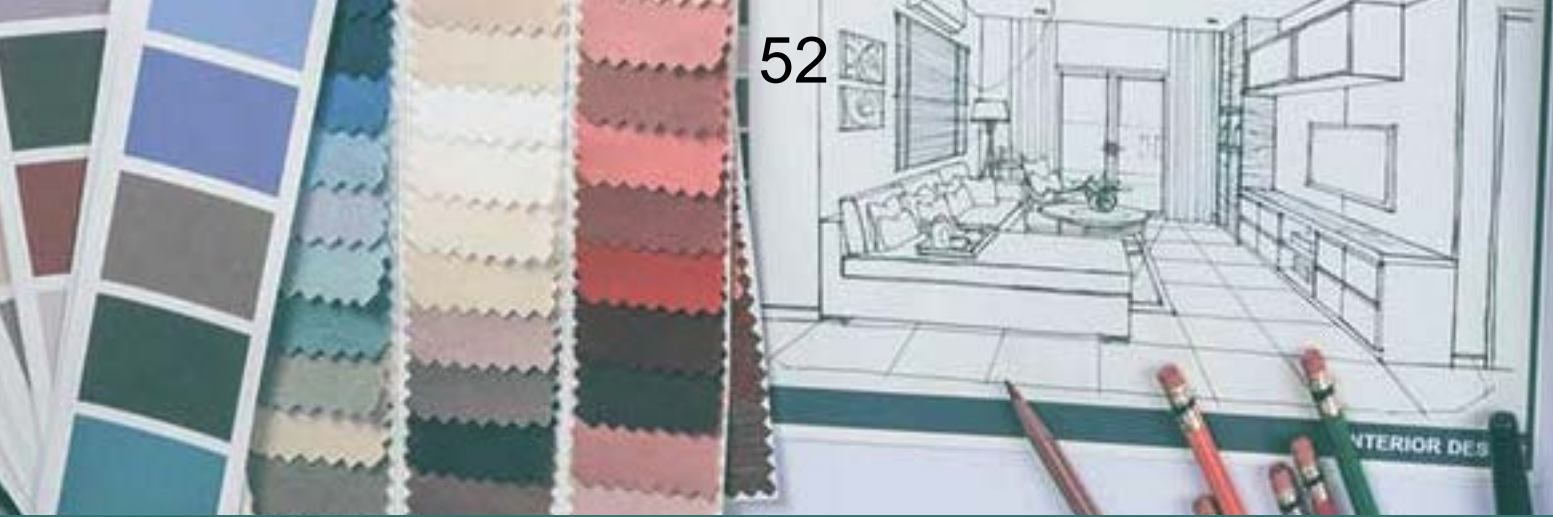
### Register your self-employment

On line - <https://www.gov.uk/set-up-sole-trader/register>

### Register for tax

<https://www.gov.uk/new-business-register-for-tax>





# Intellectual property

## Why you may need this service

Having the right type of intellectual property protection helps you to stop people stealing or copying things as inventions; written and artistic works, designs and symbols, names and images which you may create and use in your business. IP is protected in law by, for example, patents, copyright and trademarks.

## Further Information

### INTELLECTUAL PROPERTY OFFICE

<https://www.gov.uk/government/organisations/intellectual-property-office>

The Intellectual property Office has a range of resources that you can use for guidance. Advice is available on the circumstances in which you can apply for patents, and how your local Trading Standards office can help protect them.

### CITY OF YORK COUNCIL

[https://www.york.gov.uk/info/20046/trading\\_standards\\_and\\_consumer\\_advice/923/trading\\_standards\\_business\\_advice](https://www.york.gov.uk/info/20046/trading_standards_and_consumer_advice/923/trading_standards_business_advice)



# Licensing

## Why you may need this service

A number of licensing requirements may need to be considered when running a business.

Councils are responsible for dealing with the licensing, registration and regulation of a wide range of activities, premises and vehicles. Some of these are required by law nationally, but there are sometimes also local requirements which may also affect your business. It is important to know whether your business activity requires a licence or registration so that you can stay legal.

## What can licensors do for you?

If you are unsure whether your business activity requires a licence or registration, you should contact the council in which your business is located (the people you pay your business rates or council tax to).

Local authorities can help you identify what might be relevant to your business and where to get appropriate information. They can also offer you guidance on completing and submitting your licence/registration application and complying with relevant legal requirements.

## What do they offer?

- Guidance when completing and submitting applications
- Help with identifying which forms you might need and advice on how to complete them
- Advice on which other agencies you may need to consult to get a licence
- Checks on safety issues and potential public nuisance issues
- Help with identifying the relevant legal requirements

## Further information

If your business involves any of the following activities it is likely you will need to register or obtain a licence, please contact the local authority where your business is located:

Alcohol and entertainment, gambling, animal welfare (pet shops, kennels/ catteries, zoos, horse riding, dog breeding, dangerous wild animals), street trading and markets, charitable collections, scrap metal or motor salvage operators, caravan sites, pleasure boats, sex shops and sexual entertainment venues, cosmetic piercing (registrations for tattooing, ear piercing, acupuncture), houses of multiple occupation, taxis, pavement cafes.

## Council contact information

### CITY OF YORK COUNCIL

<https://www.york.gov.uk/homepage/22/business#>

Licensing services, Eco Dept, Hazel Court, York, YO10 3DS

**phone:** (01904) 552512

**email:** [licensing.unit@york.gov.uk](mailto:licensing.unit@york.gov.uk)



# Nuisance

## Why you may need this service

**If you cause or fail to deal with a nuisance problem created by the operation of your business then you could face legal action and a fine. The local authority could also restrict or stop your business activities.**

**Nuisance is any action or neglect which interferes with peoples use and enjoyment of land or property or could have a negative effect on health. There are 2 types of nuisance, common law and statutory nuisance. Examples of common law nuisance which businesses need to consider may include excessive noise, excessive artificial light, vermin, litter, dust and smoke.**

**Statutory nuisance is regulated through other council services or agencies e.g. noise from licenced premises.**

## How Councils can help your business

Your council can give advice on nuisance control matters, there are a number of requirements which need to be considered when running a business. They can help you identify which is relevant to your business and where to get appropriate information. This is particularly suitable if you are starting a business or thinking of moving your business to different premises. They can help you identify and comply with relevant legal requirements and support you in the development of good working practices. They provide advice, information and some authorities where appropriate may carry out advisory visits (there may be a charge for these).

## What do they offer?

- Environmental Protection officers are available to support your business in complying with common law and statutory nuisance caused by noise, odour, dust, smoke and other nuisance
- They can provide information and guidance on whether any activities which you wish to carry out may cause a statutory nuisance
- They can advise on measures you can take to control these activities
- They have statutory consultees for planning and licensing applications

## Further information

Contact the appropriate council where your business is located:

### City of York Council

**[https://www.york.gov.uk/info/20020/environment and animals](https://www.york.gov.uk/info/20020/environment%20and%20animals)**

Eco Depot, Hazel Court, York, YO10 3DS

**phone:** (01904) 551525:      **email:** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk)

## Further Information

Department for Environment, Food and Rural Affairs (Gov.UK site)

**<https://www.gov.uk/search?q=nuisance>**



# Planning

## Why you may need this service

Many types of building work will require planning permission – such as relocation, new build, conversion or expansion of your business resulting in extension to buildings or sites. It can also apply if you are wanting to use your premises for more and different activities. Some other examples may include the change of use of land or putting up adverts to promote your business.

## How Councils can help your business

It is recommended that you contact your Local Council planning service before you submit a planning application to build, extend or convert a property to suit the needs of your business.

Pre-application advice can help identify any problems with your scheme before plans are submitted and may be able to give an indication of the likely outcome of your planning application.

The planning rules do vary from area to area so it is important you contact the council where your premises is located.

## What do they offer?

- Advice on whether a planning application is necessary
- Checks on the permitted use of a premises
- Assistance in finding if existing planning permissions have conditions attached to them which may restrict their use
- Advice when you are considering new builds, extensions to existing buildings or changes of use of land or buildings which typically would require planning permission
- Information to help businesses negotiate the planning process
- Consultation on planning applications with other statutory or non-statutory bodies
- Help with planning problems

## Further information

Contact the local council where your business is located:

### City of York Council

[https://www.york.gov.uk/homepage/34/planning\\_and\\_building](https://www.york.gov.uk/homepage/34/planning_and_building)

West Offices building, Station Rise, York, YO1 6GA

**phone:** (01904) 551553:

**email:** [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)

## Appeals

If you want information on how to appeal against a planning decision go to:

<https://www.gov.uk/appeal-planning-decision>



# Protection from pollution

## Why you may need this service

**Many business activities are carefully regulated to ensure they do not cause short or long term damage to the environment. To stop you from falling foul of the law, councils and the Environment Agency regulate such activities.**

**Businesses who act in a socially and environmentally responsible way have found that this can positively affect profitability and the long term success of their business.**

## How Councils can help your business

Much of the guidance and advice you need to ensure that your business is compliant with environmental regulations is specialist. It is advisable to seek advice from your local authority, the environment agency or your water provider to ensure you know fully what it is you need to do to be compliant.

Councils can help you comply with relevant legal requirements and support you in the development of good working practices. They provide advice and information which is particularly suitable if you are starting a business or thinking of moving your business to different premises or area. Officers are available to support your business in complying with a wide range of environmental protection and pollution control legislation including - contaminated land, noise, industrial pollution, private water supplies and air quality management.



## What do they offer?

- Environmental Protection officers are available to support your business in complying with the relevant legislation relating to pollution control
- They can advise on measures you can take to control such activities
- They are statutory consultees for planning and licensing applications
- They can advise on energy savings
- Issue authorisations and permits for certain industrial processes.

Note: for pollution control in a watercourse you should contact the Environment Agency.

## Further information

Contact the appropriate authority where your business is located:

### **City of York Council**

**[https://www.york.gov.uk/info/20020/environment and animals](https://www.york.gov.uk/info/20020/environment%20and%20animals)**

Eco Depot, Hazel Court, York, YO10 3DS

**phone:** (01904) 551525:

**email:** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk)

## Further Information

### THE ENVIRONMENT AGENCY'S BUSINESS PAGES

**<https://www.gov.uk/government/organisations/environment-agency>**

### POLLUTION PREVENTION GUIDANCE DOCS FROM THE ENVIRONMENT AGENCY

**<https://www.gov.uk/search?q=Pollution+prevention+guidance&filter=organisations%5B%5D=environment-agency>**

### Appeals:

If the authority decides to refuse a permit, a business can appeal to the government. A business can also appeal if it has received a permit but does not agree with any of the conditions.



# Trading Standards

## Why you may need this service

**It is very important for your business that you stay legal and compliant with trading standards legislation, otherwise you could face criminal or civil legal action.**

**Trading Standards legislation protects the customer, but it is also useful to remember that compliance and a good understanding of your responsibilities and rights under the legislation will also help to protect your business. Compliance can also enhance your reputation as a business that has the interests of its customers at its heart.**

## How Councils can help your business

Trading standards can seem a complex area and consequently it is highly advisable that you contact the service for help. The trading standards service provides advice for businesses and is responsible for enforcing laws covering the safety, descriptions and pricing of products and services. Their aim is "safeguarding consumers, supporting legitimate trade".

## What do they offer?

- Comprehensive advice
- Published guidance to advise businesses on a variety of topics
- Specialist trader advice
- Advice to businesses on the Consumer Rights
- Free, impartial legal guidance for businesses

## Further information

Contact the appropriate Authority where your business is located:

### **City of York Council Trading Standards** (City of York)

**[https://www.york.gov.uk/info/20046/trading\\_standards\\_and\\_consumer\\_advice/923/trading\\_standards\\_business\\_advice](https://www.york.gov.uk/info/20046/trading_standards_and_consumer_advice/923/trading_standards_business_advice)** (Covering York area)

Hazel Court, York, YO10 3DS

**Phone:** (01904) 551525

**email:** [public.protection@york.gov.uk](mailto:public.protection@york.gov.uk)

## Further Information

### **BUSINESS COMPANION**

**<https://www.businesscompanion.info/>**

### **ONLINE AND DISTANCE SELLING FOR BUSINESSES**

**<https://www.gov.uk/online-and-distance-selling-for-businesses/overview>**

### **THE NATIONAL MEASUREMENT AND REGULATION OFFICE**

**<https://www.gov.uk/government/organisations/national-measurement-and-regulation-office>**



# Next steps

Hopefully this guide has helped you to get a better grip on regulations. But before we say goodbye, we thought we'd offer you a few more places you can go for general business advice.

## The National Business Support Helpline:

If you need some free advice for your business, give the folk at the National Business Support Helpline a ring. Their advice is free, and the number is **0300 456 3565**

## Articles, Experts and Events on How's Business

We've got stacks of useful articles, loads of trusted local experts and a great choice on networking events on How's Business so feel free to browse to your heart's content at

[www.HowsBusiness.org](http://www.HowsBusiness.org)