



Dear Members

We are deeply saddened to hear of the passing of Queen Elizabeth II. We join with The Royal family and people around the country in mourning Her Majesty's loss. May she now rest in peace.

Our thoughts are with His Majesty the King and the Royal Family.



Best wishes
Sue



Queen Elizabeth II
1926 - 2022

Chamber News

Breakfast Matters

October

Thursday, 6th October 2022

Taxation Tips for Business

November

Thursday, 3rd November 2022

Manchester Airport Group

**Both events are at Cresta Court Hotel, Altrincham
8:30am – 10am**

National Eye Health Week Event

18:30 on 20th September 2022 at Just Plonk, 8-10 Ashely Rd, Altrincham

Anthony Josephson, from Maskell and Josephson Optometrists, is sponsoring this wine and nibbles event to promote National Eye Health Week. National Eye Health Week runs from 19th to 25th September 2022.

Sight is the sense that people fear losing the most, yet many of us don't know how to look after our eyes - National Eye Health Week aims to change all that.

Darren Proctor from Happy Radio will be our MC for the night.

Please book by eventbrite

<https://www.eventbrite.co.uk/o/altrincham-and-sale-chamber-of-commerce-31928406227>

NATIONAL EYE HEALTH WEEK – MASKELL & JOSEPHSON

National Eye Health Week runs from the 19th to 25th September 2022. Sight is the sense that people fear losing the most, yet many of us don't know how to look after our eyes - National Eye Health Week aims to change all that!

In the UK, 2 million people are living with sight loss that is severe enough to have a significant impact on their daily lives. Half of this sight loss is avoidable. The best way to prevent this loss is by attending for regular eye checks to make sure that any problems are detected as early as possible and treated as early as possible.

There is a general misconception in the public that all eye tests are to the same standard. There's a minimum legal requirement that needs to be carried out but with investment in technology and longer appointment times there's a higher chance of eye conditions being detected at an earlier stage. The sad reality is that if you compromise on looking after your eyes you may regret it down the line where there is no chance of reversing the clock or reversing any damage that has already occurred.

Fortunately, over the last few years some of the big players in high-street eyecare have improved enormously in their offerings, meaning that high-quality eyecare is available to most people now.

However, there is a limit to what each individual company considers essential to offer meaning there is still a chasm of difference between the chains and the top-end independents.

There is no excuse to put off your next test and if you have not had a test for some time (many peoples' last ones were pre-COVID and with a requirement for every two years at most this means many are well overdue already!) then get yourself booked in now.

The beauty of independent eyecare with Maskell + Josephson is we offer the same high-quality level of care to everyone, as standard, every time. You can book in with us by calling 0161 941 6517 or booking online at <https://maskelloptometrists.mysight.uk/>

Business Awards Update

Voting has been extended until **23rd September** as we have suspended our social media activity as a mark of respect to the Royal Family.

Slides of all nominees are attached to the newsletter and the voting link remains open.

<https://www.surveymonkey.co.uk/r/ASCCBusinessAwardsNominations2022>

Key Dates:

- Voting is by public vote and will take place 8th August until 23rd September.
- The winners will be announced at our Awards Evening on 11th November at The Mere. Tickets for this event will be on sale soon.



Following such sad news with the passing of Queen Elizabeth II, you are probably aware that the State Funeral is confirmed for Mon 19 Sept 2022.

I'm sending this email as no doubt you may start to receive questions on Monday morning from employees about what your company proposes to do and their rights to time off and bank holiday pay.



The Government has produced a number of guidance documents over the weekend. I have referred to a couple below and outlined the key issues:

Business Opening

A key message contained in the link below is *“There is no obligation on organisations to suspend business during the National Mourning period. Depending on the nature and location of their business and the tone of planned events, some businesses may wish to consider closing or postponing events, especially on the day of the State Funeral, however this is at the discretion of individual businesses”*

[The Demise of Her Majesty Queen Elizabeth II: National Mourning Guidance - GOV.UK](https://www.gov.uk/government/news/the-demise-of-her-majesty-queen-elizabeth-ii-national-mourning-guidance)
(www.gov.uk)

Bank Holiday on Mon 19th Sept 2022

There has also been guidance and Q&As about the bank holiday on the link below:

<https://www.gov.uk/government/news/bank-holiday-announced-for-her-majesty-queen-elizabeth-ii-state-funeral-on-monday-19-september>

However, much of what is contained in the above guidance states *“This is a matter for discussion between individuals and their employer”*. The reason for this is that there is no right to take bank holidays and it depends upon the wording in the contract of employment.

What I have summarised below are the typical scenarios from a contractual point of view and what to do:

Whether an employee is entitled to the additional bank holiday will depend on the wording in the contract of employment.

Scenario 1

If the contract states ‘20 days (or more) holiday plus the 8 or ‘usual’ bank holidays’
or

‘5.6 weeks (or more) holiday *inclusive* of bank holidays’

In these examples there will be **no contractual right** to the extra day's bank holiday entitlement. **However, even if there is not a contractual right, as a business you may still offer the day on a discretionary basis, that many companies will do.**

If you have done so in the past for additional bank holidays for the Jubilee, Royal Wedding etc then there could be an implied term for an employee to expect to receive a paid day off (at the time or a future date if required to work – I'm not aware of any Employment Tribunal test case on this – yet!).

Whether the time off is given on the day of the funeral or a future day will depend upon your business operation i.e. do you normally open/need to operate on a bank holiday and are

employees rostered to work and required to work bank holidays if needed? If you are giving a discretionary paid day to those not working, then it is advisable to give those working a paid day in lieu for a future date.

Scenario 2

If the contract states e.g. '20 days holiday plus bank holidays' then the employee is likely to have a right to the additional day (as the number of bank holiday days are open ended and not limited).

If required to work bank holidays as part of the business operation and contract and you provide a contractual paid day off, you would need to give those who are working a day in lieu for a future date.

***See the end of the email for consideration for part time employees, zero hours, casual workers and term time employees.**

Closing the Business - but not treating as a bank holiday

If you close the business for the day but do not treat the day as an additional day's paid leave i.e. the employee will be prevented from working and forced to take the time off, then you will be obliged to pay for the day, unless you give double the amount of notice of the time to be taken to be able to force a day's holiday from their entitlement – i.e. you would need to provide at least 2 days' notice to force 1 day of holiday to be taken.

I do not expect many employers would take this approach.

Daily Events and Communication

Employees will have different reactions, emotions and expectations over the coming week(s). Some may be more upset than others. It will be important to communicate what your business plans are and for employees to be respectful of each other.

Leading up to the day of the State Funeral, will you be showing the key events during the week in any break out areas on TVs etc, allowing for flexibility for changing times of break periods to watch historical moments? This is all better to be planned, thought about in advance and communicated with employees accordingly, to avoid issues, operational problems and grievances arising.

Below is a schedule of events for each day, to help you plan

<https://www.bbc.co.uk/news/uk-62861617>

***Additional information for part time employees, zero hours, casual workers, term time employees**

Part time employees

If you have employees on reduced hours/part time working - make sure that if there is a contractual entitlement for the additional bank holiday or if not and you're giving the day as a gesture of goodwill to those who would normally work on the Monday, that there is also the benefit of the paid time for others to take who do not work those days, so they receive the same pro-rata benefit.

This is nothing new with part time staff and bank holidays but many employers may be in breach if they only give the benefit of the bank holiday if the employee happens to work that day and not give the pro-rated benefit to others who would not normally work the day.

E.g. Two part time employees each work 15 hours per week (5 hours per day as below):

A - works Mon, Tues, Weds

B - works Weds, Thurs, Fri

If the contract allows for the additional holiday or the company gives it out of goodwill, during w/c 19th Sept:

Employee A will only work Tues and Weds (work 10 hours) and be off on Mon so will be paid for 15 hours (1 of these days will be a paid bank holiday and the hours for this day will be deducted from the outstanding entitlement)

Employee B will work all her hours (15) and be paid 15 hours in usual pay (there will be no deduction for the bank holiday from holiday entitlement, so this will need to be given in lieu for a future time to ensure consistency and fairness) i.e. it is advisable that employee B must also receive the benefit of the bank holiday at another time.

If your business practice is to give e.g. x days holiday plus bank holidays and only apply the paid benefit of a bank holiday if somebody is rostered that day e.g. the Monday and not to people not rostered to work on e.g. Mondays (i.e. the bank holiday day) - then please contact us to review your practice, as there is risk.

It can be easier to manage if bank holidays are incorporated into holiday entitlement and expressed as e.g. 5.6 weeks or 6 weeks 'inclusive' of bank holidays. This may be a contractual change. Please contact the team to discuss. You cannot unilaterally vary an employee contract without agreement.

Zero hours employees/casual workers/term time employees

This will be an issue where a zero hours employee/casual worker has already been offered/expected to work on Monday 19th.

In light of the recent Supreme Court case and change to calculation for holiday entitlement and pay for these groups of individuals that I have previously notified, please email the team on admintaw@hrdept.co.uk if you require any assistance.

Kind Regards



Jill Bottomley FCIPD, BSc(Hons)
Director

E jill.bottomley@hrdept.co.uk
M 07939 047 727
T 0345 053 3665



<https://www.hrdept.co.uk/trafford-and-warrington/>
Denzell House, Denzell Gardens, Dunham Road, Bowdon,
Cheshire, WA14 4QE

Happy with our support? Please leave us a review [here](#)

Our external customer survey results 2022



Business Start Up Network events at Altrincham Library

Below are 3 links for the next Business Start Up Network events at Altrincham Library from September 2022.

The events are suitable for anyone who is thinking of setting up a business or has started their business – please book on the link and we will see you in Altrincham

[Trafford Business Start-Up Network Tickets, Thu, Sep 15, 2022 at 10:30 AM | Eventbrite](#)

[Trafford Business Start-Up Network Tickets, Thu, Oct 20, 2022 at 10:30 AM | Eventbrite](#)

[Trafford Business Start-Up Network Tickets, Thu, Nov 24, 2022 at 10:30 AM | Eventbrite](#)

Date for your diary - Business Growth Hub Match event in Trafford

The next Business Growth Hub Match event for Trafford will take place at Emirates Old Trafford cricket ground on the 25th of October from 0930 - 1130. To register and secure your place,

[BGH Match - Trafford, Old Trafford Cricket Ground, Stretford, October 25 2022 | AllEvents.in.](#)

Date for your diary - Rugby League World Cup Business Networking

The Rugby League World Cup is fast approaching with Trafford hosting the men's and women's finals. Trafford companies are invited to attend a business networking event taking place on Wednesday 21st of September at Manchester Central. For further information click [here](#).

Date for your diary – Free Training For Cyber Security Start Ups And Social Enterprises

A consortium led by Barclays Eagle Labs has been selected to operate the new Greater Manchester Digital Security Hub (DiSH).

DiSH offers cyber security start ups and growing digital security businesses access to support and mentoring. Early stage cyber start-ups can apply for the DiSH Accelerator programme, a three month programme designed to assist businesses in the early stages of development. Applications for the current Accelerator programme close on the 11th of September at 23.59. For further information, click here <https://labs.uk.barclays/dish/dish/dish-accelerator/>

Social Enterprises can benefit from two sessions taking place in September. These virtual sessions will help social enterprises to understand the essential actions required to protect data. Each session lasts for 1 hour and 15 minutes. For further information and to register, click here.

[MS365 The Power & Ease: Cyber Security Essentials for Social Enterprises Tickets, Thu, Sep 8, 2022 at 10:00 AM | Eventbrite](#)

[MS365 The Power & Ease: Cyber Security Essentials for Social Enterprises Tickets, Wed, Sep 14, 2022 at 10:00 AM | Eventbrite](#)



MS 365 The Power and Ease and Cyber Security essentials

Overview

Your social business is a passion. What you do makes a difference, and it really matters, not only to you, but to the people and communities you support. Your business needs support from technology; it needs to utilise Microsoft software applications efficiently but must also have the safety controls in place to protect your data.

In this workshop we will discover the power and ease of MS 365, and how it can help your business to work quickly and efficiently. We will also take a look at the Cyber Security Essentials that your business should have in place to protect your data and how to get further support with your Cyber Security.

Learning Objectives

MS 365 The Power and Ease:

- Understand the full scope of applications within MS 365
- Understand the purpose of MS 365 Applications and how they can benefit business efficiency.
- Understand how to get further support for your business with MS 365.

Cyber essentials

- Businesses will understand the Cyber Essential Standards and where their business currently sits against those standards.
- Understand the 5 Controls of Cyber Essentials and where gaps may exist and how to get further support.



Availability: Choice of [8 September](#) or [14 September](#) 2022, 10.00-11.15

Make money work for you

dishMCR Powered by **BARCLAYS** | **Eagle Labs**

