

Touching **BASE**

The Basepoint quarterly newsletter

Offices | Flexi-Space | Virtual Licences | Meeting Rooms | Unique workspaces for your business

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Basepoint Centres Celebrates 20th Anniversary

Basepoint Business Centres Ltd is currently celebrating 20 years of providing managed workspace and services to a broad range of start-ups and SMEs.

Since the opening of the first centre in Romsey back in 1994, Basepoint has acquired a total of 30 business centres across the south of the UK, Midlands, East Anglia and Wales.

To mark this milestone, each of the 30 centre teams celebrated by unveiling a commemorative plaque in their centre. Plaques were unveiled by Mayors, Councillors, Town Managers and other local dignitaries.



Northfleet Team with Gravesham's Mayor, Councillor Derek Sales and his wife

As well as delivering quality workspace, Basepoint also celebrates 20 years of helping the community. Basepoint has always taken its corporate social responsibility seriously but in 2005 Basepoint

was acquired by the ACT Foundation, a grant-making charity. Since being owned by ACT, Basepoint has donated £14.35M to charity including over £630,000 in the last 4 years by way of matched



fundraising with local charities supported by each of the Basepoint centre teams.

Visit us online for more information about Basepoint and future celebratory events.



Licensee Focus Shoreham



Basepoint Shoreham are pleased to introduce MFS Acupuncture and Clinical Hypnotherapy.

Run by Mark Felton-Scott, the clinic offers treatments through acupuncture, hypnotherapy and psychotherapy

For more information contact Mark on 07804026270 or mfeltonscott@hotmail.com

Above: Mark Felton-Scott of MFS Acupuncture and Clinical Hypnotherapy



Romsey win 'Centre of Excellence' 2014!

The team at Basepoint Romsey are celebrating this month after being presented with the Basepoint 'Centre Of Excellence' award for 2014.

The team were up against stiff competition from 7 other centres this year with both

Swindon and Exeter receiving runner up prizes.

Centre Manager, Vicky Foot, commented, "We are very excited to have won this award, and are thrilled to have our hard work and commitment recognised".



Join B2B for free!

Did you know that all our centres host free regular business to business networking hubs?

Networking hubs are a great chance to hear from a guest speaker as well as meet new business contacts over an informal buffet lunch.

Find out more about our networking events at your nearest centre on our website.

Bags of fun at Gosport!

The team and licensees at Basepoint Gosport were treated to some retail therapy from shoe and bag supplier Bootybags Ltd this month.

Read all about it on our website. If you'd like to exhibit with us contact your local centre.



Andover licensee celebrates 1st birthday in style



Hair Stylists from Salon 73 and Mayor Janet Whitely

This year we're not the only ones celebrating a business birthday. Andover residents, Salon 73, have recently celebrated their first anniversary.

To celebrate the event the salon team hosted a party in the centre with guests including Mayor Janet Whitely and David Gleave, the Economic Development officer for Test Valley Borough Council.

Vanessa Cleary, owner of Salon 73, commented, "The Mayor was

particularly interested in our feather extensions and admired the range of colours we have".

The team also held a raffle for donated prizes raising a total of £130 for local charity, the Countess of Brecknock Hospice.

Happy Birthday Ladies!



What is a workplace pension and who will have to offer auto-enrolment?

Workplace pensions are changing, and for some larger employers, they have already changed. New reforms mean that all employers in the UK must automatically enrol eligible jobholders into a qualifying pension scheme from a relevant date. Simply, 'auto enrolment' means that every employer must automatically enrol workers into a workplace pension scheme if they are aged between 22 and State Pension Age, earn more than £10,000 a year and work in the UK. This includes employees on fixed term or zero hours contracts.

Every UK employer is being given a 'staging date', the date on which they must start automatically enrolling their employees into a qualifying pension scheme which depends on the size of the business (based on the number of employees on the payroll at April 2012). Once you have your staging date from The Pensions Regulator, you need to start planning.

New laws mean that all employers, however large or small, have to offer a workplace pension. An employer is defined by The Pension Regulator as anyone "who has entered into a contract with an individual that falls within the definition of 'worker'".

When will I need to auto-enrol staff?

Subject to a few exceptions, this depends on the size of your company, is set by law and is based on the number of employees under PAYE. Auto enrolment staging started in October 2012 and

is being rolled out to all companies with the largest being first, through to the smallest. All employers with 250 employees or more should by now have an auto enrolment/work based pension scheme in place. Employers with 50-249 employees will be going through the auto enrolment process now and the scheme must be in force by April 2015. Employers with fewer than 50 employees will need to have a scheme up and running between June 2015 and June 2017.

Once you have your 'staging date' from The Pensions Regulator, you need to start planning as there is a lot to do for an employer; more than many realise. It can take up to six months to put a scheme in place.

It is possible to have a postponement put in place for up to 3 months before having to auto-enrol employees, however, the postponement is only in relation to the employer's automatic enrolment, not the employee's.

How much will I have to contribute?

There are minimum contributions for both employees and employers, which will increase over several years. There is also the option of increasing employer contributions so the employee contributes less.

Contributions can be calculated in a number of ways depending on which method best suits a particular employer or ties in most easily with an existing scheme.

Auto Enrolment. Are you ready to roll?

Simon Watson from Hyperion Financial Planning Ltd and Basepoint Business Centre Luton licensee, tells us what you need to know about forthcoming pension automatic enrolment.

"...there is much to consider when looking at workplace pensions and the earlier you start to prepare the better."

What happens if I don't comply with the new regulations?

There are certain employer duties that must be adhered to. Enforcement action can be taken against the employer, which can include a fine if you fail to take your responsibilities as an employer seriously. Enforcement action will start with statutory notices and can be followed up with penalty notices and ultimately result in court action.

Is there anything else I need to know?

For those aged between 16 to 74 that earn £5,772 up to £10,000 per year slightly different rules apply in that you must provide information to these staff about their right to 'opt in' to a pension scheme should they so wish. For those ages 16 to 74 that earn £5,772 or less you must provide information to these staff about their right to 'join' a pension scheme.

Needless to say, there is much to consider when looking at workplace pensions and the earlier you start to prepare the better.

Hyperion is a financial services business that provides advice to corporate and private individuals on pensions, investment, protection, tax planning and trusts.

Authorised and Regulated by the Financial Conduct Authority

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SPOTLIGHT ON Camberley design project

Basepoint Camberley has been collaborating with students from the University for the Creative Arts (UCA) in Farnham on a 10-week project to design a modern and flexible work space for the next generation of entrepreneurs.

The winners have been announced as Charlotte Bernard and Helena Masat, both studying for a BA in Interior Architecture and Design, and the University has been awarded £1,500.

The money will go towards enabling the students to explore their chosen subject areas for their final year of study, including visits to sites of particular interest and purchases relevant to their course, including books, studio and craft workshop model making and drawing materials.

The winners

Charlotte, aged 20, explains her project: "The whole concept of my design was about making people feel at home within a business community. I looked at spaces in the home that families use to come together and socialise, such as the kitchen, dining room, and front room. I liked the idea of the dining table being the focal point and heart of the workplace environment, large enough for businesses to come together and collaborate throughout the day."

Helena, aged 21, went for a different approach, and based her design on the work ethic of worker bees, entitling it 'The Hive'. She comments:

"What Charlotte and Helena have produced is staggering considering they're still studying."

"I wanted to design a positive and exciting space that would improve work balance, decrease levels of stress and increase productivity. I included both personal areas and collaborative areas to encourage social interaction between a variety of creative companies, but allow for independent working, too. I based the materials on the elements of nature as I wanted a calm and stimulating space that reflected lots of natural daylight, thus reducing the need for artificial light."

Lisa Rollings, Centre Manager of Basepoint Camberley, comments: "This has been a really interesting and collaborative design project from day one, and we couldn't be happier with the results. What Charlotte and Helena have produced is staggering considering they're still studying. Their design plans were particularly impressive as they not only took into consideration the use of space, but also the light and materials and how these can affect our work productivity patterns. We wish them well with their future endeavours, and have no doubt that they have bright careers ahead of them."



Pictured from left to right: Denis Taylor (Executive Trustee & Chairman Basepoint Group), Brian Andrews (Managing Director of Basepoint), Helena & Charlotte, Peter Waters (Course Leader) and Darren Rogers (Regional Manager)



Helena Masat

“I have tried to design a positive and exciting space that will improve work-balance thus decreasing levels of stress and increasing rates of productivity. I have tried to include personal areas and collaborative areas to encourage social interaction between a variety of creative companies.”

Charlotte Bernard

“My design is made up of organic forms influenced by nature to give a sense of freedom and choice helping to improve the flow of ideas. I also wanted something to contrast strongly with the existing linear geometry of the space, providing a break away from a rigid office environment and a move towards the future.”



Is office admin killing your business?

When you're running a small business, whether it's just you or a small team of people, it seems like everything is your job! This can mean that a great deal of time is lost on assorted admin tasks. It's essential to find ways of streamlining all this work. This issue we are looking at just some of the tasks which you are likely to face as a small business owner.

Time-consuming tasks

Getting phones and IT working is just one of the headaches facing any new business. In order to give your customers the service they expect, you will need to have reliable IT – and that also means having reliable backup staff you can call on if your systems go wrong. Enough telephones for your staff are equally vital, so that clients contacting your business centre don't constantly hear an engaged tone and give up trying.

Training new staff is essential to get them up to speed, but it will inevitably take a lot of time and mean you lose precious hours from your own working week. Even more time is likely to be lost through ensuring essential admin tasks are carried out, such as paying your business rates and utilities and organising your payroll and HR functions.

Yet another aspect of running a business which can't be ignored is organising health and safety, including getting risk assessments done and ensuring fire extinguishers and alarms are in place for your office rental or workshop. But that's not all, as there are even more essential housekeeping tasks to take on board, from providing kitchen and washing facilities to arranging cleaning.

The only way to really move a business forward is to give it your complete focus. This means the need to free yourself, or your team, from the distractions of keeping the offices you rent clean, safe and functioning, even though many of those things are essential for everyday working and in some cases they may be legal requirements.

How to stop admin taking over

Fortunately, there are ways of keeping on top of admin tasks so that, as a business owner, you can exert maximum effort on revenue generating activities. Here are some ideas which could help to save you both time and money.

Hire In Help

This might sound as if it is going to cost you money, but it could actually be a saving when you work out just how much all the admin tasks you carry out yourself are already costing. Take the trouble to calculate your own hourly rate or what your time is worth, and this will usually be far more than the cost of hiring an admin assistant. However, if you are not sure whether you're ready to take the plunge, you could test the water by initially hiring a temp through an agency for a fixed period.

Outsource

There are a number of areas where it is simpler all round to hire the expertise of professionals or contractors in that particular field. This could include book-keeping, ensuring that you always stay up to date with tasks such as sending out invoices on time to keep on top of your cashflow. You could also outsource health and safety functions, as well as areas such as office cleaning. It is possible to outsource without having to become an employer, and these types of arrangement can often be tax-deductible business expenses, offering further savings.

Pool Resources

Working together with other small businesses can create economies of scale, for instance sharing the costs of accountants or payroll, or making a combined deal with utility providers. There may be scope for businesses to share the cost of consultants or even work out arrangements to share staff time, giving added flexibility which will help to meet fluctuating demands.

Serviced offices

When you are seeking business offices for rent, choosing fully serviced offices can help to take away many of the everyday tasks involved in running a small company. Basepoint's business centres offer facilities including serviced meeting rooms, a manned reception desk, break-out areas and on-site support, plus telephones and broadband.

Want to read more?

Visit blog.basepoint.co.uk for more useful articles

Licensee Focus Chepstow



Basepoint Chepstow are pleased to welcome Trelleborg Industrial Tyres UK Ltd, a world leader in engineered polymer solutions, to their centre.

Basepoint Chepstow will be home to their Customer Service, Marketing and Finance departments

For more information on Trelleborg visit; www.trelleborg.com/en/wheelsystems

Winchester licensee scoops award for outstanding customer service!

Cathy Wallwork, Winchester licensee and owner of The Medical Aesthetic Clinic has recently become the WhatClinic.com customer service award winner for 2014.

Cathy is fully trained and professionally qualified, with 15 years experience as a medical aesthetic practitioner.

Cathy was instrumental in setting up the initial steering committee for the Aesthetic Nurses Forum at the Royal College of Nursing. She also helped develop the current competencies for aesthetic nurses. She is also a consultant trainer for Q-Med UK.

Cathy has been twice shortlisted for the

Aesthetic Medicine Awards in 2009 and 2011 and recently became the WhatClinic.com Customer Service Award winner for 2014.

For more information call Cathy on 01962 840 400 or visit medicaestheticclinic.co.uk/contact



Cathy Wallwork, The Medical Aesthetic Clinic



Start-ups fight it out!

This year Folkestone hosted a workshop for the Kent battle for Young Start-up Talent giving local young entrepreneurs the opportunity to pitch their business ideas to go forward into this year's final for a £50,000 prize.

Read more about the event on our website.



Exeter Excel at Expo!

On Thursday 5th June, the team at Basepoint Exeter exhibited as headline sponsors of the Devon Business Expo.

The show was opened by The Right Worshipful Lord Mayor of Exeter, Councillor Percy Prowse

and hundreds of keen business people visited throughout the day.

Centre Manager, John Ashment, commented, "Basepoint Exeter was proud to be the main sponsor and are looking forward to working closely with The Devon Business Expo in the future".

Workout at work day

Friday 6th June was National Workout at Work Day.

This health and well being initiative run annually by the Chartered Society of Physiotherapy which aims to encourage people to build

physical activity into their working day.

In support of W@WD, Basepoint licensee, Canterbury Physiotherapy held a 'Deskercise' class to teach some simple desk based exercises.



Fit4Future Project



The Donna Louise Children's Hospice (DLCH) is a registered charity that runs a comprehensive Children's Hospice service with the aim to provide palliative, respite and end-of-life care for children with life limiting conditions and a shortened life expectancy.

The DLCH support families in Staffordshire and South Cheshire and were recently successful in obtaining a grant from the Department of Health to carry out refurbishment of their building.

Their application to ACT was for help to fund equipment for their Fit4Future project and specifically the provision of P Pod Bean Bag chairs which provide children who normally require the support of a moulded wheelchair the opportunity to sit comfortably away from their functional chair. ACT were delighted to donate £2,500 - the cost of 3 specialist chairs.



Good vibrations

Stacie was born with Charge Syndrome. Since birth he has battled heart problems and many other conditions for which he has undergone extensive surgery. Before his 1st birthday he suffered two cardiac arrests which took away the small amount of sight that he had and he sustained brain damage. He is now registered blind and is profoundly deaf in one ear. Stacie's application to ACT was for assistance to fund an iPad to help to develop his independent communication skills. Stacie loves music and particularly loves a music app where he is able to play the notes with his feet and feel the vibrations.



Over £6k for 'Over The Wall'

Basepoint Havant is delighted to announce that it recently presented, 'Over the Wall', with a cheque for £6,057 at 'The Enchanting Ball' event held at Chichester University.

Over the Wall provide life-changing experiences to children and young people aged 8-17 who are affected by serious illnesses. By providing free activity camps that

are specifically designed to foster coping, resilience, self-esteem, and confidence in young children, Over the Wall is able to provide experiences that are memorable and empowering, all within a safe environment. Sherry Thomson, Assistant Centre Manager comments: "We're delighted to present this cheque to our charity. The team do such a great job".

For more info visit www.otw.org.uk

ACT now!

Do you or does somebody you know with disabilities need help to become self-sufficient?

ACT is a grant making charity and we'd love to hear from you.

Visit us online to find out if you are eligible for a grant and to apply.

theactfoundation.co.uk

CELEBRATING 20 YEARS
THE ACT FOUNDATION
1994 - 2014



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