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## [Embrace Elgin Business Webinars](#)

We will be hosting a series of Webinars in the coming weeks. The topics have been designed around the feedback that you gave in the surveys we sent out as Lockdown started and just before the introduction of Phase 1.

We want them to offer practical advice and information and are working with a range of partners to make sure you get the most from them. The webinars are free to attend, but places are limited so please book quickly. We know that not everyone who is interested will be able to book a place so we will be recording them and will post online.

The first 3 webinars are

### **[Taking the Fear out of Risk Assessments - Wednesday 24th June 3.00pm – 4.00pm](#)**

As we plan for moving from Phase 1 into Phase 2 of the Scottish Governments "Route map through and out of crisis", being organised and prepared is critical. Carrying out a Risk Assessment is a practical tool that will aid that journey. Delivered by Kevin Forbes – Health and Safety expert.

More details can be found below

[Register for this webinar here](#)

# Taking the Fear out of Risk Assessments

Wednesday 24th June 2020  
3.00pm - 4.00pm

Elgin BID are delighted to be hosting

"Taking the Fear out of Risk Assessments"

As we plan for moving from Phase 1 into Phase 2 of the Scottish Governments "Route map through and out of crisis", being organised and prepared is critical.

Carrying out a Risk Assessment is a practical tool that will aid that journey.



Book your place on Eventbrite today.

The session will be delivered via Zoom.

Places limited so please book quickly to avoid disappointment

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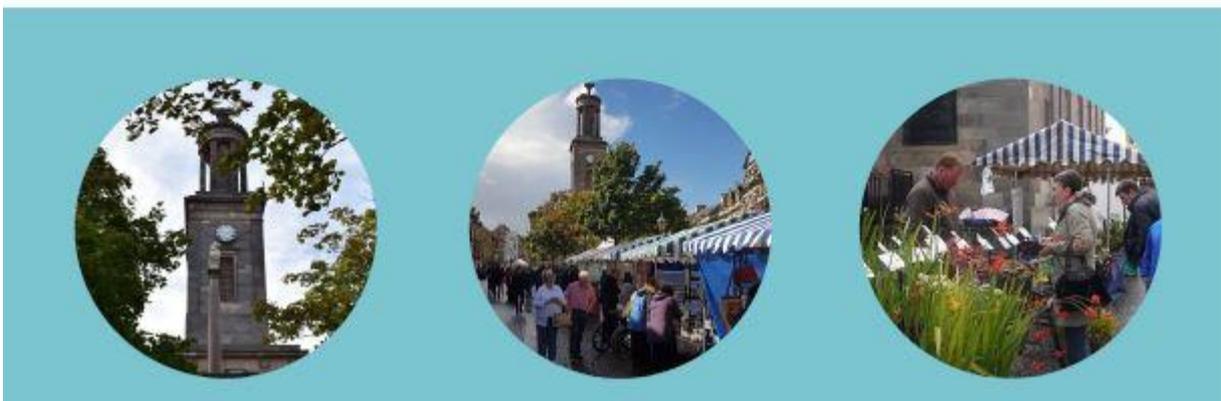
Covid-19 has changed the way that businesses operate and the interactions they have with their staff, customers and supply chain.

As we all plan for moving from Phase 1 into Phase 2 of the Scottish Governments "Route map through and out of crisis", being organised and prepared is critical.

Understanding the risks that your business faces and more importantly how to mitigate them is a fundamental and essential part of every businesses planning process.

Elgin BID are delighted to have Kevin Forbes, currently the Sales and Marketing Director at PalmSafe in Aberdeen, who has more than 10 years' experience working with companies across the world in Health and Safety, as our speaker for this Webinar.

Kevin will help you understand the benefits of a Risk Assessment, but more importantly guide you through the process of conducting one, the information gathered can then be used to prepare an assessment for your own business.



**Preparing to Re-open Your Business - Thursday 25th June 10.00am – 11.00am**

Delivered in partnership with the Moray Council, this webinar session will cover two key topics -

Social Distancing and how the City Centre can adapt and evolve to meet the challenges faced by Covid-19.

More details can be found below

[Register for this webinar here](#)

# Preparing to Re-open Your Business

Thursday 25th June 2020  
10.00am - 11.00am

Elgin BID are delighted to be hosting

"Preparing to Re-open Your Business"  
in partnership with the Moray Council.

This webinar session will cover two key topics

Social Distancing and how the  
City Centre can adapt and evolve to meet the challenges  
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Karen Sievwright, Environmental Health Manager will look at Social Distancing and give advice on

- What her staff are looking at when they visit businesses
- Practical steps that the businesses can take to prepare for Social Distancing
- Highlight issues affected by different sectors
- Direct the businesses to any sources of help or advice

Gary Templeton, Strategic Planning and Development Manager will look how the City Centre can adapt to changing needs

- How people can safely move around
- How the council is actively engaging businesses in this journey
- The need to be creative and look for new solutions

In order to get the most from the session participants will be invited to submit questions prior to the event.



**Supporting Your Staff – Monday 29th June 3.00pm - 4.00pm**

Delivered in partnership with the Moray Wellbeing Hub, this webinar is designed to give practical advice and information to employers to help prepare them to welcome staff back to the workplace, by minimizing the stresses and worries they may have.

More details can be found below

[Register for this webinar here](#)

# Supporting Your Staff

Monday 29th June 2020

3.00pm - 4.00pm

Elgin BID are delighted to be hosting

"Supporting Your Staff" in partnership with the Moray Wellbeing Hub and R-evolution'.

This webinar is designed to give practical advice and information to employers to help prepare them to welcome staff back to the workplace, by minimizing the stresses and worries they may have.



Book your place on Eventbrite today.

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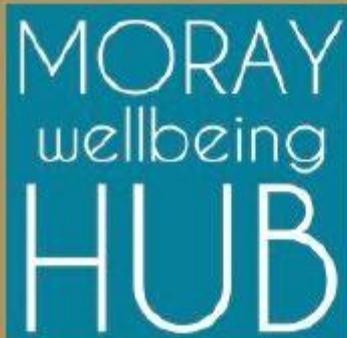
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Covid-19 has changed the world and brought fear and worry to everyone.

As businesses are preparing to return to work, many staff members are anxious and concerned about mixing with others.

Supporting Your Staff is being delivered in partnership with the Moray Wellbeing Hub & R-evolution'.

We aim to offer advice to employers about how to support their staff by giving them confidence that the business takes their and their customers safety seriously and is taking steps to help them return to a positive environment.



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## Your chance to Support Your Local Charities

Elgin BID fundraise each year for charities within our area who offer support to the people of Elgin and Moray, those charities include Clan Cancer Support,

Moray Food Plus, Elgin Samaritans and Shopmobility.

These organisations are vital to local people, now more than ever their help is needed. Normally we host a Charity Fundraiser, but this year doing that won't be possible because of Social Distancing.

So, to try and find a new way of offering support and let people “virtually” get together with friends and family or work mates we are hosting a Charity Quiz Night this Friday 12th June from 7.00pm – 9.00pm. We need your help to make it a success, it costs £10 to enter your team.

Why not have a fun evening with your friends and know that you are doing something amazing to help your local charities.

**Teams have to be registered by 2.00pm on Friday 12<sup>th</sup> June, so don't miss out.**

The quiz poster is attached below and here is the link to the Facebook event- <https://www.facebook.com/events/4263173967033994/>

The quiz will be hosted on our Facebook Page and we are asking for £10 for each team to register, regardless of how many people are in that team. To sign up a team, post your team name in the 'Discussion Tab' of the Online Quiz Facebook Event.

To get to the discussion tab, click on the Facebook event link (above and on our Facebook Page), scroll down the event page and you will see the About Tab & Discussion Tab- post your team name in the Discussion Tab.

To donate your team's £10 donation, please donate at our Just Giving Page (link below) and enter your team's name in the name box.

<https://www.justgiving.com/crowdfunding/elginbidcharities20>

Friday  
12th  
June

# ONLINE QUIZ NIGHT!

For the Elgin BID Charities

Elgin BID Facebook Page

7PM-  
9PM

Compete with your house  
or make an online team with your friends!  
£10 per team

Put your brain matter to the test and prove your team is the best!

General Knowledge | Elgin & Moray | Movies & TV | Science and Nature | Music | Food & Drink

The winning team will win a £50 Elgin Gift Card!



## Discounted PPE from Northern Suppliers

PPE is something that has become a normal part of for all of us and as businesses move through the route map through and out of the crisis businesses who never required it now have to get stocks.

To try and help with this we have been in contact with some suppliers based in the North of Scotland to see what they do and if they are willing to offer discounts to BID members. To add strength I have been speaking to business improvement districts in Inverness, Nairn, Inverurie, Aberdeen and Peterhead as well as Visit Moray Speyside.

[Attached you will find the suppliers details and information about what they supply.](#)

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## **Don't miss on our your chance to have your say on opening the City- Moray Council Survey**

Thank you to those who have already completed the Moray Council's survey.

If you have not completed the survey yet we encourage you to do so to ensure your views are heard.

There are a lot of issues to be considered -

- People queuing while they wait to enter a business
- How people safely move while socially distancing
- How we give confidence to customers and staff members
- Can we utilise outside space to increase the trading area of businesses

The list is extensive, and it is going to be incredibly difficult to cover every eventuality, but the more we can plan and get things in place the better prepared we will be. The council has a duty to look at how the Moray towns can function while meeting government recommendations and restrictions but we have been working to ensure you have the chance to influence what happens.

A short survey is attached below, please take the time to complete this, it will not take long, but it will ensure your voice is heard. You have a critical role in identifying solutions and helping us find innovative ways that ensure everyone gets the most from this difficult situation.

[Here is the link to the survey](#)

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## **Grants closing early – don't miss out**

Scottish Government Business Grants closing date has changed to 10th July Information Below

Please read the below update from Scottish Government on the next phase of business grants.

"Small businesses which share properties but do not pay business rates are now eligible to apply for grants to help with the impact of COVID-19.

The extension to the Small Business Grant Fund will apply to firms occupying shared office spaces, business incubators or shared industrial units and who lease the space from a registered, rate-paying landlord.

Separately, eligibility has also been extended to companies occupying multiple premises with a cumulative value of more than £51,000.

From today, eligible businesses will be able to apply to their local authority for grants of up to £10,000. It has also been confirmed that the Small Business Grant and Retail, Hospitality and Leisure Grant schemes will close for new applications on 10 July."

[You can read the Scottish Government's full press release here](#)

You can access the grant application form and Frequently Asked Questions sheets on the Moray Council's website-

[http://www.moray.gov.uk/moray\\_standard/page\\_132568.html](http://www.moray.gov.uk/moray_standard/page_132568.html)

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## Scottish Government Sectoral Guidance

The Scottish Government has published guidance for the following sectors:

- [Construction](#)
- [Food](#)
- [Household waste and recycling centres](#)
- [Manufacturing](#)
- [Retail](#)
- [Transport](#)
- [Forestry and Environmental management activities](#)

More information on the Scottish Government's Phase 1 returning to work safely can be read here- <https://www.gov.scot/publications/coronavirus-covid-19-phase-1-returning-to-work/>

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## ACAS Guidance

Please read the below information from ACAS.

**Keeping up-to-date has never been more important in these fast changing times**

Whilst focusing on other issues you may have missed the following changes that came into effect in April:

- The introduction of [Parental Bereavement](#) leave and pay
- The extension of rights to receive and what should be included in a [Written Statement](#) of Employment Particulars
- Changes to the period used for the calculation of [Holiday Pay](#)
- Reduction in the numbers required under the [ICE](#) (Information and Consultation of Employees) regulations to request to be informed and consulted on workplace matters
- The abolition of the Swedish Derogation under the [Agency Workers Regulations](#)

### **Dealing with Disciplinary or Grievance issues**

A common question on our helpline at the moment is whether or not to proceed with a disciplinary or grievance process and if so how to conduct the process.

Read our new guidance Disciplinary and Grievance Procedures during the [Coronavirus Pandemic](#)

### **Carrying over holiday**

The government has introduced a temporary new law allowing employees and workers to carry over up to 4 weeks' paid holiday into their next 2 holiday leave years. This law applies for any holiday the employee or worker does not take because of coronavirus, for example if:

- they're self-isolating or too sick to take holiday before the end of their leave year
- they've had to continue working and could not take paid holiday

### **See our Guidance [Using holiday](#)**

As most lockdown restrictions are still in force in Scotland, Acas is unable to deliver face- to- face workplace training.

Recently, Acas in Scotland has been delivering tailored remote workplace training on some of our core employment relations subjects through Skype for Business or other appropriate digital platforms.

If you have a workplace training need and you feel that remote training delivery would be of benefit, please contact us by completing our on-line [enquiry form](#) and we will call you back to discuss the options.

Please read the below information from Skills Development Scotland.

SDS has launched a Grant Scheme for Modern Apprenticeship (MA) and Employability Fund (EF) learning and training providers who continue to work with apprentices, employers and learners during the COVID-19 pandemic.

The Grant-in-Aid scheme offers eligible SDS contract holders who are continuing to deliver contracted services a capped monthly grant payment covering April to June 2020.

The SDS COVID-19 Relief Grant has been made available through the Temporary Framework for State Aid Measures to Support the Economy in the Current Covid-19 Outbreak.

Applications are open until the end of June and will follow a process in line with other government COVID-19 relief programmes.

The Instruction document with guidance on terms and conditions, application process, help with applications and eligibility can be downloaded along with the application form on the [provider area of apprenticeships.scot](https://www.apprenticeships.scot).

**Take Care and Stay Safe**  
**Gill & Tina**