

Business Bulletin



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Co-operative & Social
Enterprise Development
Agency

Topics covered in this issue:

- Disclosure of Company Details
- Employment Equality (Age) Regulation
- Disability Discrimination Act
- Changes to Statutory Holidays

Welcome to the Business Bulletin from CaSEda, which gives you information on business related matters. Please contact us for further information, or follow the links provided.

Disclosure of Company Details

From 1 January 2007, the **Companies Act 1985** rules relating to the information that must be on company documents have been amended and extended to include order forms, electronic documents and websites.

Business letters and order forms, whether in hard copy, electronic or other form, and all of the company's websites must include:

- The company's full name
- Its place of registration
- Its company number
- The address of its registered office
- In the case of a company exempt from the requirement to use 'limited' as part of its name, the fact that it is a limited company.

These details do not need to be on every page of a website, but they do need to be 'legible', which means they can't be in tiny print.

The above applies whether the information is in hard copy, electronic or other formats.

Many emails that go out of the company are likely to be classed as business letters; so all

outgoing emails should include a footer with all required disclosures.

Cheques need to display the company's full name, but not the other details.

These are only the Companies Act provisions. Other information may be required on other documents and on websites, e.g. charitable status, VAT registration number, information required by the **Consumer Protection (Distance Selling) Regulations 2000** and **Electronic Commerce Regulations 2002** and other regulatory bodies.

Where a company is being wound up, whether voluntarily or by the court, a statement that it is being wound up must be included on every invoice, order for goods, business letter or order form—whether hard copy, electronic or any other format—and all of its websites.

This article is adapted from information provided by Sandy Adirondack.

Find out more at: www.sandy-a.co.uk

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CaSEda

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Changes to the Disability Discrimination Act

It is now unlawful for businesses and organisations providing services to treat disabled people less favourably than other people for a reason related to their disability.

It is also unlawful for any employer to discriminate against a disabled person when choosing someone for a job or considering people for promotion, dismissal or redundancy.

Disabled people make a huge contribution to the economy. As customers, service users, students, employees and business people. In fact they have an annual spending power of £50bn. Treating them fairly makes sense to your business.

Businesses need to comply to different parts of the act, depending on the services they offer. The requirements can be found at the sites below.

Further reading:

www.drc-gb.org

www.direct.gov.uk/disability

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Age Discrimination now illegal

The introduction of the Age Discrimination Act on 1 October 2006, means that every organisation must take steps to create age-inclusive working practices. It is no longer lawful to discriminate on grounds of age, either young or old.

Treating staff fairly and recognising individuals' talents and needs is not only the right thing to do, but makes good business sense as well.

These regulations have been introduced because there's a need for age-related employment equality in the same way that equality laws for sex, race, disability, sexual orientation and religion or belief already exist.

Society is changing and the working population as a whole is getting older. The number of people aged under 50 is set to fall by two per cent by 2016, whilst the number aged between 50 and 69 is set to increase by 17 per cent. Better health standards mean that some people are choosing to work longer.

The new laws help ensure that people are no longer denied jobs or harassed because of their age, and in most cases, workers of all ages will have an equal chance of training and promotion.

Further reading: www.direct.gov.uk/discrimination

Increase in Annual Leave Entitlement

The Department of Trade and Industry (DTI) has announced an increase to minimum holiday entitlement under the *Working Time Regulation 1998* from 20 days to **28 days per annum**.

The DTI estimates that six million workers will benefit from this change. At the moment, some workers are required to take the eight UK bank holidays as part of their 20 day entitlement; leaving them only 12 days to take when they choose. However, the new regulation requires employers to add the bank holidays to the 20 day annual leave entitlement.

Statutory annual leave entitlement will be increased in stages:

Stage 1: From 20 to 24 days on 1 October 2007

Stage 2: From 24 to 28 days on 1 October 2008

Further reading: www.direct.gov.uk/employment