Department for
Business, Energy
& Industrial Strategy

Business Growth Support Event

Boston

July 2019

Department for
Business, Energy
& Industrial Strategy

Business Growth: UK's support for business – in particular SMEs

Our modern Industrial Strategy aims to make the UK the best place to start and grow a business. Within this, our focus is on:

Business support

Access to finance

Productivity

Entrepreneurship

Internationalisation

Department for
Business, Energy
& Industrial Strategy

Agenda:

Business Readiness, *BEIS – Business Intelligence & Readiness*

EU Settlement Scheme, *Home Office*

Trade and Customs, *HMRC*

Common Frameworks, *Cabinet Office*

Cost of doing business, *BEIS – Business Growth*

Your say on business support, *BEIS - Business Growth*

Department for
Business, Energy
& Industrial Strategy

Preparing your Business for EU Exit

July 2019

Department for
Business, Energy
& Industrial Strategy

We are here to share information to help you prepare for EU Exit

Who we are

We are from the Department for Business, Energy & Industrial Strategy

Our objective is to help businesses across sectors prepare for EU Exit

We are attending events across the UK and working with TAs

Our aims for today

Signpost some sources of advice and support for SMEs

An update on the political situation

Identify areas where you may want to take action before we leave the EU

Respond to your questions and gather your feedback

There are nine key areas of potential change following EU Exit

Nine key areas	Topics falling into these key areas:
Importing, exporting and transporting	Customs, tax, tariffs, remedies & disputes, freight & haulage, export control, food, medicines, plants, overseas territories
Regulation and standards for products and goods	Certification of products, labelling of products, environment, food, plants & animals, products & goods, services, transport
Energy and climate	Carbon emissions, trading & storage of energy, electricity & gas trading, nuclear, oil & gas licensing & stocking, renewables
Employing EU citizens	Immigration, employment, recognition of qualifications, EU students, business travel
Intellectual property	Immigration, employment, qualifications, EU students, business travel
Operating in the EU	Accounting & auditing, civil & criminal & judicial cooperation, competition, consumer rights, international participation, mergers
European and domestic funding	Research & higher education, sector funding, SMEs, social & structural funds
Using personal data	Personal data, providing services online, cyber security, mobile roaming & telecoms
Public sector procurement	Civil government contracts, security & defence contracts

Next steps for businesses on GOV.UK

1

Answer seven questions to be directed to relevant content

2

Choose one of the nine key areas you are most interested in

3

Sign up to email alerts about EU exit on GOV.UK:
Brexit email alerts

4

Download this leaflet on preparing your business for EU exit and the government's every day support for business

First Steps for specific sectors to start their preparation

Aerospace

Automotive

Chemicals

Construction

Consumer goods

Retail

Space

Nuclear

Life Sciences

Food and Drink

Farming

Veterinary

Gas markets

Oil and gas production

Professional and business services

Electricity sector

Science, research and innovation

Electronics, machinery and parts

Steel and other metal manufacturing

Non metal manufacturing

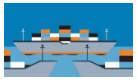
Parcel Delivery Services

Defence

Creative, Cultural, and Sport

Fisheries

There are actions that businesses can take now to prepare for EU exit



Importing, exporting and transporting

Businesses who have already registered for a UK EORI number (starting with GB) do not need to undo this. If businesses have not yet done so, registrations are still being accepted.

Get your business ready to export from the UK to the EU after Brexit

Get your business ready to import from the EU to the UK after Brexit

Employing EU citizens

The EU Settlement Scheme is now fully live on GOV.UK and will be open to applications irrespective of a deal or no deal scenario. Employers should continue to conduct the same right to work checks as they currently do.

Employing EU/EEA and Swiss citizens after Brexit

EU Settlement Scheme: Employer toolkit

There are actions that businesses can take now to prepare for EU exit

European and domestic funding

HMG has guaranteed that it will cover all projects that would have been funded by the EU under the 2014-2020 programme period in the event the EU withdraws this funding.

Horizon 2020: Government funding guarantee

Using personal data

Continue to apply GDPR standards regardless of a deal or no deal scenario.

Using Personal Data after Brexit

Any questions?

EU SETTLEMENT SCHEME
An overview for employers

July 2019

Home Office

Today we will cover…

What is the EUSS?	Introduction to the EU Settlement Scheme: what it is, who is eligible, key dates, and how to apply.
Your role	What the Scheme means for employers.
The story so far	Summary of the performance of the Scheme so far.
Materials and support	Overview of the communications materials we have developed to help you cascade information and further support available.

We need to encourage 3.5 million EU citizens to apply to the Scheme and we can't do it alone

3.5 million EU, EEA, and Swiss citizens, and their family members, are eligible for the EU Settlement Scheme. We are directing our efforts through four different workstreams to increase our ability to reach them all over the UK

N.B. EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.

Employers are an important partner for us and we want to help them retain their EU talent

2 in 3 EU citizens in the UK are currently working here

Employers are a trusted source of information

Business' Brexit preparations include workforce continuity

Retaining EU talent is a priority for business and we want to help

If you only remember one thing, remember this: RTW checks don't change until 2021

As an employer, you SHOULD…

- ✓ Continue to carry out current right to work checks on EU, EEA and Swiss citizens in the same way.
- ✓ Continue to accept EU, EEA and Swiss passports/ national identity cards as evidence of right to work.
- ✓ Be aware that guidance on how to carry out right to work checks from 1 January 2021 will be issued under the Future Skills Based Immigration System.

As an employer, you SHOULD NOT…

- × Monitor whether staff have applied to the Scheme or make retrospective status checks on current EU employees – there is no legal obligation to do so.
- × Discriminate against EU citizens in light of the UK's decision to leave the EU as both a prospective and current employer.
- × Feel obliged to interpret information for employees provided by the government or provide immigration advice.

As an employer, you may like to…

- ❖ Use your position as a trusted source of information to help reach the 3.5 million EU citizens that need to apply to the EU Settlement Scheme to continue living, working and studying in the UK after Brexit. You can do this by:
  - ❖ Signposting the information the government is providing on the Scheme to your employees.
  - ❖ Using the toolkit materials we have developed to increase awareness of the Scheme among your EU citizen employees.

N.B. EU citizens used throughout refers to EEA and Swiss nationals, who are all eligible to apply to the EU Settlement Scheme.

The Scheme enables EU citizens to continue to live, work and study in the UK after Brexit

What is the EUSS?

- The EU Settlement Scheme allows EU, EEA and Swiss citizens and their family members **resident in the UK to get the status they will need after Brexit.**
- They will **continue to be eligible** for **public services**, public funds and **pensions**, and **British citizenship** if they want to apply and meet the requirements.
- It is a simple, user-friendly process through which we are **looking for reasons to grant status.**

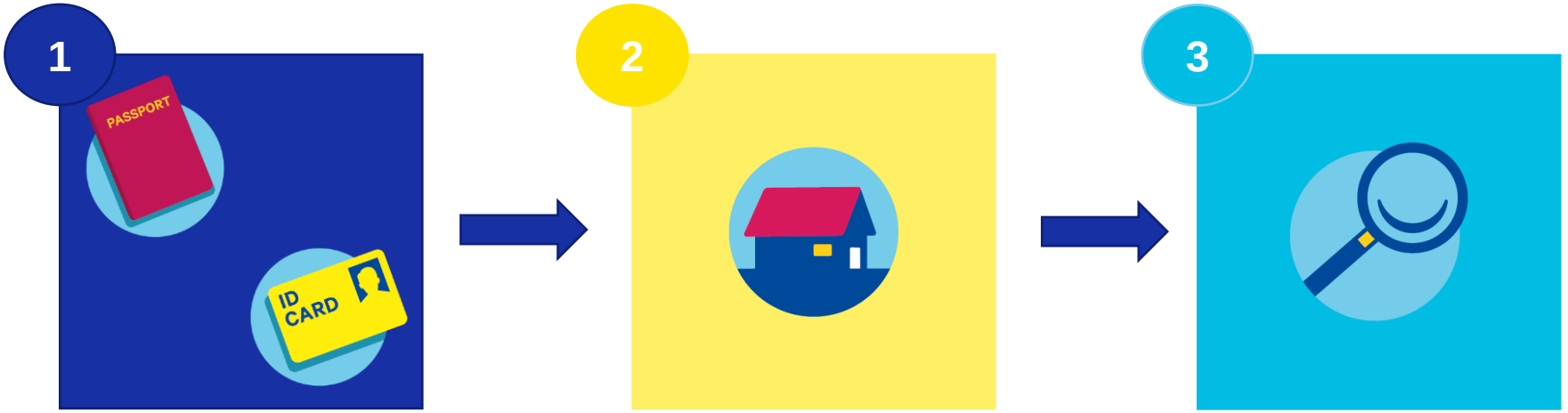
Who needs to apply?

- **EU**, **EEA** and **Swiss citizens** and their **non-EU family members**.
- Those **currently resident** in the UK and **want to stay post-Brexit**.
- Individuals with a 'UK **permanent residence** document'.
- **Irish** citizens **do not need to apply** but they can if they want to.
- The **responsibility** to apply rests **with the individual**.

How and by when?

- The Scheme is a **free online application** process.
- Following a **three-step process**, eligible citizens will be granted either pre-settled or settled status.
- If we **leave with a deal**, citizens need to apply by **30 June 2021.**
- If we **leave without a deal**, citizens need to apply by **31 December 2020** and be resident by the day we leave.

The online application process is quick and user-friendly by design



PROOF OF IDENTITY

Use a valid passport or national identity card to verify your identity*

There are three options for completing this stage:
1. ID Verification App; 2. Post;
3. Appointment at ID Scanner location

PROOF OF RESIDENCE

Provide your National Insurance Number

A wide range of alternative evidence can be used if you don't have a NINO.

CRIMINALITY CHECK

Declare any criminal convictions

This will not affect the vast majority of EU citizens.

* = only EEA and Swiss citizens can prove identity and nationality with an ID card – their non-EEA family members must use a passport.

Applicants will be granted either settled or pre-settled digital status

Pre-settled status

- Resident in the UK for **less than five years.**
- Also known as limited leave to remain or enter.
- Can stay in the UK for a period of five years, until you are eligible for settled status.
- Secure digital status that can be viewed and shared online. Non-EEA citizens will also be issued a Biometric Residence Card if they don't already have one.

Settled status

- Resident in the UK for **more than five years.**
- Also known as indefinite leave to remain or enter.
- No time limit on how long you can stay in the UK.
- Can then apply for British citizenship if eligible.
- Secure digital status that can be viewed and shared online. Non-EEA citizens will also be issued a Biometric Residence Card if they don't already have one.

With both pre-settled and settled status, applicants will be able to live, work and study in the UK after Brexit.

The results of the Scheme show that it's performing very well so far

900,000+

Applications *made to the EUSS* ***to date****.*

50,000

Applications *made on the* ***opening weekend*** *of 30th March 2019.*

300

Assisted Digital *locations to* ***support*** *individuals with their applications.*

65:35

The percentage split ***between settled*** *and* ***pre-settled*** *status*.*

£9m

The amount granted to 57 community and charitable organisations to ***assist*** *the most* ***vulnerable EU citizens****.*

1-4

The average ***turnaround time*** *in* ***days*** *of applications where no further evidence is required.*

These results highlight the ethos underpinning the Scheme: we have designed the process with the user at the centre and we are looking for reasons to grant, not refuse.

*= as of 30 June 2019

The employer toolkit we have developed can help you cascade information about Scheme

We recognise that there is no one-size-fits-all approach so please pick and choose the products that are right for your organisation.

Materials for employers

Toolkit introduction pack

Key information about the EU Settlement Scheme and guidance for employers on how to use the toolkit materials.

Materials to share with EU Citizens

Briefing pack

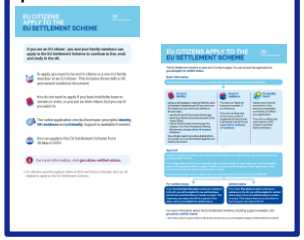
Can be used for presentations at face-to-face events or webinars with EU citizen employees.

Posters

Visually engaging posters and one-pager providing key info about the scheme and timelines.

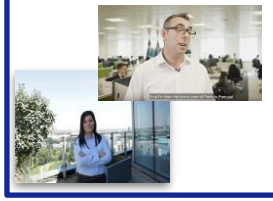
Factsheets and Flowcharts

Focusing on important information, eligibility requirements and process.



Digital: videos / animations

Informative videos, including an application process animation, as well as videos of "EU citizens' stories".



Social media

Social media assets to download and share to extend the reach to EU citizens including graphics and short animations.

Please use this employer toolkit, available on GOV.UK, to cascade information about the EU Settlement Scheme to your employees.

And if you or your employees need further help, it is at hand

More Information

More information and applicant guidance can be found on GOV.UK:

Guidance on employing EU, EEA and Swiss citizens and their family members after Brexit

Employer toolkit

Settled and pre-settled status guidance

EU Settlement Scheme: applicant information

Guidance on using the app

EUSS Resolution Centre

For support or questions concerning an application, contact the resolution centre:

By telephone:
Inside the UK **0300 123 7379**
Outside the UK **+44 (0)20 3080 0010**

Find out about call charges.

You can also ask a question using the online submissions form.

THANK YOU

Annexe

1. Euro TLR overview

2. Future Skills-Based Immigration System overview

In the event of a no-deal Brexit and once free movement ends, Euro TLR will open

European Temporary Leave to Remain will apply to those who…

Are EU, EEA or Swiss citizen new arrivals between Exit Day and 31 December 2020

Want to stay in the UK for more than three months to live, work, or study.

Are non EEA-family members of an EEA citizen.*

Home Office

*Non-EEA family members will need to apply for a European Temporary Leave Family permit before travelling but then apply for Euro TLR in the UK.

Euro TLR grants successful applicants 36 months non-extendable leave to remain

…and applicants will…

Need to apply online within three months of arriving

Need to apply for an immigration status under the new system if they want to stay more than 36 months

Need to prove identity and declare criminal convictions as part of the application process

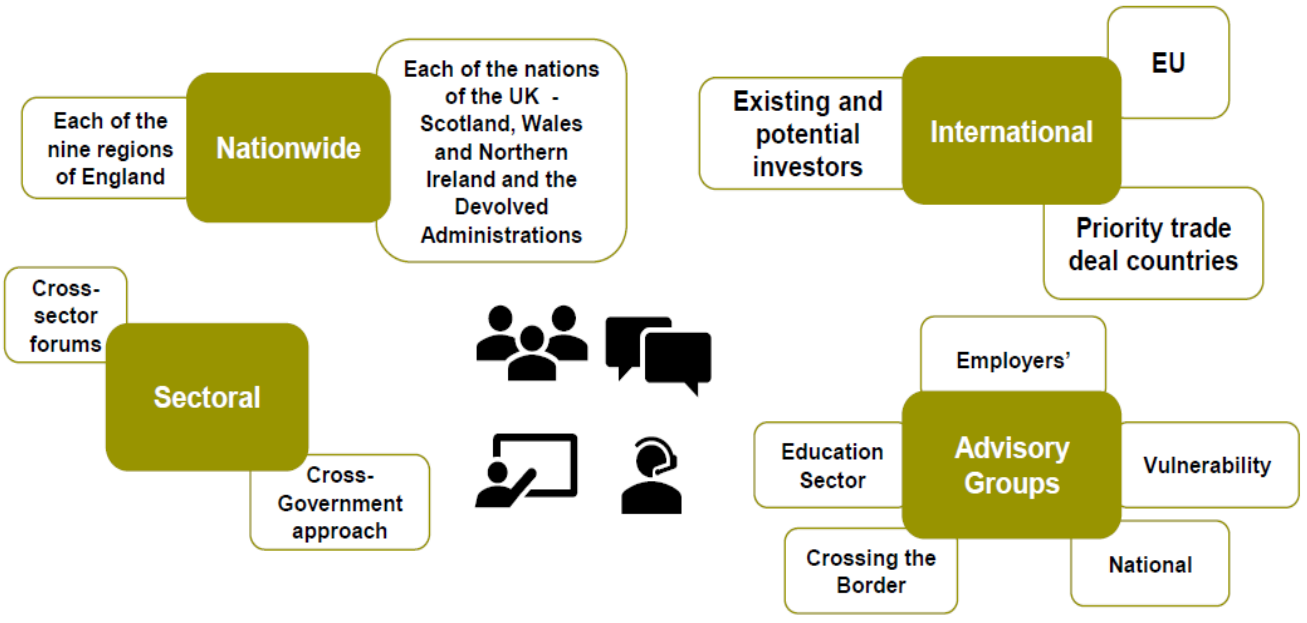
Get 36 months temporary leave to remain from the date granted, if eligible

Final proposals will be set out in early 2020 but we can look to the key principles of the future system

End of free movement	Free movement is ending. Everyone (except British and Irish citizens) will need permission to travel to the UK.
Control migration	Controlling migration is necessary to ensure that the referendum result is respected.
Skills-based	An emphasis on talent and skills, with greater priority for those with higher skills.
Single system	A single immigration system that encompasses all nationalities.
Not all the same	Not all nationalities will be treated the same. As now, we will differentiate on risk and/or trade deals.

Comprehensive engagement is underway to help shape the details of the future system

A programme of engagement, over 2019, is at the heart of the government's approach to shaping the future system.



Evidence-based through input from the Migration Advisory Committee

Works for the whole of the UK

User-centred design

Simplifies existing policies, systems and processes where possible

HM Revenue & Customs

HMRC

HMRC Customs and Border Design

Stakeholder Engagement

Overview

- Currently, businesses can move goods freely between the UK and the EU
- In the event that the UK leaves the EU without a deal, businesses importing and exporting goods with the EU will have to comply with new rules
- HMRC is committed to helping businesses understand these changes and the actions they need to take to ensure that they remain compliant and can continue trading in the event of a no deal EU exit

Approach to No Deal

HMG objectives for the border

- Maintaining security
- Facilitating the flow of goods (including animals, food and plants) and people
- Protection of revenue and compliance with standards

Day one easements include

- Transitional Simplified Procedures
- Intermediaries' liability
- Guarantee relaxations
- Entry Summary Declarations for imports

Customs Declarations

- Customs declarations will be needed on UK-EU trade in a no deal scenario
- Businesses will need to decide how they want to manage the declarations process:

- HMRC is working to ensure that as many businesses as possible have the capability to make customs declarations on day 1

Economic Operator Registration Identification

- To interact with UK Customs systems you will need an Economic Operator Registration Identification (EORI) number. This applies whether you are importing goods into the UK or exporting them from the UK.
- You can apply through GOV.UK – it should only take a few minutes
- If you already have a UK EORI number due to trade with RoW you do not need to apply again
- If you also act as importer into or exporter from EU you will also need an EU EORI number. If you don’t already have one you should request one from the EU country where you make your first declaration.

RoRo Model – key principle

Day 1

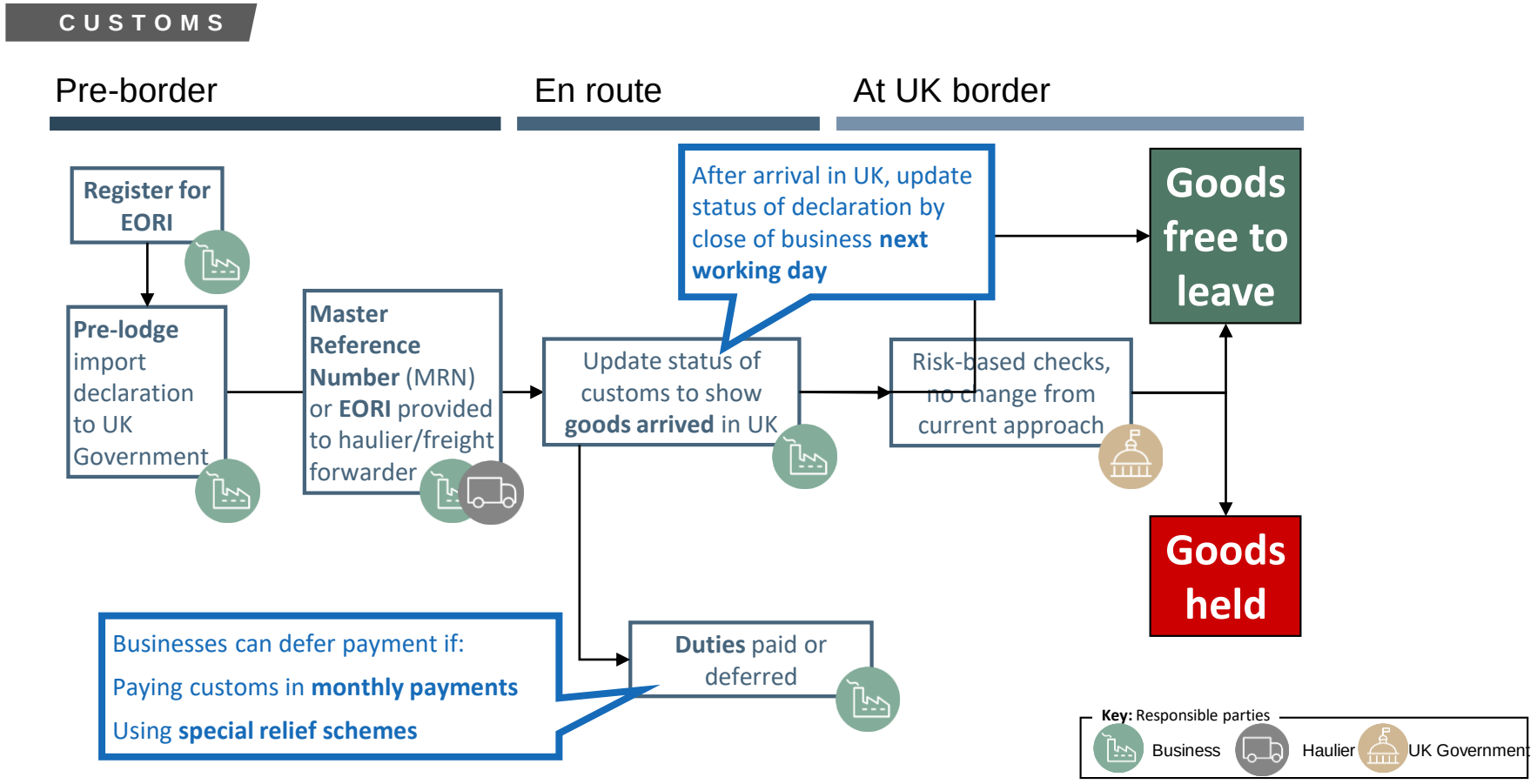
- Declarations should be lodged electronically in advance
- Routine fiscal and other controls and checks undertaken away from the flow of traffic

Longer-term

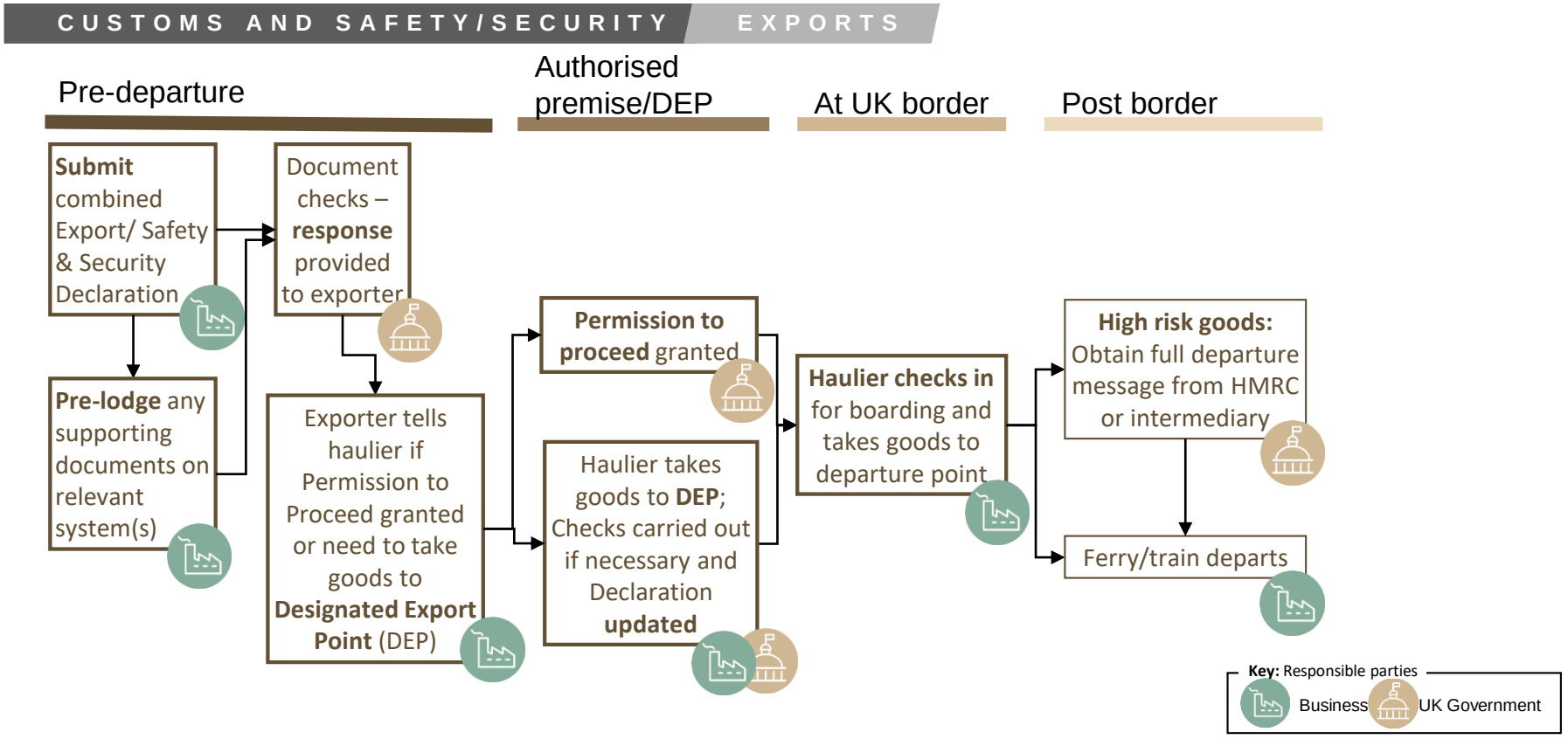
- Longer term, UK government is working on automated solutions, use of technology for smarter borders and sharing more data

HM Revenue & Customs

Importing goods through RoRo borders on ‘Day 1’



Exporting goods through RoRo borders on ‘Day 1’



Transitional Simplified Procedures (TSP)

- Transitional Simplified Procedures will make importing goods easier for the initial period after the UK leaves the EU
- **Traders registered for TSP will not need to make full customs declarations at the border and will be able to defer paying their customs duties**
- **To be eligible**, traders must:
  - Be established in the UK
  - Have the intention to import goods into the UK from the EU
  - Have an Economic Operator Registration Identification (EORI) number

TSP Declaration

Controlled Goods

- The trader submits a simplified frontier declaration and ensures all necessary certificates and licences are available
- This is followed by a supplementary declaration by the 4th working day of the month following the arrival of the goods in the UK

Standard Goods

- The trader makes a declaration directly in their commercial records
- This is followed by a supplementary declaration by the 4th working day of the month following the arrival of the goods in the UK

Entry Summary Declarations

- Safety & Security information on exports will continue to be required as part of the export customs declaration.
- We expect that the EU will require an ENS for UK to EU imports
- In a no deal scenario, the UK will phase in the requirement for entry summary declarations (ENS) on all goods arriving from the EU over 6 months.
- We are taking this approach to give carriers and hauliers more time to prepare for their obligations.

Duty Deferment

Current rules

Traders must have a duty deferment account to use TSP or an agent's CFSP authorisation:

- in practice, this is a direct debit mandate
- it allows HMRC to take a monthly payment of duties 15 days after the supplementary declaration is made
- guarantees are required in order to defer duty to make monthly payments

Day 1 easements:

- traders will not be required to meet the CCG criteria when obtaining guarantees
- traders can still choose to apply for a CCG, as those with AEO C status can seek a reduction in the level of guarantee required to defer duty

Special procedures – Day 1

Current rules: EU rules require a customs comprehensive guarantee (CCG) to obtain a full authorisation for a special procedure

Day 1 easements

- traders will not be required to meet the CCG criteria or provide a financial guarantee for:
  - Inward processing
  - Outward processing
  - Temporary admission
  - Authorised use (a.k.a. end use)
  - Customs warehousing
- still need to meet criteria for the special procedure
- this policy will be monitored, and traders will be given 12 months' notice of changes

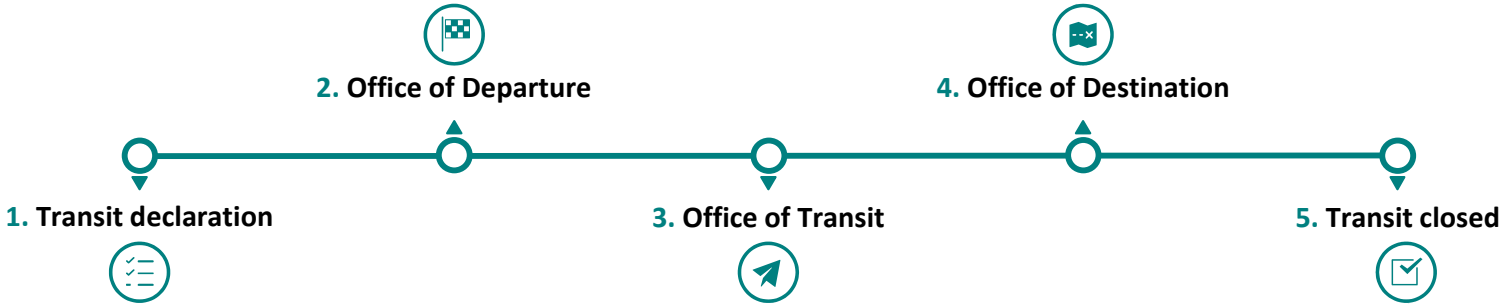
How does the Common Transit Convention (CTC) work?

The **CTC allows movement of goods - under duty suspense** - between the 28 EU Member States and the European Free Trade Association countries (Iceland, Norway, Switzerland and Liechtenstein) plus Turkey, Republic of North Macedonia and Serbia.

UK has been invited to accede to CTC as a separate contracting party when EU laws cease to apply to the UK (letter of invitation was December 2018).

The requirements to use CTC will remain unchanged. However, as the UK will be outside the EU Customs territory, **traders will need to have a Transit Accompanying Document (TAD) scanned** at the point of entry into the UK or other new customs territory.

Transit and the Common Transit Convention (CTC)



1. The transit declaration is completed (including guarantee) using NCTS (the New Customs Transit System)
2. The goods are presented at the Office of Departure (or Authorised Consignor) and the Transit Accompanying Document (TAD) is printed off presented to the haulier and then the goods are released into transit.
3. At every border crossing into a new customs territory, the TAD and goods are presented at the Office of Transit (OoT functions can only be performed by Customs Officials).
4. At the final destination the goods and TAD are presented at the Office of Destination (or Authorised Consignee).
5. The transit movement is closed, the goods must be declared to another customs regime eg free circulation, temporary storage and the guarantee is released.

The goods are tracked and messages are sent from the various offices using NCTS during the journey.

Transit guarantees

- To make transit movements a trader needs to provide a guarantee for the customs duties suspended during the movement. This can be an individual guarantee for a single movement or a Customs Comprehensive Guarantee (CCG) for multiple movements. To hold a CCG, a business needs to:
  - Satisfy HMRC's customs/compliance checks; and
  - Obtain a guarantee from an approved financial institution.
- An individual guarantee can include a guarantor undertaking from a bank or financial institution and a cash deposit.
- Guarantees can take several weeks to set up, so traders should contact their bank or insurer about this as soon as possible.
- The guarantee requirements are set by the Common Transit Convention.

Simplified transit procedures

- Under the CTC, traders can apply for authorisation to use simplified transit procedures. The main types of authorisation are:

  Authorised Consignor Status allows traders to declare goods to transit at their premises rather than an Office of Departure. Traders applying for this need to have a CCG.

  Authorised Consignee Status allows traders to end transit movements at their premises rather than an Office of Destination. Traders applying for this generally need a temporary storage facility.

HMRC is working to enable traders to be authorised as quickly as possible.

Key Actions for Businesses

Businesses who only trade with the EU need to act now to ensure that they are prepared in the event of a No Deal EU exit

Apply for an **EORI number**
Consider registering for **TSP**

Confirm you can complete each **data field** in the Declaration

Agree responsibilities with your **customs agent and logistics provider** for each part of the process and update your contracts to reflect this

Identify **software** for submitting documents, if you do not use a customs agent

Thank you

Contact details for HMRC Stakeholder team:

externalstakeholders.customs@hmrc.gov.uk

Technical questions:

negotiationstechnical.customs@hmrc.gov.uk

HM Revenue
& Customs

Common Frameworks

What Are Common Frameworks?

EU law sets common approaches across the UK in a range of policy areas that are otherwise devolved

Example

Agricultural policy is generally devolved in Scotland, England, Wales and Northern Ireland but by law we are all bound by the Common Agricultural Policy

When we leave the EU we will need to decide where it makes sense to do things differently in different parts of the UK, and where we will need to continue to work together on a UK or GB wide basis, known as

COMMON FRAMEWORKS

An agreed common approach to policy areas that are currently governed by EU law and intersect with areas of devolved competence.

Why Do We Need Common Frameworks?

Common frameworks provide a number of benefits, they:

a. make it simple for businesses from different parts of the UK to **trade** with each other by enabling a functioning **UK internal market;**
b. help the UK to meet its **international obligations**;
c. safeguard our **common resources, i.e. fish stocks**;
d. help the UK negotiate, enter into and negotiate new **trade deals** and **international treaties;**
e. administer and provide **access to justice** in cases with a cross-border element; and
f. safeguard the **security of the UK**

Food Labelling Framework Example

Nutrition Facts

Serving Size 4 Pieces

Amount Per Serving

Calories 110

	% Daily Values*
Total Fat 2.5g	**4%**
Saturated Fat 1g	**5%**
Trans Fat 0g	
Cholesterol 0mg	**0%**
Sodium 170mg	**7%**
Total Carbohydrate 21g	**7%**
Dietary Fiber 0g	**0%**
Sugars 13g	
Protein 0g	**0%**

*Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs.

	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2400mg	2400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Currently, foods placed on the market across the EU have common labelling requirements that are set by EU legislation.

It is possible that if we don't agree to continue a common approach to labelling upon EU exit, different requirements could spring up across the UK.

This could mean a jam producer wanting to sell their product in Dundee and in Newcastle would have to comply with two different labelling requirements - increasing production costs and discouraging cross-border trading.

Work is therefore taking place between the UK Government and devolved administrations to agree a common framework in this area to ensure a joined up approach to food labelling across the UK.

How Are Frameworks Being Created?

Workshops or ‘deep dives’ to develop **‘framework outlines’**. Focus had been primarily on areas deemed a priority (where legislation is seen to be required as part of the framework).

Collaboratively developed by the UK, Scottish, Welsh Governments and the Northern Ireland Civil Service (participating on a factual and analytical basis).

Some frameworks areas are starting to test their provisional conclusions with stakeholders and seek feedback as part of the policy development process

What Are Cross-Cutting Issues?

Key issues relevant to all the policy areas, in varying, degrees which include:

International Obligations and Trade

Ensure that frameworks can adapt to and incorporate new international obligations, including the Future Economic Partnership, and trade agreements.

Governance

Ensure the structures that support devolution are ready to meet the challenge of the UK's exit from the EU.

Internal Market

Working to maintain a functioning market in the UK, for the flow of goods, services and citizens post-exit.

What Are The Next Steps?

The UK Government and the devolved administrations are now beginning the third phase of development. This will involve:

Continued development of each frameworks policy area

A period of review of the work done to date

Increased consultation, including working with stakeholders on proposed approaches to individual frameworks

frameworks.engagement@cabinetoffice.gov.uk

Where Can You Find Out More Information?

Common Frameworks Analysis (March 2018) and Revised Analysis (April 2019)

https://www.gov.uk/government/publications/frameworks-analysis

The European Union (Withdrawal) Act and Common Frameworks Report

1. 26 June 2018 to 25 September 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755498/EU-Withdrawal-Act-Schedule-3-Report.pdf

1. 26 September 2018 to 25 December 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788764/CCS207_EUWithdrawalActAndCommonFrameworks.pdf

1. 26 December 2018 to 25 March 2019
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/804360/Third_EU__Withdrawal_Act_and_Common_Frameworks_report_.pdf

4. 26 March 2019 to 25 June 2019
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/818155/final-edits-Fourth-s.12-report.pdf

frameworks.engagement@cabinetoffice.gov.uk

Department for
Business, Energy
& Industrial Strategy

How can the Government reduce the impact of its policies on small businesses?

July 2019

Department for
Business, Energy
& Industrial Strategy

Department for Business, Energy & Industrial Strategy

Economy	Ease of Doing Business Rank
New Zealand	1
Singapore	2
Denmark	3
Hong Kong SAR, China	4
Korea, Rep.	5
Georgia	6
Norway	7
United States	8
United Kingdom	9
Macedonia, FYR	10

When developing policy we want to:

1. Ensure SMEs are included in the development of policy
2. Effectively communicate policy
3. Ensure the implementation of policy does not overburden SMEs

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1. Can you think examples of systems or processes you have come across whilst doing business that have either been particularly positive or negative?

2. Specifically, are they any policies that affect SMEs in some way that perhaps you think were not intended or deliberate?

3. How can we involve SMEs more in the policy process?

Business Support message testing

Introduction

In this section of the roundtable, we are running some group research to help us better understand what matters most to your business and where you'd expect to find certain types of support, if required.

We want to better understand:

•The key areas you feel are the most important in running your business, in priority order

•What type of business support you would expect to find online and where you would expect to find it

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Tasks and Timings

The research will be split into two parts

10min Task A – a group discussion session, followed by individual task

10min Task B – a group card sorting exercise

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TASK A – Discussion

Question:

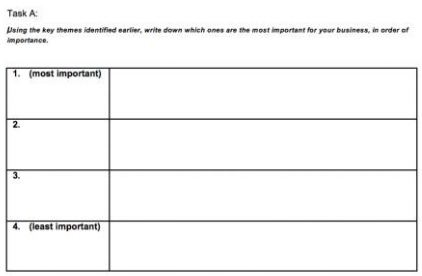
What are the key themes that you think are important in terms of running a/your business?

5 minutes

1. Please shout out any key themes that are front of mind (for the session lead to capture)

5 minutes

2. As an individual, please put your top four from the board in order of importance on the Task A sheet which looks like this:



Task A:

Using the key themes identified earlier, write down which ones are the most important for your business, in order of importance.

1. (most important)	
2.	
3.	
4. (least important)	

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TASK B – card sorting

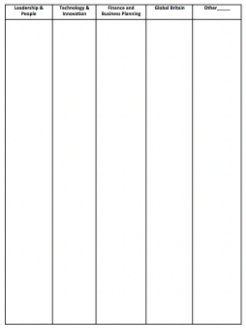
Instruction:

Imagine you are navigating a business support website where these headings make up the navigation menu (Leadership & People, Technology & Innovation, Finance and Business Planning and Global Britain).

Place each of the 12 topic cards under the headings you would expect to find them under, if you clicked on that heading. For example, looking at the headings, where would you expect 'Writing a Business plan' to sit?

If you don't think a card would sit under any of the pillars, please suggest and write down a heading in the 'other' column on the headers sheet.

Header Sheet:



Topic Cards:

Thank you for your input!