

CORONAVIRUS BUSINESS SUPPORT FACTSHEET

21st April 2021

Test & Trace Support Payment Scheme:

A £500 payment is available to those eligible who have been told to self-isolate by NHS Test and Trace, or are the parent or guardian of a child who has been told to self-isolate. To view the eligibility criteria please [click here](#)

Government's Roadmap Out of Lockdown in England:

On 22.2.21 the government unveiled their roadmap to lifting restrictions in England, with four stages with at least five weeks between each stage, this is to allow four weeks for the impact of a change to show in the data, plus the government wants to give at least one week's notice of each change coming into force. Each stage of the roadmap is subject to four conditions being met, with Stage 1B implemented on 29th March and Stage 2 implemented on 12th April. To view a summary of the conditions and stages please [click here](#). To view the full Roadmap please [click here](#). To view Stage 2 changes please [click here](#). To view details of the four government reviews planned please [click here](#)

Asymptomatic COVID-19 Testing for All Registered Businesses: (Now Closed)

All registered businesses in England can now benefit from asymptomatic COVID-19 testing, for employees who are unable to work from home. This scheme closed on 12th April, but businesses who registered before 12th April can still order free home test kits. To order your test kits please [click here](#)

Self-Employed:

- **Self-Employment Income Support Scheme** - The government has now extended this scheme:
 - **First Grant – (Closed)** A taxable grant of 80% of average monthly profits over the last three years, up to £2500 per month, for at least three months and could be claimed whilst continuing to do business.
 - **Second Grant – (Closed)** A taxable grant of 70% of average monthly profits and capped at £6,570
 - **Third Grant – (Closed)** A taxable grant of 80% of average profits up to £7,500. For businesses continuing to actively trade, but faced reduced demand due to coronavirus. This lump sum grant was to cover three months' worth of profits for November to end of January.
 - **Fourth Grant – (Opening late April 2021 until 31 May 2021)** A taxable grant of 80% of 3 months average profits up to £7,500, to cover February 2021 to end of April. If you are eligible based on your tax returns, HMRC will contact you in mid-April with the date you can make your claim. For further information please [click here](#)
 - **Fifth Grant - (Opening late July)** - A taxable grant of 3 months average trading profits to cover May to September:
 - Turnover reduced by 30% or more will receive 80% of 3 months average trading profits
 - Turnover reduced by less than 30% will receive 30% of 3 months average trading profits
 - 600,000 businesses who were previously excluded due to being new start-ups can now apply if they filed a tax return by midnight on 2.3.21

You can claim if you're a self-employed or a member of a partnership and all of the following apply:

- you traded in the tax year 2018 to 2019 and submitted your Self-Assessment tax return on or before 23 April 2020 for that year
- you traded in the tax year 2019 to 2020
- you intend to continue to trade in the tax year 2020 to 2021
- you carry on a trade which has been adversely affected by coronavirus.

You must now make the claim yourself and not your tax agent or adviser on your behalf. To check their eligibility please [click here](#)

- **Coronavirus Business Interruption Loan Scheme – (Closed) – This scheme closed on 31.3.21 and was open to the Self-Employed.** For further info please [click here](#). To view advice on what to do if you have claimed too much and do not plan to make another claim please [click here](#)
- **Childcare Support Protection** – Working parents who are on the Government’s coronavirus support schemes will still be eligible for childcare support even if their income falls below the minimum threshold requirement. Eligible working parents who receive support through the Government’s extended Self-Employed Income Support Scheme (SEISS) will continue to receive their childcare entitlements, including the 30 hours offer and Tax-Free Childcare, even if their income levels fall below the threshold temporarily whilst on these schemes. Further information please [click here](#)
- **Deferred Self-Assessment Income Tax Payments** - Self-assessment taxpayers will now be able to benefit from a separate additional 12-month extension from HMRC on the “Time to Pay” self-service facility, meaning payments deferred from July 2020, and those due in January 2021, will now not need to be paid until January 2022.
- **Universal Credit** – Can now be accessed in full by the Self-Employed (up to £1,800 per month for eligible people in rented accommodation) Further information on this support is available [here](#)

For All Businesses:

- **Recovery Loan Scheme – (Now open until 31st December 2021)** A loan scheme for businesses of all sizes from £25,000 to £10mil, with a lender's government guarantee up to 80%. For further information please [click here](#)
- **Traineeship Employer Incentive** - £1000 cash boost to help employers take on new trainees and Apprenticeships. Available until 31st July 2021. For further information please [click here](#)
- **Coronavirus Job Retention Scheme-**
 - Extended until 30.9.21 with employers only contributing National Insurance contributions and employer pension contributions for hours not worked.
 - Businesses will have flexibility to use the scheme for any amount of time employees do not work, shift patterns and full-time furloughing.
 - HMRC will reimburse 80% of wage costs for ‘furloughed’ worker’s hours not worked (workers who have been asked to stop working but have not been made redundant) up to £2,500 per month. With employers expected to start contributing 10% in July and 20% in August and September.
 - Employers can claim for an employee even if the employer has not claimed for them before. This applies for employees on the payroll on or before 30th October 2020. The employer must have made a PAYE Real Time Information (RTI) submission to HMRC between 20 March 2020 and 30 October 2020, notifying a payment of earnings for that employee.
 - Employees that were employed and on the payroll on 23 September 2020 (the day before the Job Support Scheme announcement) who were made redundant or stopped working afterwards can be re-employed and claimed for. The employer must have made an RTI submission to HMRC from 20 March 2020 to 23 September 2020, notifying a payment of earnings for those employees.
 - Claims must be submitted by 11.59pm 14 calendar days after the month you are claiming for. If this time falls on the weekend or a bank holiday, then claims should be submitted on the next working day:
 - April 2021 must claim by 14th May 2021
 - May 2021 must claim by 14th June 2021
 - Scheme is live on the HMRC website to claim and read further information please [click here](#)
- **Local Restrictions Support Grant (Now Open). (Closed Addendum- Tier 4, National Lockdown & Closed Business Lockdown Payment)–** Registration deadline of 31.5.21 now set. These three grants are being dealt with under one application for businesses who have been

mandated to close and are registered for business rates. The person/business registered for business rates will receive:

- The government has confirmed further funding for an additional 44 days to cover the period 16th February to 31st March 2021, for businesses mandated to close. Adur & Worthing Councils will contact companies that have already submitted claims under the LRSG (Closed Addendum) scheme, since 26th December 2020 with regards to payment. Please note, eligible companies who have not submitted any claims to LRSG (Closed Addendum) need to complete the registration form. Please [click here](#)
- Properties with a rateable value of £15,000 or less receive £476 for the Tier 4 restrictions, £2,001 for the National Lockdown and £4,000 for the Closed Business Lockdown Payment
- Properties with a rateable value over £15,000 and less than £51,000 receive £714 for the Tier 4 restrictions, £3,000 for the National Lockdown and £6,000 for the Closed Business Lockdown Payment
- Properties with a rateable value of exactly £51,000 or more receive £1,076 for the Tier 4 restrictions, £4,500 for the National Lockdown and £9,000 for the Closed Business Lockdown Payment (Up to £25,000 for exceptional circumstances)

For further information please [click here](#)

To check eligibility please [click here](#)

- **Additional Restriction Grant (ARG) – (Round 5 Open)** The 5th round of the ARG discretionary grant is now open for applications until 30th June 2021. This grant is available to all businesses who could demonstrate financial loss as a result of the pandemic and are not covered by other grant schemes or where additional funding is required. For further information please [click here](#). For the grant eligibility please [click here](#)
- **Future Fund – (Closed)** Application deadline closed on 31.1.21. This was a 50% match-funded convertible loan facility, for unlisted UK registered companies that have raised at least £250,000 in equity investment, from third party investors in the last 5 years. Loans of £125,000 to £5mil were available. For further information please [click here](#)
- **Adur & Worthing Self-Isolation Grants – (Closed)** - £500 taxable lump sum payment for employees on low incomes who have been instructed to self-isolate by NHS Test & Trace and meet the government eligibility. This is in addition to SSP. This scheme ran from 28th September to 31st January 2021. For further information please [click here](#)
- **Kickstart Scheme** – Employers can now deal directly with the government without needing 30 vacancies. Employers will get £1,500 per job placement for 16- to 24-year-olds on Universal Credit who are at risk of long-term unemployment, along with 100% of minimum wage for 25 hours per week for 6 months and employer NIC contributions. For further information please [click here](#) To find a Kickstart Gateway please [click here](#)
- **Employees Tax Relief for Working from Home** – From 6.4.20 Employers can pay employees up to £6 a week tax free to cover additional costs if they have had to work from home. Eligible taxpayers can claim tax relief based on the rate at which they pay tax. For further information please [click here](#)
- **Deferred VAT** – The Online Payment Service opened on 23rd February and will close on 21st June 2021 giving businesses the option to pay deferred VAT in equal instalments, interest free and choose the number of instalments, from 2 to 11 (depending on when they join) Further details [click here](#)
- **Deferred Self-Assessment Tax Payments** – If you delayed making your second payment on account normally due on 31st July due to Coronavirus, this was added to your tax bill due on 31st January 2021. For further info please [click here](#)
- **Scaling up of HMRC ‘Time to Pay’ offer**- All businesses and individuals who are in temporary financial distress as a result of COVID-19 and have outstanding tax liabilities please contact HMRC's dedicated helpline: 0800 0159559 for advice on this offer. Please note that you will need to pay interest if you pay late. You may avoid penalties by contacting HMRC as soon as possible. For further info please [click here](#)
- **Corporate Insolvency and Governance Bill (Extended 30th June 2021)** – A series of measures to amend insolvency and company law to support business to address the challenges resulting from

the impact of Coronavirus (COVID-19). The Bill consists of 6 insolvency measures and 2 corporate governance measures. The insolvency measures will provide vital support to businesses to help them through this period of instability. Measures have been extended by The Corporate Insolvency and Governance Act 2020 (2020 No. 1349) until 30th April 2021. For the Bill press release [click here](#)
For the extension details please [click here](#)

- **Job Support Scheme (Deferred until after Furlough ends)**
 - **For Open Businesses** – Was due to start on 1st November and run for 6 months. For the first 3 months employees working 20% of their normal hours would receive 61.67% government funding (up to £1,541.75 per month) to match with 5% employer funding (up to £125 per month) for hours not worked. This support was to be available to employers even if they have not previously used the furlough scheme. After 3 months the government was planning to consider whether to increase the minimum working hours threshold. To read the scheme factsheet please [click here](#) For further information please [click here](#)
 - **For Businesses Required to Close as a Result of Coronavirus Restrictions** - This scheme was expanded to provide a £3,000 grant to pay wages of staff who cannot work and two thirds of each employee's salary (or 67%) up to a maximum of £2,100 a month. Further information please [click here](#)
- **Job Retention Bonus – (Deferred until after Furlough ends)**. A one-off payment to employers of £1,000 for every employee who they previously claimed for under the Coronavirus Job Retention Scheme, and who remains continuously employed through to 31 January 2021. Eligible employees must have earned at least £520 a month on average between the 1 November 2020 and 31 January 2021. Employers would have been able to claim the Job Retention Bonus after 15th February 2021. For further information please [click here](#)

Small Businesses with Up To 10 Employees:

- **Adur & Worthing Council's Small Business Growth Grant Scheme-** Grants of up to £2,500 are available, with a 50% match funding contribution required (exclusive of VAT). These grants aim to encourage growth and expansion of the local economy, leading to new employment opportunities.

To view an overview of the grant please [click here](#)

To view the grant guidance please [click here](#)

To apply please [click here](#)

Small Businesses with Low / Exempt for Business Rates:

- **Small Business Grant Scheme- (Closed)** A one-off £10,000 grant was available to help meet ongoing business costs, for all small businesses in England already receiving Small Business Rate Relief. To view an overview of the grant please [click here](#)

To view the grant guidance please [click here](#)

Small Businesses with up to 50 Full Time Equivalent Employees:

- **Adur & Worthing Council's Apprentice Grant** - A one off payment of £1,000 per apprentice is available towards the cost of taking on an apprentice. Individual businesses can apply for up to two grants.

To view an overview of the grant please [click here](#) To view the grant guidance please [click here](#)

To apply please [click here](#)

- **Bounce Back Loan Scheme – (Closed 31.3.21)** Businesses who had borrowed less than the lower of £50K or less than 25% of their turnover, could top-up their existing loan - Payment extended to up to 10 years with new 'Pay as You Grow' flexible repayment system. Interest-only periods of up to six months and one 6-month payment holiday will also be available to businesses. This scheme is aimed at helping small and medium-sized businesses (up to 50 employees) to borrow between £2,000 and

£50,000. The government will guarantee 100% of the loan and there are no fees or interest to pay for the first 18 months. Loan terms will be up to 10 years. No repayments will be due during the first 12 months and a loan fixed interest rate of 2.5%. For information please [click here](#)

- **Top-Up to Local Business Grant Funds Scheme – (Closed)** Adur and Worthing Councils received 142 grant applications for Round 1 of this discretionary fund. Round 1 & 2 have now closed and businesses notified of the outcome of their application. This discretionary fund was aimed at small businesses previously outside the scope of the business grant funds scheme, with less than 50 employees, who could demonstrate a significant drop in income due to Coronavirus restriction measures and provided help with ongoing fixed property-related costs. There were three levels of grant payments £25,000, £10,000 and local authorities had discretion to make payments of any amount under £10,000. Adur & Worthing Councils adopted the [West Sussex Councils' Discretionary Fund Guidelines](#) to provide a fair and standardised approach to this discretionary fund.
- **Government Trade Credit Insurance £10 Billion Guarantee – Extended to 30.6.21** Businesses with supply chains which rely on Trade Credit Insurance and who are experiencing difficulties maintaining cover due to Coronavirus will get support from the government. To read more please [click here](#)
- **Coast to Capital Backing Business Grant (Closed) –** This was a £2 million fund set up to provide grants of £5,000 - £25,000 to independent small businesses and social enterprises who have been affected by COVID-19. This grant was designed to help businesses to either adapt, evolve, or innovate their business to offset the impact of the pandemic. Due to an overwhelming response this fund has now closed.

SME's: (less than 250 staff and an annual turnover under £45mil)

- **Statutory Sick Pay Rebate Scheme Advice –** Advice has been added to this scheme enabling employers to request confirmation that the employees need to isolate. Employees do not have to provide a doctor's fit note for you to make a claim. But you can ask them to provide either:
 - An [isolation note from NHS 111](#)– if they are self-isolating and cannot work because of coronavirus (COVID-19)
 - A 'shielding note' or a letter from their doctor or health authority advising them to shield because they're at high risk of severe illness from coronavirusFor further information please [click here](#)
- **Coronavirus Business Interruption Loan Scheme (CBILS)- (Closed 31.3.21)** - Payment extended to up to 10 years. All major banks are now offering access to working capital of up to £5mil for up to 10 years. For further info please [click here](#)
- **Reclaiming Statutory Sick Pay Now Open-** Businesses with less than 250 employees (as of 28 February 2020 on all of their payroll schemes) can now check to see if they can use the Coronavirus Statutory Sick Pay Rebate Scheme. Businesses can reclaim Statutory Sick Pay (SSP) for staff sickness absence due to COVID-19, for up to 2 weeks. (£94.25 per week before 6.4.20 and now £95.85 per week) Employers can now request that employees provide an isolation note from NHS 111 or a 'shielding note', or a letter from their doctor or health authority. For further info and details of employees who have transferred under the TUPE regulations please [click here](#)
- **Invest4 Business Hot House Funding Programme –** Businesses with less than 250 employees can apply for a grant from £2,000 to £170,000 (40% of project costs) to help support growth of their business. For further info please [click here](#)
- **Restart and Recovery SME Grant (Closed) –** Applications have now closed for Coast to Capital Growth Hub's additional funding round. The scheme offered grants of between £1000 - £3000 (up to £5000 for exceptional circumstance) to provide professional services to help businesses adapt during the COVID-19 pandemic or to purchase new equipment. 100% of the money came from government with no obligation for businesses to contribute financially. For further info please [click here](#)

- **Business Recovery Grants – (Closed)** - Due to the unprecedented level of Expressions of Interest (EOIs) for funding, Coast to Capital Growth Hub have now closed the Business Recovery Grants Scheme. This £2.1 million grant scheme provided up to 50% of an expansion project for organisations that could demonstrate a clear link to COVID-19 recovery and growth, with funding of between £10,000 and £170,000 (for projects of £20,000 to £340,000). For further info please [click here](#)

Large Businesses:

- **Coronavirus Large Business Interruption Loan Scheme (CLBILS) – (Closed 31.3.21)**. All viable businesses with a turnover of more than £45mil could apply for up to £200mil of finance and businesses with a turnover over £250mil could apply for up to £50mil of finance. For further information [click here](#)
- **COVID-19 Corporate Financing Facility (CCFF): (Closed)** The CCFF will continue to provide finance for firms with outstanding loans in the scheme until March 2022 at the latest. The Bank of England bought short-term debt to support businesses who had been affected by a short-term funding squeeze, to enable the finance of short-term liabilities. To qualify the business must have had a short or long-term rating of investment grade as of 1st March 2020, or equivalent. Also, the business will need to:
 - be considered as making a material contributing to UK economic activities
 - have their headquarters based in the UK
 - have been incorporated in the UK (including those with a foreign-incorporated parent company)
 - Other factors

For further info please [click here](#)

Hospitality, Hotel, B&B and Leisure:

- **Local Restrictions Support Grants for Tier 2/3 Open Businesses – Now Suspended** due to the 6.1.21 national lockdown. This grant was for businesses that had not been mandated to close but have been severely impacted due to Tier 2/3 restrictions. For further information please [click here](#)
- **Local Restrictions Support Grants for Tier 2/3/4 Closed Businesses – Now Suspended** due to the 6.1.21 national lockdown. This grant was for businesses who were mandated to close due to Tier 2,3 or 4 restrictions. For further information please [click here](#)

Retail, Hospitality & Leisure:

- **Restart Grant Scheme-** For high street businesses:
 - Non-essential retail granted up to £6,000 per premises
 - Hospitality, Leisure, Gyms and Personal Care granted up to £18,000 per premises
 For further information please [click here](#)
- **Business Rates Holidays- (Extended until 30th June 2021)** Retail, hospitality and leisure businesses who pay business rates in England, received a Business Rates Holiday for the 2020 to 2021 tax year and this has been extended until 30th June 2021 for eligible property types. This will then be discounted by 2/3rd for the rest of the year, up to £2mil for closed businesses and a lower cap for those trading. No action is required as the qualifying business rates bills will reflect this change. For eligibility information please [click here](#)
- **Hospitality & Leisure 5% VAT** - Extended until 30th September, followed by 12.5% until April 2021
- **Cash Grants- (Closed)** England based businesses with occupied business rateable property such as shops, cafes, hotels etc will receive funding of up to £25,000. For businesses with a property of a rateable value:
 - Under £15,000 received a grant of £10,000
 - Between £15,001 and £51,000 received a grant of £25,000

For an overview of the Cash Grant please [click here](#)

To view the Cash Grant guidance please [click here](#)

- **Kickstart Tourism Grant (Closed)** – Coast to Capital Growth Hub re-opened this grant scheme on 30.11.20 with a deadline of 7.12.20. This scheme offered grants of between £1000 - £3000 (up to £5000 for exceptional circumstance) to provide professional services to help businesses adapt during the COVID-19 pandemic or to purchase new equipment. 100% of the money came from government with no obligation for businesses to contribute financially. For further info please [click here](#)

Consumers:

- **FCA Confirms Further Support for Motor Finance & High Cost Credit Customers** – The Financial Conduct Authority (FCA) announced an extension to the targeted temporary measures implemented to assist with motor finance, buy-now pay-later, rent-to-own, high-cost short term credit and pawnbroking agreements. Those who have not yet had a payment deferral will be eligible for 2 payment deferrals of up to 6 months in total and those who currently have an initial payment deferral, will be eligible for a further payment deferral of up to 3 months. Firms will also continue to offer tailored support to overdraft borrowers which could include:
 - reducing or waiving interest
 - agreeing a programme of staged reductions in the overdraft limit
 - transferring the overdraft debt to an alternative credit product on more favourable termsFor further information please [click here](#)

- **FCA Confirms Temporary Financial Relief for Customers Impacted by Coronavirus** – The FCA announced an extension of payment deferrals on loans and credit card payments, along with mortgage payment holidays to include:
 - Those who have not yet had a payment deferral will be eligible for 2 payment deferrals of up to 6 months in total
 - Those who currently have an initial payment deferral, will be eligible for another payment deferral of up to 3 months
 - Those who have resumed repayments after an initial payment deferral will be eligible for another payment deferral of up to 3 monthsFor further information please [click here](#)

Lancing Business Park BID Levy:

LBP have been working with the Council to help ease the pressure for LBP businesses by providing an extension to the LBP BID Levy payment due date from 1st April 2020 to 1st May 2020. LBP would like to thank businesses who have already made their payment and confirm that the LBP BID Levy is now due for all BID Levy Payers. The Council are currently very busy and have asked that if your business requires special consideration regarding when this year's LBP BID Levy payment will be made, please do not contact the Council and instead email suzy@lancingbusinesspark.co.uk. LBP will then liaise with the Council on your behalf to help support your business needs.

Kreston Reeves - Free initial Finance Consultation for LBP Businesses:

As sponsors of Lancing Business Park Jake, Chay and Jo-Anne, Partners from Kreston Reeves are on hand to support LBP businesses with any financial questions they may have during this difficult time. Please feel free to call on **01903 828728** and benefit from this free initial consultation to help answer any immediate concerns or point businesses to the right financial solutions. Alternatively, you can visit Kreston Reeves' central hub on their website dedicated to questions business owners may have by [clicking here](#)

Government Coronavirus Advice:

The government have published Coronavirus advice web pages which are being updated daily:

- Central Coronavirus advice page please [click here](#)
- Coronavirus Support Finder Tool - find financial support for your business, please [click here](#)
- Coronavirus Business Support please [click here](#)

- Updated Guidance on keeping workplaces safe please [click here](#)
- Guidance to ensure the transport network is safe for those who need it please [click here](#)
- Free Tier Alert posters please [click here](#)

Coast to Capital Growth Hub COVID-19 Support:

The Coast to Capital Growth Hub Team is on hand to provide support for businesses in response to the COVID-19 pandemic and events to help address business concerns.

- **Business Recovery Support Sessions** – Free and impartial one hour 1-2-1 advice on the following topics to support businesses as they return to work and implement recovery plans:
 - Developing a safe and COVID-19 compliant working environment
 - Supporting teams back to work
 - Supporting leadership resilience
 - Funding
 - Repurposing the business and introducing innovation
 - Remote team building
 - Recovery planning
 - Developing an online presence

In addition to the 1:1 clinics, businesses can benefit from a full day's support from a Growth Champion to address any barriers to COVID 19 recovery. There is a network of 40 Growth Champions with expertise covering a wide area including Finance, HR, Marketing, Innovation, International Trade, Leadership and Management.

To request support please [click here](#) to complete the request form and add the topic/support you're interested in the comments box.

- **Local Webinars** – for a full list of free events please [click here](#)
- **The Growth Hub COVID-19 Portal** – for available support please [click here](#)
- **Peer Networks Programme Launched** - Peer Networks is a national peer-to-peer networking programme for small business leaders that want to grow and develop their organisation for future success. To find out more please [click here](#)
- **Step-Up SME Programme Launched** – This is facilitated by The University of Brighton and for SMEs in the South East Coast to Capital area which will introduce businesses to working with universities and give them early access to the talented graduates you need for your business. To find out more please [click here](#)

Adur & Worthing Business Partnership Advice:

The AWBP are publishing ebulletins containing business support advice, please click below to view each ebulletin:

- | | |
|--|--|
| • AWBP EBulletin 16th April 2021 | • AWBP EBulletin 5th June 2020 |
| • AWBP EBulletin 4th March 2021 | • AWBP EBulletin 28th May 2020 |
| • AWBP EBulletin 10th February 2021 | • AWBP EBulletin 22nd May 2020 |
| • AWBP EBulletin 20th January 2021 | • AWBP EBulletin 14th May 2020 |
| • AWBP EBulletin 17th December 2020 | • AWBP EBulletin 6th May 2020 |
| • AWBP EBulletin 10th November 2020 | • AWBP EBulletin 30th April 2020 |
| • AWBP EBulletin 14th October 2020 | • AWBP EBulletin 23rd April 2020 |
| • AWBP EBulletin 16th September 2020 | • AWBP EBulletin 16th April 2020 |
| • AWBP EBulletin 13th July 2020 | • AWBP EBulletin 8th April 2020 |
| • AWBP EBulletin 24th June 2020 | • AWBP EBulletin 1st April 2020 |
| • AWBP EBulletin 15th June 2020 | • AWBP EBulletin 19th March 2020 |

Latest Fraud Warnings:

The government urges UK businesses to act as 39% have experienced Cyber Attacks in last year. For the full article please [click here](#) For advice on:

- Video Conferencing please [click here](#)
- Secure Home Working please [click here](#)
- How to move your business from physical to digital please [click here](#)

Sussex Police have issued concerns over Coronavirus related fraud, please [click here](#)

Sussex Police latest Fraud Newsletter can be viewed by [clicking here](#)

To view further information:

- From Action Fraud and to report if you have been a victim of fraud please [click here](#)
- 10 COVID-19 and lockdown scams to avoid please [click here](#)
- Take Five to Stop Fraud video please [click here](#)
- Take Five to Stop Fraud Toolkit please [click here](#)
- Courier Fraud Rise in Sussex please [click here](#)
- COVID-19 Vaccine Fraud Leaflet please [click here](#)
- Protect Your Identify please [click here](#)

HSE Visits & Advice:

- **Working Safely Inspections on Lancing Business Park** – The HSE are working with a 3rd party organisation who are still conducting commercial COVID inspections on the business park, with powers to take against non-compliant businesses. The latest COVID-secure workplace guidelines:
 - [Factories, plant and warehouses](#)
 - [Offices and contact centres](#)
 - [Labs and research facilities](#)
 - [Vehicles](#)
 - [Construction and other outdoor work](#)

The Public Health England action card:

- [Factories, plant and warehouses](#)
- [Offices and contact centres](#)
- [Construction and other outdoor work](#)
- [Food Contract Catering](#)

The contact details for our local PHE: PHE Surrey and Sussex Health Protection Team (South East)

Address: County Hall, Chart Way, Horsham, RH12 1XA

Phone: 0344 225 3861 Email: phe.sshpu@phe.gov.uk

- **Risk Assessment Guidance** - The HSE have published guidance on managing risks and risk assessment at work, with a useful risk assessment template. For more information please [click here](#)
- **HSE urges companies to protect homeworkers** during the coronavirus pandemic. HSE has advice for employers to follow. To view this advice please [click here](#)

Adur & Worthing Councils Public Health & Regulation Team Advice:

This team continues to provide advice and support to businesses, organisations and the community:

- Ensuring that businesses are COVID secure.
- Supporting the NHS Test and Trace system by ensuring relevant premises collect customer details and display a QR Code.
- Ensuring that relevant businesses and organisations comply with the closure restrictions.

For further information please [click here](#)

Free Business Recruitment Support:

Finding new staff can often be time consuming and costly. If you have a new job vacancy, please send details through to LBP and we will post this free of charge for you on the LBP Jobpage and social media. To email LBP please [click here](#)

The DWP are offering free recruitment support to businesses on the park. From helping to identify candidates, to screening CVs and setting up interviews. For further details please [click here](#)

Free Business Redundancy Support:

Are you considering restructuring your business as a result of the pandemic? If so, Adur and Worthing Councils are working in partnership with Job Centre Plus to help provide a free tailored business support package, to help your business and employees move forward. For further details please [click here](#)

Keep West Sussex Safe:

West Sussex County Council has launched their Keep West Sussex Safe campaign resources webpage to provide local businesses, communities, organisations, and services with coronavirus campaign materials. This toolkit provides Coronavirus updates, social media resources and free posters in a range of languages for businesses to use. To read more please [click here](#)

Small Businesses Affected by Late Payments:

Small businesses affected by late or unfair payment practices can use The Small Business Commissioner's complaint investigation service free of charge. To find out more please [click here](#)

NHS COVID-19 Mobile APP:

Is now available to download for free in England and Wales and is the fastest way to see if you are at risk from coronavirus. The faster you know, the quicker you can alert and protect your loved ones and community. The app has several tools to protect you, including contact tracing, local area alerts and venue check-in. It uses proven technology from Apple and Google, designed to protect every user's privacy. Download the app:

App Store [IOS download here](#)

Google Store [Android download here](#)

BUSINESS QR CODES:

The government is asking businesses to please create a QR Code to encourage visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19). Please create a separate QR Code for each of your business locations. For more information on how to create a QR code please [click here](#)