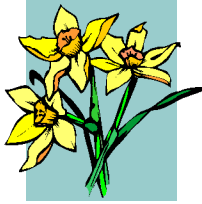


Sirius



Newsletter
Spring 2010



EAST RIDING
OF YORKSHIRE COUNCIL

The East Riding Summer 2010 Adult Education programme has now been released. There is a wide range of courses available. For further information contact South Holderness Adult Education on 01482 897534 or call into the *Sirius* office for a copy of the programme.



'Fit Notes' not 'Sick Notes'

You may have heard that on 6th April 2010 the Government is introducing 'fit notes' to replace the current 'sick notes' scheme. The main aim is to get sick employees back to work sooner than they would normally return or, if possible, get them to remain in work. The new system however enables doctors to state whether the employee is either 'not fit for work' or 'may be fit for work taking account of the following advice'. They can then choose from four changes that could be made to an employee's work environment/job role to help them return to work: a phased return; amended duties; altered hours; or workplace adaptations. There will also be a comments box in which a doctor can recommend an alternative option.

If you want more information on 'Fit Notes not Sick Notes' call Gillian Markland, Head of Employment at Ingrams on 01482 358855

Looking for offices in Hull or Hedon.

We have clients with fully serviced offices available in both locations. Further details available on www.sirius-hull.co.uk/latestnewsitems.

We have obtained **Getting it Right - Guides for Small Firms** packs from ACAS, the service which advises on all your employment needs. The packs include leaflets on Contracts, Grievances, Recruitment, Paying employees, Discipline at Work, Absence problems etc. If you would like all a pack call into the office and we will be pleased to give you one. Or visit www.acas.org.uk

For Women in Business



Are you a woman in business or thinking about setting up your own business? Would you like to network with

other likeminded women in a supportive and friendly environment? Then join the Meet! Community. The next event is April Meet! Monday 19th April 7pm, Ferguson Fawcett Arms, Walkington. **Speed Networking** Join them for an evening of fast, friendly and fun speed networking. To register visit www.meet-yorkshire.co.uk/bevmain.html. Entry is £5 on the door or £3 if you register online. Always popular so registration is recommended.

FORWARD LADIES are holding a development event in April. Clive Gott is presenting "Vapour Trails", which will introduce you to immediately applicable skills and techniques that you can use to grow and maintain a positive winning outlook in your business and personal life. Venue - The Enterprise Centre, Hull University. 19/04/10. Members £15.00, non - members £20.00, 12 - 2pm. www.forwardladies.com

Important Security Message



Businesses are trading and paying on the internet more and more, saving time and money. However, the methods fraudsters use to obtain the information they want is constantly changing. The main risk involves the stealing of identity or access details. Please do everything you can to ensure that the identifiers and passwords you use when accessing systems are kept secure and updated regularly. You should not divulge your online User ID and password to anyone. One such warning comes from HM Revenue & Customs: - **An email from 'HMRC Online services - test@test.com' is being issued, stating the recipient has 1 new ALERT message, and should log into their Online Account to read the message. The email contains a link to a fraudulent website that requests the disclosure of personal account information and password. The email is not from HMRC. If you have received a copy please forward it to us at phish-ing@hmrc.gsi.gov.uk.**

For ALL Business Owners

Find out the answers to your employment law issues!!

With so much complex legislation surrounding employment law, business owners are having a hard time keeping up with what they need to know in regards to their employees rights and an increasing number are finding themselves at Employment Tribunals. In order to help protect its clients, Sirius has teamed up with Peninsula Business Services and Southgates Accountants to hold a free employment law training course for its clients. The event will be held on the 1st June 9.30am until 12.30pm at the Butterflies Nursery in Hedon. Places are limited however so book your place now by calling Andrew McLachlan on 07966 112044 or via e-mail, Andrew.McLachlan@peninsula-uk.com. (Because of the nature of the information we discuss we strongly advise that this seminar is attended by Business Owners & Directors)



FREE ADVERTISING FEATURE ON OUR WEB SITE.

New to our web-site is a "Client Flyers" feature. If you have a flyer that you wish us to advertise on the site, forward a copy to jane@sirius-hull.co.uk and we will add it for you.

The ATL YEDA (Yorkshire Enterprise & Diversity Awards) took place recently at the University of Hull. This is an annual event to celebrate, recognise & reward businesses and enterprise across Yorkshire & Humber. Several *Sirius* supported businesses were shortlisted, and we are pleased to announce that pictured left is Tony Hurley & Dave Bushnell, of the One Point Group, who were the Winners of Business of the Year.



Below is Peter Kemp (centre) and Nick Holroyd (left) from Streamline Media who were shortlisted for an award.



Left - proud award winners celebrating success



Meet the Buyer Humber

Thursday 22nd April 8.30am - 2.00pm
 Willerby Manor Hotel, Well Lane, Willerby HU10 6ER
 An opportunity to find out how the public sector buys in the local area. Come and meet the buyers and find out how to obtain business advice and network with other organisations. For information visit businesslinkyorkshire.co.uk

BARCLAYS Let's Talk... Marketing Seminar

Do you want to attract new customers to your business? How can you make this happen? Come along to a free seminar where you'll learn new skills to help your business be more successful as well as:

- ö Expert help on how to increase your sales.
- ö Guidance on how to attract and keep your best customers.
- ö A great opportunity for you to network.

These seminars are aimed at existing businesses. They are very popular and would normally cost £250, but you are invited for free. Thursday 24th June at Ramada Jarvis 9am - 1pm, followed by a networking lunch. Reserve your free place on 0845 300 2098 or visit www.barclays.co.uk/seminars

Don't forget to take a look at the events page on our web site www.sirius-hull.co.uk for a varied list of forthcoming workshops and seminars in the area, aimed at those either thinking about going into business or those who are already in business and looking for some guidance or assistance.

You can now download this and previous newsletters on our web-site: www.sirius-hull.co.uk. If you require any further help or information please contact Alan, Carole or Jane on 01482 890146 or e-mail jane@sirius-hull.co.uk



8 St Augustine's Gate, Hedon, Hull. HU12 8EX
 01482 890146 www.sirius-hull.co.uk



Latest *Sirius* supported businesses include:-



Bullmaccs - Richard Bullyment has started an agricultural hedge cutting business. Call Richard 07780 986473 if you have, or know of anyone who would require this specialist service.



SDS Decorators of Tickton - for all your decorating needs. Call Daniel 07590 922960 for more information.



Going to York? Visiting the Shambles? Need refreshments?

Then visit **XING Smoothies** for something healthy and refreshing. They have a very extensive choice to suit all tastes So give them a try, you won't be disappointed. Take a look at their website on www.xinghealth.co.uk.



Sirius continues to have a close relationship with the Inland Revenue Business Support Team. If we can arrange for a small group of clients to be at the office then the Inland Revenue will give a group session, showing what requirements are necessary from you as a business owner, while giving you help and assistance. Contact Jane to give your details if you would be interested in booking a place. We can also put you in touch with an accountant from Southgates if you need other financial or accounting advice or assistance.



Writing a Business Plan—the Basics.

Know your audience - Who are you aiming it at?
 Is it to secure funding? Potential investors will seek clear explanations detailing the proposed return on their investment and time frames for getting their money back.

Do your Homework.
 Make reference to the market size and its predicted growth.

Competition.
 Include details of how you can compete with the existing competition, and where you will fit into that market.

Attention to Detail.
 Make the plan concise, but include enough detail to ensure the reader has sufficient information to make informed decisions. The plan should reflect a sense of professionalism, with no spelling mistakes, realistic assumptions, credible projections and accurate content.

Why Invest?
 If you are seeking funding, it is important to clearly describe why the investor should put their money into your business rather than investing elsewhere!

Do your research on what makes a good Business Plan. The above is only a start. If you need further information contact *Sirius* for a booklet on Business Planning. Extracts taken from www.smallbusiness.co.uk