



small  
business  
service

# Consultation Document

On the government's commitment to consider the feasibility of introducing common commencement dates to areas of UK law

# Consultation

**dti**

A DTI SERVICE



## SMALL BUSINESS SERVICE

### A DTI SERVICE

Working with the public, private and voluntary sectors to make the UK the best place to start and grow a business.

The DTI drives our ambition of 'prosperity for all' by working to create the best environment for business success in the UK. We help people and companies become more productive by promoting enterprise, innovation and creativity.

We champion UK business at home and abroad. We invest heavily in world-class science and technology. We protect the rights of working people and consumers. And we stand up for fair and open markets in the UK, Europe and the world.

A wide range of Government Departments and agencies have been involved in developing this consultation document and will be important to its successful implementation. They include:

Cabinet Office  
Department for Constitutional Affairs  
Department for Culture, Media and Sport  
HM Customs and Excise  
Department for Education and Skills  
Department for Environment, Food and Rural Affairs  
Food Standards Agency  
Department of Health  
Health and Safety Executive  
Home Office  
Inland Revenue  
Northern Ireland Office  
Office of the Deputy Prime Minister  
Department of Trade and Industry  
Scottish Executive  
HM Treasury  
Department for Work and Pensions  
National Assembly for Wales

## EXECUTIVE SUMMARY

In the Budget on 17 March this year, the Government gave a commitment to consult business on the feasibility of introducing common commencement dates (i.e. a single date(s) when changes are made to an area of either sectoral or generic UK regulations. This would extend the existing arrangement for domestic employment law, which is now implemented on 6 April or 1 October each year.

The harmonisation of commencement dates for new regulation is intended to ensure that changes to policy are made in a coordinated fashion and to provide businesses with greater clarity and awareness about when changes will be made. This would assist all parties to plan for new measures and help implement them effectively.

This document is seeking the views of business, their representatives and other interested organisations on this proposal.

**Issued**

**30 April 2004**

**Respond by**

**3 September 2004**

**Enquiries to:**

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Enterprise and Regulation Directorate,  
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## **CONSULTATION RESPONSE FORM**

## **QUESTIONS**

Your views are welcome on any aspect of the proposal and in particular on the following questions. Wherever possible please provide evidence to support your comments in the pull-out section of this document.

### **Core questions**

1. Would the introduction of common commencement dates help you? If yes, how? Can you envisage any practical problems with a lot of new regulations being introduced on the same day?
2. To what areas of law would you like common commencement dates to apply? Please indicate your preferred dates for these areas.
3. Would you like to see common commencement dates extended to areas of the tax system? If yes, are there any specific areas where this would be most useful – and why?
4. What areas of law would you not like to see common commencement dates introduced for and what dates should we avoid?
5. What would be the optimum number of dates a year – 0, 1-2 or 3-5 for sector specific legislation and for generic legislation? Please give reasons for your preference.
6. Is your business or organisation currently affected by legislation which originates in Europe? Do you think that in the future common commencement dates should be introduced for European regulations? What changes would common commencement dates in European regulations make to your business?
7. Do you have any comments on how the government could most effectively implement common commencement dates?

### **Supplementary questions (not obligatory)**

8. What areas of national legislation affect you? Is it possible to group them?
9. Does the implementation of regulations impose a greater burden for a small firm? If so, please indicate in what way (such as cost, time, and if possible, a percentage split between central and local government requirements)
10. How do you learn about changes to legislation? We would welcome suggestions for how best to provide businesses and other

organisations with coherent and comprehensive information on planned regulatory change.

11. Do you have any other general comments to inform this consultation?
12. Were you aware of the Department of Trade and Industry pilot on common commencement dates for employment regulations?

**NOTE:**

To help us understand the impact of common commencement dates on business, we have posed some additional questions in the Regulatory Impact Assessment at Annex C.

We would welcome your views.

## Introduction

1. On 8 January 2004, the Government published an Action Plan for Small Business **(1)**. The document sets out a government-wide action plan that built on existing support for small business, marshalling the whole of government behind the small business agenda.
2. Paragraph 8.19 (2<sup>nd</sup> bullet) of the Plan set out the Government's commitment to "*consider extending the recent decision to make domestic employment law changes on two days a year to other areas of domestic (national) law, subject to the results of the current pilot*" i.e. whether annual notification and implementation of common starting dates for new regulation would help business plan ahead and ease implementation of new laws.
3. The Chancellor of the Exchequer, in his Pre Budget Report **(2)**, announced in December 2003 the Government's decision to consider extending common commencement dates to domestic (national) legislation and committed the Government in his Budget report **(3)** of 17 March to consult business formally about this as well as announcing that the Department for Environment, Food and Rural Affairs will study the feasibility of extending the approach to Environmental regulation.

**(1)** Available as a downloadable document from [www.sbs.gsi.gov.uk](http://www.sbs.gsi.gov.uk) or can be ordered free of charge from the Department of Trade and Industry (DTI) Publications Orderline tel: 0870 150 2500 quoting URN 03/1592).

**(2)** Pre Budget Report Chapter 3 para. 3.54, available from HM Treasury website: [www.hm-treasury.gov.uk/media/9A0EC/pbr03chap3\\_197.pdf](http://www.hm-treasury.gov.uk/media/9A0EC/pbr03chap3_197.pdf) **(3)** see budget statement chapter 3 para 3.58 available from HM Treasury website: [www.hm-treasury.gov.uk/media/DD446/bud04\\_ch3\\_281.pdf](http://www.hm-treasury.gov.uk/media/DD446/bud04_ch3_281.pdf)

## Background

4. Government is committed to making the UK the best place to start and grow a business. The OECD ranks the UK as having some of the lowest barriers to entrepreneurship in the developed world and, European Commission research ranks the UK, jointly with Ireland, as the cheapest and fastest place in the EU in which to set up a small business.
5. When the Government regulates, it aims to strike the right balance to ensure that there are decent minimum standards for workers, consumers and the environment, without imposing unnecessary burdens on business and the voluntary or public sectors. It realises that achieving the right balance is crucial for both raising Britain's productivity and for improving our public services. Well-designed regulations like the National Minimum Wage can help individuals and boost productivity.
6. However, evidence shows **(4)** that around 1 in 5 small businesses view regulation as the greatest obstacle to the success of their business, more than any other factor and nearly half cite regulation as one of the key obstacles they face. Almost 4 in 10 small businesses have looked for advice on regulations, but only half were successful in finding it as they were unclear where this information is held. If the Government does decide to adopt the common commencement date approach, the annual publication of a statement by Departments will alert business and others to changes in regulation and the days they will be introduced. In most cases, with the exception of emergency legislation, business and others will continue to have at least a minimum period of 12 weeks (if not more time) to make arrangements to comply, before the measure comes into force.
7. But the regulatory picture is not as bleak as it seems. The Government is accused of introducing "an astonishing average of 15 new regulations every day" **(5)**. In 2003 the Government introduced over 3000 regulations but 90% had little or no substantial impact on business, with over 1,528 relating to temporary road repairs or air navigation orders.

**(4)** see publication: Chapter 8, page 70 onwards of *A government action plan for small business – the evidence base* available as a downloadable document from [www.sbs.gsi.gov.uk](http://www.sbs.gsi.gov.uk) or free of charge from the DTI Publications Orderline tel: 0870 150 2500 quoting URN 04/517 **(5)** See [www.cabinet-office.gov.uk/regulation/statutoryinstruments/index.htm](http://www.cabinet-office.gov.uk/regulation/statutoryinstruments/index.htm)



## Proposal

8. The Government has given a commitment to consult business on the introduction of common commencement dates (i.e. one or more dates a year when changes can be made to an area of either sectoral or generic national regulations e.g. employment law). An example of this in action is the work currently being piloted by the DTI. Beginning in 2004, the DTI announced it was introducing domestic (i.e. National) employment regulations for which it has responsibility on two dates each year: April 6 (the start of the tax year) and October 1 (when the minimum wage is revised) when they will come into force on these dates. As part of this commitment, the DTI has published **(6)** an annual statement of forthcoming employment regulations in 2004.
9. The harmonisation of commencement dates is intended to ensure that changes to employment regulations are made in a coordinated fashion and to provide businesses, employee representatives and individuals with greater clarity and awareness about when changes will be made. The aim of this is to help everyone to plan for new measures and help implement them effectively. This stems from a recommendation that the Better Regulation Task Force made in their report *Employment Regulation: striking a balance* **(7)**. The Small Business Service arranged two focus groups with small businesses in order to explore and obtain feedback on this proposal. There was overwhelming support from participants with companies commenting that "...it should simplify and make it easier for small business to deal with [regulations]"
10. If Government does decide to introduce common commencement dates, Departments and Agencies will publish notification annually, detailing when the dates are and, what new regulation it will apply to. This will operate alongside the existing commitment to allow a minimum implementation time of 12 weeks to enable businesses and other bodies to prepare. This should ease the burden of business, voluntary organisations and consumers, constantly scanning the horizon, looking for new regulations.
11. There will be times when Government may have to introduce regulation outside of the common commencement date, for example, to protect the welfare of the population or environment or in reaction to urgent events.
12. The Cabinet Office estimate that between 40-50% of significant proposals emanate from Europe. All European directives have a negotiated transposition (implementation deadline). Common commencement dates for legislation, arrangements in Europe would mean a risk of either legislating earlier than required – which would be a form of 'gold-plating', to which the Government is opposed; or

delaying beyond the required transposition date, which would contravene our European obligations.

13. If this consultation shows that there is support for the common commencement dates beyond the pilots, the Government will seek support for this approach at European level.

14. In summary, we would like you to tell us:

- i. Whether you want common commencement dates extended to other areas of legislation;
- ii. if so, in what areas;
- iii. on how many dates a year and;
- iv. whether common commencement dates should be introduced for European Legislation.

(6) Which is on the DTI website at [www.dti.gov.uk/er/regs2004.htm](http://www.dti.gov.uk/er/regs2004.htm) (7) Published May 2002 available from <http://www.cabinet-office.gov.uk/regulation/taskforce/2002/EmploymentRegulation.pdf> see page 18 para 3.31

## How to respond

15. When responding please state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of an organisation, please make it clear who the organisation represents and, where applicable, how the views of members were assembled.
16. A copy of the Consultation Response form is enclosed. An electronic version is also available at [www.sbs.gov.uk/consultations/ccdates.pdf](http://www.sbs.gov.uk/consultations/ccdates.pdf).
17. A response can also be submitted by letter, fax or email to:

Andy Harrison,  
Assistant Director,  
Enterprise and Regulation Directorate  
Small Business Service,  
Bay 645,  
Kingsgate House,  
LONDON  
SW1H 0ET,  
T: 020 7215 8180,  
F: 020 7215 4369,  
[Common.CommencementDates@sbs.gsi.gov.uk](mailto:Common.CommencementDates@sbs.gsi.gov.uk)

17. Questions about the policy issues raised in the document can also be addressed to Andy Harrison.

## Additional Copies

18. A list of those organisations and individuals consulted is in Annex B. We would welcome suggestions of others who may wish to be involved in this consultation process.

19. Further printed copies of the consultation document can be obtained from:

DTI Publications Orderline  
ADMAIL Publications  
London SW1W 8YT  
Tel: 0870 1502 500  
Fax: 0870 1502 333  
Minicom: 0870 1502 100  
[www.dti.gov.uk/publications](http://www.dti.gov.uk/publications)

20. An electronic version can be found at [www.sbs.gov.uk/consultations/ccdates.pdf](http://www.sbs.gov.uk/consultations/ccdates.pdf)

21. Other versions of the document in Braille, other languages or audiocassette are available on request.

## **Confidentiality**

22. The Small Business Service may make your response public. If you do not want all or part of your response or name made public, please state this clearly in the response. Any confidentiality disclaimer that may be generated by your organisation's IT system or included as a general statement in your fax cover sheet will be taken to apply only to information in your response for which confidentiality has been requested.

23. We will handle any personal data you provide appropriately in accordance with the Data Protection Act 1998.

24. A copy of the Code of Practice on Consultation is in Annex B.

## **What happens next?**

25. After the consultation closes, the Government will analyse the responses to the consultation document and will provide feedback within three months. A copy of the feedback will be available on [www.sbs.gov.uk](http://www.sbs.gov.uk).

26. Once the pilot for common commencement dates on employment legislation is completed and the responses from the consultation document analysed, the Government will publish its response. It may also decide to hold a further consultation exercise if issues are raised that need further clarification.

27. Should the Government decide to extend common commencement dates to other areas of national law, the response will include the earliest common commencement dates that will be implemented.

## List of those organisations and individuals consulted on the feasibility of introducing common commencement dates to areas of UK law

A list of organisations and individuals consulted is detailed below. We would welcome suggestions of others who may wish to be involved in this consultation process.

12 Voltz Ltd	AEA Technology Environment
2K Enigma Solutions LTD	Aetheric Engineering Ltd
3 Soups In A Bowl Ltd	Afrilibia Ltd
3C Associates Limited	Age Concern Dudley
3i plc	AGN Shipleys
3rd Eye Facilitations	Agricultural Engineers Association
A & A Wines Ltd	Agricultural Industries Confederation
A 1 Hydraulics Ltd	AIM UK
A Bell & Co Ltd	Aimex International
A C Autos Ltd	Airedale International Air Conditioning Ltd
A J Cope & Son Ltd	Alan Bell & Partners Ltd
A J Parker	Alarm Communication Ltd
A Marshall & Sons T/A Blue Line Furniture	Alatron Limited
A Perton Signs Ltd	Albert Jagger Ltd
A T Brown (Coaches) Ltd	Aldous & Stamp (Services) Ltd
A-2-Sea Solutions LTD	Alexander Vidler Limited
AA Woods Asbestos Abatement	All Voice Alliance of Counterfeiting and Piracy
AB Hoses & Fittings Ltd	Allan Morris Transport Ltd
Abax Consultancy	Alliance of Electronic Business
Abbey Quilting Ltd	Alliance of Independent Retailers
Abbott Laboratories	Alliance of Independent Retailers & Business
Abrabond Ltd	Allindine Limited
Abraclean Ltd	Allsop Commercial Services
Abssac Ltd	Alluline Ltd
Abucon Limited	Alphabeacon Builders
ACCA	Alphabet (GB) Ltd
ACCA Small Business Committee	Alpheus Solutions Limited
Accent Marketing & Research Ltd	Alrose products LTD
Accenture (UK) Ltd	Alstom Ltd
Access Europe Ltd	Alvis plc
Access For All Ltd	Alwaysse Castor Company Ltd
Accord	Amberley Stores Ltd t/a Amberley Security
ACE Filtration Ltd	Ambik Products Limited
Aclands Radio & Television Ltd	AMEC
Acorn Storage Equipment Ltd	American Eyes Ltd T/A American Pie
Action Resources Ltd	American Film Marketing Association Europe (Independent Films)
Action Storage Systems	Amey Plc
ACTIONAID (UKTN)	Amicus
Active Information Systems Ltd	AMTEC Consulting plc
Acton Delta Ltd	Analytical Supplies Ltd
Adams Moorhouse	Ancaster Service Station
Adamson & Partners Ltd	And Design Ltd
ADC Electrical Company Ltd	Andrew Irving Associates
Addendum Business Solutions Ltd	Angela Burgin Furnishing and Design
ADE Electrical Ltd	Anglia Home Care Ltd
Admin by Zoe	Anglian Chemicals Ltd
Adrem HR LTD	Animax Ltd
Adroit Accessories Ltd	Anthony Mini Mart
Adroit Modular Buildings	Anti Copying In Design Limited
ADT Software Ltd	Antrim Borough Council
Adult Learning Inspectorate	APCO Worldwide
Advanced Driver Services Limited	Apollo High Tech Ltd
Advanced Insurance Centres Ltd	Aquila Business Services Ltd
Advanced Insurance Centres Limited	Aramark Limited
Advent Power Products Ltd	Arcadis Geraghty & Miller International (Leeds)
Advento Ltd	Architects Registration Board
Adventure Activity Licensing Board	Archway Personnel
Advertising Association (AA)	Ards Borough Council
Advertising Standards Authority	Areti Internet Ltd
Advisory Partnership (The)	

Ark Design  
 Armagh City and District Council  
 Armstrong Tomkins  
 Arnold Building Services Ltd  
 Arnold Engineering Plastics Ltd  
 Arrow Engineering Company Ltd  
 Arrow Lift Trucks Ltd  
 Art of Balance  
 Art Services Grants Ltd  
 Artem Ltd  
 Arthur Westoby and Co Ltd  
 Arts + Graphics + Draftline  
 ASAP Communications LTD.  
 ASDA Stores Ltd  
 Ashbourne Biscuits Ltd  
 Ashwell Exploration  
 Asian Business Federation  
 Asian Trades Link Association  
 Aspects International Ltd  
 Aspects Limited  
 Aspire Consultancy Ltd  
 Assessability Ltd  
 Associated Society of Locomotive Engineers & Firemen (ASLEF)  
 Association for Conferences and Events  
 Association for Information Management (ASLIB)  
 Association for Instrumentation, Control, Automation and Laboratory Technology  
 Association for Payment & Clearing Services (APACS)  
 Association for Road Traffic Safety & Management  
 Association of Accounting Technicians (AAT)  
 Association of British Certification Bodies  
 Association of British Fire Trades Ltd  
 Association of British Furniture Manufacturers  
 Association of British Health-Care Industries  
 Association of British Insurers  
 Association of British Investigators  
 Association of British Theatre Technicians  
 Association of British Travel Agents  
 Association of Chartered Certified Accountants  
 Association of Chartered Certified Accountants (ACCA)  
 Association of Chartered Certified Accountants ACCA  
 Association of Chief Officers of Voluntary Associations  
 Association of Colleges  
 Association of Consulting Actuaries  
 Association of Consulting Engineers, The  
 Association of Control Manufacturers TACMA  
 Association of Convenience Stores  
 Association of Cycle Traders  
 Association of Electricity Producers  
 Association of Exhibition Organisers  
 Association of Franchised Distributors of Electronic Components in the UK  
 Association of Independent Business  
 Association of Independent Care Advisers, The  
 Association of Independent Computer Specialists (AICS)  
 Association of Independent Financial Advisers  
 Association of Independent Music Ltd  
 Association of Independent Research & Technology Organisations  
 Association of Independent Tour Operators, The  
 Association of Interior Specialists  
 Association of International Courier & Express Services  
 Association of Investment Trust Cos.  
 Association of Kiosk and Interactive Communication Providers  
 Association of Leading Visitor Attractions (ALVA)  
 Association of Learned and Professional Society Publishers  
 Association of Licensed Multiple Retailers, The  
 Association of Manufacturers of Domestic Appliances  
 Association of Manufacturers of Power Generating Systems  
 Association of Master Upholsterers and Soft Furnishers Ltd  
 Association of Optometrists  
 Association of Pension Lawyers  
 Association of Plumbing and Heating Contractors  
 Association of Police and Public Security Suppliers  
 Association of Recognised English Language Services  
 Association of Suppliers to the British Clothing Industry  
 Association of the British Pharmaceutical Industry  
 Association of the International Rubber Trade  
 Association of Train Operating Companies  
 Association of UK Oil Independents  
 Association of United Recording Artists  
 Association of Welding Distributors  
 Assuring Competence in Engineering Construction  
 Astar Computers Ltd  
 AstraZeneca Plc  
 Astro Technology Ltd  
 ATI Tank Hire Ltd  
 Atkins plc  
 Atlantic Bridge LTD  
 Atos KPMG Consulting  
 Audio Business Machines Ltd  
 Authors' Licensing and Collecting Society  
 Autogas 2000 Ltd  
 Automated Packaging Systems Ltd  
 Automatic Vending Association  
 Automotive Distribution Federation  
 Autumn Park Ltd  
 AVASST Ltd  
 Aventis Pharma Ltd  
 Avilion Limited  
 AVL Consultancy Ltd  
 Avon Estates Ltd  
 Avrico  
 Avrocom Ltd  
 Awsworth Palletts Ltd  
 Access IT Ltd  
 Axon  
 A-Z Agencies  
 Aztech Enterprises Ltd  
 B & M Europe Limited  
 B&Q plc  
 Babcock International Group plc  
 Baker and MaKenzie  
 Bakeware and Cookware Suppliers Association  
 BCSA  
 Bales Worldwide  
 Ballymena Borough Council  
 Ballymoney Borough Council  
 Banair  
 Banbridge District Council  
 Banking Code Standards Board  
 Bar Council of England & Wales  
 Barlow and Brooks  
 Barracuda Consulting Ltd  
 Bartlett Mitchell Ltd  
 Bartram Mowers Ltd  
 Baskervilles  
 Batchelors  
 Bathroom Manufacturers Association  
 Bayer Plc  
 BC Services  
 BEAMA British Electrotechnical & Allied Manufacturers' Association  
 Beatons Limited  
 Beaver Tool Hire (Chichester) Ltd  
 Beco Products Ltd  
 Beighton Construction Ltd

Belfast City Council  
 Belgaria Scents Ltd  
 Belmont International Limited  
 Ben Bennett Jr Ltd  
 Bennett Architectural Aluminium Solutions LTD  
 Benoil Services Ltd  
 Berkeley & Co Ltd  
 Bertling LTD  
 Better Regulation Taskforce  
 Betting Office Licensees Association Ltd  
 Beyond Peru Ltd  
 BFM British Furniture Manufacturers  
 BG Group  
 BGB Engineering Ltd  
 Biggin Hill Airport Ltd  
 Bigjigs  
  
 Billets  
 Bingo Association of Great Britain  
 Binnie Black & Veatch Ltd  
 Binoray Ltd  
 Bio Industry Association  
 Birch Brothers Kidderminster Ltd  
 Birchgrove Products Limited  
 Biscuit Cake Chocolate & Confectionery Alliance  
 Black Amber Books Ltd  
 Black British Heritage Group  
 Black Business Association  
 Black Country Chamber of Commerce  
 Black Country Metals Ltd  
 Blakley Electrics Ltd  
 BLC Leather Technology Centre Ltd  
 Blue Book Project Ltd  
 Bluecastle Limited  
 BLWA Ltd  
 BMS Computer Solutions Limited  
 Boehringer Ingelheim Ltd  
 Boiswood Limited  
 BOND (UKTN)  
 Booksellers Association of UK & Ireland  
 Boss Consultants Limited  
 BOSS Federation Ltd.  
 Bourne Taylor Neville Ltd  
 Bourton Group Ltd  
 Bovince Limited  
 Bovince LTD  
 Bowman International Ltd  
 BP Chemicals  
 BPI Contracts Limited  
 Bradbury Roberts & Raby  
 Brannston Marina LTD  
 Breakspear Estates  
 Brecks Holdings Ltd  
 Breconcherry LTD  
 Brettonwoods Project  
 Brewers & Licensed Retailers Association  
 Brian Hyde Ltd  
 Briggs & Partner LTD  
 Brightace Ltd  
 BRINDEX, c/o Enterprise Oil  
 Bristol & Western Engineering Manufacturers'  
 Association Ltd (BEMA)  
 Bristol Batteries Ltd  
 Bristol Design  
 Bristol-Myers Squibb  
 British & Brazillian Produce Co (Sales) Ltd  
 British Adhesives and Sealants Association  
 British Aerosol Manufacturers' Association  
 British Aggregates Association  
 British Agrochemicals Association/ Crop Protection  
 Association UK Ltd  
 British Air Transport Association  
 British Airport Operators Association  
 British Airport Services and Equipment Association  
 British Antique Dealers Association, The  
 British Apparel & Textile Confederation  
 British Art Market Federation  
 British Association for Chemical Specialities  
 British Association for Open Learning  
 British Association of Landscape Industries  
 British Association of Leisure Parks, Piers and  
 Attractions Ltd  
 British Association of Picture Libraries and Agencies  
 British Association of Record Dealers  
 British Association of Removers  
 British Association of Toy Retailers  
 British Association of Women Entrepreneurs (BAWE)  
 British Bankers' Association  
 British Beer and Pub Association  
 British Brush Manufacturers Association  
 British Cables Association  
 British Casino Association  
 British Cement Association  
 British Ceramic Confederation  
 British Chambers of Commerce  
 British Chemical Distributors & Traders Association  
 Ltd  
 British Chemical Engineering Contractors Association  
 British Cheque Cashers Association  
 British Cheque Cashers Association  
 British Christmas Tree Growers Association  
 British Coatings Federation  
 British Compressed Gases Association  
 British Computer Society  
 British Confectioners Association  
 British Consultants Bureau BCCB, BCB  
 British Contract Furnishing Association BCFA  
 British Copyright Council  
 British Dental Trade Association  
 British Design & Art Direction  
 British Design Initiative  
 British Educational Suppliers Association  
 British Electrotechnical and Allied Manufacturers  
 Association  
 British Equestrian Trade Association  
 British European Design Group  
 British Exhibition Contractors Association (BECA)  
 British Film Institute, The  
 British Florists' Association  
 British Fluid Power Association  
 British Footwear Association  
 British Footwear Association (for export-related  
 enquiries)  
 British Franchise Association  
 British Frozen Food Federation  
 British Fur Trade Association  
 British Furniture Manufacturers  
 British Gear Association  
 British Hallmarking Council  
 British Hardware & Housewares Manufacturers  
 Association Ltd  
 British Hardware Federation Group  
 British Healthcare Trades Association  
 British Holiday & Home Parks Association  
 British Holiday & Home Parks Association Ltd  
 British Homestays  
 British Hospitality Association, Hotel and Catering  
 British Imaging and Photographic Association Ltd  
 British Incoming Tour Operators Association  
 British Industrial Truck Association  
 British Institute of Innkeeping  
 British Insurance Brokers' Association  
 British Interactive Media Association  
 British International Freight Association  
 British Jewellers' Association BJA  
 British Jewellery and Giftware Federation  
 British Leather Confederation  
 British Lubricants Federation  
 British Luggage & Leather Goods Association  
 British Marine Industries Federation BMIF

British Market Research Association  
 British Measurement & Testing Association  
 British Meat Federation, The  
 British Medical Association  
 British Metals Federation  
 British Metals Recycling Association  
 British Motorcyclists' Federation  
 British Music Rights  
 British Nuclear Industry Forum  
 British Pest Control Association  
 British Pharmacopoeia Commission  
 British Phonographic Industry.Ltd  
 British Photographers Liaison Committee  
 British Plaster Board  
 British Ports Association  
 British Precast Concrete Federation Ltd  
 British Printing Industries Federation  
 British Promotional Merchandise Association  
 British Property Federation  
 British Psychological Society  
 British Retail Consortium  
 British Rubber Manufacturers Association  
 British Secondary Metals Association  
 British Security Industry Association  
 British Service Providers Association  
 British Shops & Stores Association Ltd    BSSA  
 British Telecom  
 British Textile Machinery Association  
 British Tourism Partnership  
 British Tourist Authority  
 British Toy & Hobby Association  
 British Universities Film and Video Council  
 British Valve and Actuators Manufacturers  
 Association  
 British Vehicle Rental and Leasing Association  
 British Venture Capital Association  
 British Veterinary Hospitals Association  
 British Video Association  
 British Water  
 British Web Design and Marketing Association  
 British Wood Preserving & Damp-Proofing  
 Association  
 British Woodworking Federation  
 Broadcast Advertising Clearance Centre  
 Broadcasting Entertainment Cinematograph &  
 Theatre Union  
 Brochure Holders International LTD  
 Brookite Limited  
 Brooklands International Freight Services Ltd  
 Brown & Co  
 Brown & Lonsdale  
 Brown & Root Environmental  
 Browns of Burwell Ltd  
 Brush & Fowler  
 Bruton Knowles  
 BSI Product Services  
 Builders Merchants Federation  
 Building Additions Ltd  
 Building Societies Association  
 Burton Hydraulics and Pnumatics LTD  
 Burton Power  
 Business & Accounting Software Developers  
 Association  
 Business & Applilcation Software Developers  
 Association (BASDA)  
 Business Computer Projects LTD  
 Business in Sport and Leisure Association (BiSLA)  
 Business in the Community  
 Business Integration Technologies Ltd  
 Business Link Wessex  
 Business Services Association  
 Business Services Group  
 Bustop Newsagents  
 Busychip Ltd  
 Butchers Printed Products LTD  
 Butterworth Laboratories Ltd  
 Buttle Plc  
 C & L Distribution Limited  
 C & S Warren Ltd  
 C Devine  
 c/o National Association of Pension Funds  
 C-360 Ltd  
 CAFOD (UKTN)  
 Calemcal Ltd  
 Call Centre Association  
 Callcare Consulting LTD  
 Caltests Instruments Ltd  
 Cambs Venture Mgt LTD  
 Camdata Ltd  
 Camelot Group plc  
 Camlab Limited  
 Camping & Outdoor Leisure Association  
 Canford Group plc  
 Cap Gemini Ernst & Young  
 Capita Property Consultancy  
 Car.Com Aid Ltd  
 Caradon MK Electric  
 Carbern  
 Carbide (UK) Ltd  
 Carillion  
 Carlton Computers Ltd  
 Carrickfergus Borough Council  
 Carrier Toshiba  
 Cartwright Hardware Limited  
 Carys  
 Castle Associates  
 Castle Howard Estate Ltd  
 Castlereagh Borough Council  
 Catering and Installation Service LTD  
 Catering Equipment Suppliers Association  
 Cavendish Machines Ltd  
 Caversham Solutions Ltd  
 CBI NI  
 CEL (York) Ltd  
 Central Council for Nursing, Midwifery and Health  
 Visiting  
 Centrica Telecommunications  
 Centurion Management Systems Ltd  
 Ceramic Tiling Contractor  
 Cerrex Ltd  
 Chaldon International Ltd  
 Challenge Fencing Ltd  
 Chamber of Shipping  
 Chance and Hunt Limited  
 Chantille Computing Limited t/a BS Consultants  
 Charis Consultancy  
 Charity Commission, The  
 Charles Scott & Partners (London) Ltd  
 Chartered Geologist Society  
 Chartered Institute of Bankers in Scotland, The  
 Chartered Institute of Bankers, The  
 Chartered Institute of Building Engineers, The  
 Chartered Institute of Building, The  
 Chartered Institute of Housing, The  
 Chartered Institute of Loss Adjusters, The  
 Chartered Institute of Management Accountants  
 Chartered Institute of Marketing  
 Chartered Institute of Personnel and Development  
 Chartered Institute of Taxation  
 Chartsign Ltd  
 Charwell Packaging Ltd  
 Chatfield Applied Research Laboratories LTD  
 Cheltine Ltd  
 Chemical Industries Association  
 Chemrite Ltd  
 Cheryl  
 Cheshire Pre-School Learning Alliance  
 Chris Benson Signs Ltd  
 Chris Morris Photography  
 CHRISTIANAID (UKTN)



Chronos Technology Ltd  
 Church Lucas Limited  
 Churms Associates Limited  
 CIE-Group Ltd  
 Cinema Exhibitors Association  
 Circa Ltd  
 CitiFinancial Europe Ltd  
 Citizens Advice Bureaux  
 City Seals and Bearings Ltd  
 Civil Aviation Authority  
 Civil Nuclear Security  
 Clandex Services  
 Claripoint  
 Claygate Distribution  
 Clean Up Time Ltd  
 Cleaning & Hygiene Suppliers Association Ltd  
 Cleaning and Support Services Association  
 Cleopatra Consultants Limited  
 Clifford Chance  
 Clist & Rattle Ltd  
 CMC Media  
 CMI Limited  
 CMI Limited  
 CMP Information  
 Coal Authority  
 Cobweb Information Ltd  
 Code Red Consultancy  
 Cold Storage & Distribution Federation  
 Coleman & C0  
 Coleraine Borough Council  
 Collingwood Engineering (Lincs) Ltd  
 Columbyte Ltd  
 Combined Heat & Power Association  
 Cometline Consultancy Ltd  
 Comfort Air Conditioning Ltd  
 Commercial Horticultural Association  
 Commercial Radio Companies Association  
 Commical Out-Sourcing Ltd  
 Commonwealth Business Council  
 Communication Workers Union  
 Communities Scotland  
 Community Practitioners and Health Visitors  
 Association (CPHVA)  
 Compass  
 Compass Management Consulting  
 Compass Oilfield Supply  
 Compute Ability Limited  
 Computing Suppliers Federation  
 Comrac Limited  
 Comyn Ching & Co (Solray) Ltd  
 Confederation of Aerial Industries Ltd  
 Confederation of British Industry  
 Confederation of British Metalforming  
 Confederation of Passenger Transport UK  
 Confederation of UK Coal Producers  
 Construction Confederation  
 Construction Employers Federation  
 Construction Equipment Association (CEA)  
 Construction Federation  
 Construction Industry Council  
 Construction Industry Training Board CITB  
 Construction Management Services  
 Construction Plant Hire Association  
 Construction Products Association  
 Consultant to the Gaming Industry  
 Consumer Credit Trade Association  
 Consumer Profile Ltd  
 Consumers Association  
 Continental Drifts  
 Contract Design (Northern) Ltd  
 Cooke Webster & Co  
 Cookstown District Council  
 Co-operative Group (CWS) Ltd  
 Coopers (Great Yarmouth) Ltd  
 Copifax Ltd  
 Copyright Licensing Board, The  
 Coral Eurobet Ltd  
 Cornerstone Consultancy LTD t/a Rosemount  
 Residential Care Home  
 Corporate Affairs, Alcan  
 Corporate Computer Consultants  
 Corporate Insights Ltd  
 Corporation of Finance Brokers Limited  
 Corporation of Insurance, Financial & Mortgage  
 Advisers  
 Corporation of London  
 Corpra  
 Corrotherm International Ltd  
 Corrugated Packaging Association  
 Cortman Textiles Ltd  
 Cosmetic, Toiletry & Perfumery Association Ltd  
 Council for Licensed Conveyancers  
 Council for Registered Gas Installers  
 Council for Regulation of Healthcare Professionals  
 Council of Mortgage Lenders  
 Count Geophysics Limited  
 County House Retail Ltd  
 County Turf Ltd  
 CPL Solutions Ltd  
 Craft Data LTD  
 Craft Supplies Ltd  
 Craig Plant Ltd  
 Craigavon Borough Council  
 Crampton Sportswear Ltd  
 Creasey Flood Limited  
 Creatcity Ltd T/A Maguire Carpets, T/A Franks  
 Factory Flooring  
 Creative Beadcraft Ltd  
 Creative Media Matrix Ltd  
 Credit Card Research Group  
 Credit Services Association  
 Crickett Software Limited  
 Crocus Information Ltd  
 Cromwell Polythene Ltd  
 Crop Protection Association  
 Crown Castle UK Ltd  
 Crown Photo Systems (UK) Ltd  
 Crowston Engineering  
 Cryo Systems Ltd  
 CSC Computer Sciences Corporation  
 CSE Space Management  
 Curvaceous Software Limited  
 D & P Business Services Limited  
 D & M Systems Limited  
 D.A.Hazel (Software Systems) Ltd  
 Dairy Council for Northern Ireland  
 Dairy Industry Federation (England and Wales)  
 Dalkia plc  
 Daly Electrical Services Ltd  
 Dalziel & Pow Design Consultants Ltd.  
 DANA Corporation  
 Dart Fire Protection Ltd  
 Darthaven Marina Ltd  
 Dasic International Ltd  
 Data Holdings Ltd  
 Databuild Ltd  
 Datastripe Ltd  
 Datasupplies (Stationery) Ltd  
 David Franklin Ltd  
 Davidoff Distribution UK Ltd  
 Davies & Robson  
 Davis Freight Forwarding Ltd  
 Dawsons Music Ltd  
 Deansgate Associates Ltd  
 Debenhams  
 Deeping Travel Ltd  
 Deewall Comercial Interiors Ltd  
 Defence Manufacturers Association  
 Delf Freezer World Ltd T/A Delf Coldwear Solutions  
 Deloitte

Delta  
 Demin Butterfird Limited  
 Denhay Farms Ltd  
 Dental Laboratories Association  
 Dentech Services Ltd  
 Depot Engineering Co. Ltd  
 Derry City Council  
 Design and Artists Copyright Society  
 Design Business Association  
 Design Council  
 Design House  
 Destech UK Ltd  
 Detecnicks Ltd  
 Developing People No 1 Ltd  
 Devstar Eng. Ltd  
 Diesel Power Ltd  
 Direct Commercial Vehicles Services Ltd  
 Direct Leisure Supplies Ltd  
 Direct Mail Services Standards Board  
 Direct Marketing Association  
 Direct Sales Agency Ltd  
 Direct Selling Association  
 Direct Staff & Direct Calculating Ltd  
 Direct Taxation  
 Directory & Database Publishers Association  
 Disability Rights Commission  
 Diverco  
 Dixons Group plc  
 Dobson & Poole (Chartered Surveyors)  
 Dobson House Consultants Ltd  
 Dolphin Munroe Ltd  
 Domestic Appliance Service Association  
 Douglas Staddon Software Ltd  
 Dover Marquee Company  
 Down District Council  
 Drainways Ltd  
 Draka UK Ltd  
 Drillserve International Limited  
 Drilltec Ltd  
 Drinking Water Inspectorate  
 Driver and Vehicle Licensing Agency, The  
 Driver and Vehicle Testing Agency  
 Driveshield Ltd  
 Driving Standards Agency  
 Drumstar  
 DS Print & Design  
 Duhig Retail  
 Dungannon District Council  
 Durham Sheet Metal Works Ltd  
 Dwellingzone Ltd  
 Dyneley House Surgery  
 Dytronics Ltd  
 E D Financial Limited  
 E J Foxall  
 E S A Market Research Ltd  
 E.B.Bradshaw & Sons Ltd  
 E-Acute Ltd  
 EADS UK Ltd  
 East Barton Properties Ltd  
 Eastern Country Foods  
 Eastern Storage Equipment Ltd  
 Ebstar Business Systems Ltd  
 Echopilot Marine Electronics Ltd  
 Economic and Social Research Council, The  
 Ecosyl Products Ltd  
 EDF Energy  
 EDME Ltd  
 Edmolift UK Ltd  
 Edson Electronics Ltd  
 Educational Institute of Scotland (EIS)  
 Electrical Contractors Association  
 Electrical Contractors Association of Scotland  
 Electrical Contractors Association, The  
 Electrical Distributors Association  
 Electrical Installation Equipment Manufacturers  
 Association  
 Electricity Association  
 Electronic Business Systems Ltd  
 Electronic Media Systems Ltd  
 Electronic Warfare SME Working Group  
 Elektro Magnetix Ltd  
 Elements Eternal  
 Eli Lily & Co Ltd  
 Elite Architectural Ironmongery Ltd  
 Elixir Studios Ltd  
 Elk Motors Ltd  
 Ellers & Wheeler (UK) Ltd  
 Ellett Financial  
 Elmwood Design Ltd  
 Elvis Shmelvis  
 EMCE Ltd  
 EMR Silverthorn Ltd  
 Energy & Technical Services Group  
 Energy Industries Council  
 Energy Systems Trade Association  
 Engineered Composites Ltd  
 Engineering Construction Industries Association  
 Engineering Construction Industry Training Board  
 Engineering Council UK  
 Engineering Employers Federation  
 Engineering Equipment & Materials Users  
 Association  
 Engineering Industries Association  
 English Association of Self Catering Operators  
 English Tourism Council  
 Enlightenment Productions  
 Encscott Ltd  
 Entec UK Ltd  
 Entertainment & Leisure Software Publishers  
 Associations (ELSPA)  
 Environmental Industries Commission  
 Environmental Lining Systems Ltd  
 Environmental Resources Management Ltd (ERM)  
 Environmental Services Association  
 Environmental Services Group Limited  
 Enviros Ltd  
 Episteme Ltd  
 ePrimera Limited  
 Equality Commission for Northern Ireland  
 ER Consultants  
 ERA IT & communications Ltd  
 Ergo Communications  
 Esdevium games LTD  
 E-T-A Circuit Breakers Ltd  
 Ethical Training Company  
 Euravia Engineering  
 Euro Environmental Containers  
 Europa International  
 Europalite Ltd  
 Europe Analytica  
 Europe for Goodrich  
 European Federation of Producers and Applicators of  
 Special1st Products for Structures  
 European Microwave Components Ltd  
 European Real Estate Association  
 European Services Forum  
 European Springs & Pressings Ltd  
 European Tour Operators Association  
 Eurotactics  
 Exclusive Recruitment Ltd  
 Exco Trans Ltd (One Word Ltd)  
 Executive Conversation International Ltd  
 Exhibition Venues Association  
 F T L Seals Technology Ltd  
 Facilities Management Association  
 Factiva  
 Factors & Discounters Association  
 Faculty and Institute of Actuaries  
 Fairgrieve (Mouldings) Ltd

Fairtrade Foundation  
 Fairtrade International Co Ltd  
 Fairway Seals LTD  
 Faraday House Grens Ltd  
 Farleygreene Ltd  
 FBH Associates Ltd  
 FDB Distribution Ltd  
 Federation of Bakers  
 Federation of Communication Services  
 Federation of Engineering Design Company Ltd  
 Federation of Environmental Trade Associations  
 Federation of Manufacturing Opticians  
 Federation of Master Builders  
 Federation of Multiple DIY Retailers  
 Federation of Ophthalmic & Dispensing Opticians  
 Federation of Piling Specialists  
 Federation of Small Businesses  
 Federation of Small Businesses NI  
 Federation of Tour Operators  
 Federation of Wholesale Distributors  
 Federation of Zoos  
 Feedwater Ltd  
 Feneley Flooring Company Ltd  
 Fermanagh District Council  
 Fertiliser Manufacturers Association  
 Fichtner Consulting Engineering Ltd  
 Field Developments  
 Fifth Dimension  
 Finance & Leasing Association  
 Finance Industry Standards Association  
 Financial Services Authority  
 Find it-Find it Vehicle Consultants Ltd  
 Fine R and D Ltd  
 Finishing Techniques Ltd  
 Firco Construction Ltd  
 Fire Industry Confederation  
 First Collect International Ltd  
 First Marine International  
 Fisher International Ltd  
 Fisher Research Ltd  
 Fitness Industry Association  
 Flakt Woods  
 Flame Skill  
 Flexibulk Ltd  
 Floor Protection Services LTD  
 Florists Telephone Delivery Association (Interflora)  
 Flowers International  
 Flowform Wiltshire Ltd  
 Flyde Office Service Bureau Ltd  
 Fontwood Ltd T/A Cord Promotions  
 Food and Drinks Federation  
 Food Service Consultants LTD  
 Foothills Design Solutions Limited  
 Ford Motor Company  
 Forestry Contracting Association  
 Fork Truck Association  
 FormaServe Systems Ltd  
 Formsafe Ltd  
 Forum of Private Business  
 Foster Wheeler Energy Limited  
 Fox Brothers LTD  
 Frank Johnson (Tractors) Ltd  
 Frank Key (Nottm) Ltd  
 Freelance Consultancy  
 Freemans of Telford Ltd  
 Freight Transport Association  
 French Thornton  
 Friends of The Earth (UKTN)  
 Frogmore Consulting  
 F squared  
 Fujitsu Consulting  
 Fujitsu Services  
 Funeral Standards Council  
 G A W Associates Ltd  
 G Coward  
 G Empson & Sons Ltd  
 G S Advertising Ltd  
 G W Chadwick Ltd  
 G2 Integrated Solutions  
 Galvanizers Association  
 Gameplan Europe Ltd  
 Gaming Board for Great Britain, The  
 Garage Equipment Association  
 Garasheds  
 Garden Industry Manufacturers Association (1999)  
 Ltd  
 Gardenex: The Federation of Garden & Leisure  
 Manufacturers  
 GB Innomech Ltd  
 GD Rectifiers Ltd  
 GE Lighting  
 Gelpke & Bate Ltd  
 GEM Products LTD  
 Gene Expression Technologies Ltd  
 General Consumer Council for Northern Ireland  
 General Council Bar of Northern Ireland, The  
 General Council of the Bar, The  
 General Dental Council  
 General Medical Council  
 General Optical Council, The  
 George Smalley Ltd  
 George Taylor & Co Lifting Gear MIDS  
 Germain Consultants  
 GIBB Ltd (Environmental)  
 Gilder & Co  
 Gillhams  
 Gin and Vodka Association of Great Britain  
 GJK Defence Systems  
 GKN plc  
 Glass and Glazing Federation  
 Glaston Compressor Services Ltd  
 GlaxoSmithKline plc  
 Global Logistics UK Ltd  
 Globepalm Ltd  
 GMB  
 GO Research Ltd  
 Go-Ahead Group plc  
 Godfrey Data Consultancy Ltd  
 Golder Associates  
 Golfwear Marketing Ltd  
 Goodwill Art Service Ltd  
 Gordon Kirk Limited  
 Governing Bodies Association  
 Government Relations, Corus  
 Govette Windows Ltd  
 GPC International  
 Grain and Feed Trade Association, The  
 Graphisoft UK Ltd  
 Gray & White  
 Graytones Printers  
 Great Western Wine Company  
 Green Interiors Ltd  
 Greenfile Developments Ltd  
 Gregory Priestley and Stewart  
 Grimley Smith Associates Ltd  
 Grip Steel (Reinforcements) Limited  
 Grylls and Reade Ltd  
 Guild of Architectural Ironmongers  
 Guild of Registered Tourist Guides  
 Gun Trade Association  
 GWB Ltd  
 H A Mason (Metals) Limited  
 H D Gladwell & Sons Ltd  
 H Frost & Sons Transport Ltd  
 H. V. Skan Ltd  
 H+H Celcon  
 HAC Information Technology Limited  
 Haden-Moore Business Forms Ltd  
 Hairdressing Employers Association  
 Halas Home

Halpen Marketing Management Ltd  
 Hammerton Leisure Ltd  
 Hampsons Self Drive Hire Ltd  
 Handheld Tec Ltd  
 Hanlon Computer Systems Ltd  
 Hanrow Ltd  
 Hanson Resource Management Ltd  
 Hanson Support Services Ltd  
 Happy Landings Ltd  
 Harford Manufacturing Ltd  
 Harry Taylor of Ashton Ltd  
 Harsh Limited  
 Harwich (Express) Freight Services Ltd  
 Hay Group  
 Haymarket Exhibitions  
 HDS Design Consultants Ltd  
 Health and Safety Executive  
 Hearing Aid Council  
 Heating & Process Engineering Services Ltd  
 Heating & Ventilating Contractors' Association  
 Hedra Plc  
 Heedglade Ltd T/A Ashglade Rest Home  
 Help 4 You Limited  
 Helsett Farm Cornish Ice Cream  
 Henderson Biomedical Ltd  
 Henderson Grime & Associates Ltd  
 Henderson Redhouse Ltd  
 Her Majesty's Land Registry  
 Herne Consultants Ltd  
 Hewitt, Warson & Co Ltd  
 Highseal Windows Limited  
 Hillcrest Hotel Ltd  
 Hillwalk Ltd  
 Hilson Moran Partnership Limited  
 Himar Performance Specialities Ltd  
 Holchem Laboratories Ltd  
 Holls Electrical Ltd  
 Home Pairfum Ltd  
 Hopespare Limited  
 Hopewiser Limited  
 Horsleys Ltd  
 Horticultural Trades Association  
 Horwood International Ltd  
 Host Direct Ltd  
 Hotel & Catering International Management  
 Association  
 Hotel and Catering International Management  
 Association  
 Hotel and Catering International Management  
 Association (HCIMA)  
 Hotel Care Accommodation Network Ltd  
 Hotkeys 2 Marketing  
 House Builders Federation  
 House of Lords  
 Housing Corporation, The  
 Housing Directive, The  
 Howsons  
 Hudson Berkley Rewhalt Ltd  
 Human Fertilisation and Embryology Authority  
 Humberts Hill & Hill  
 Hunter Partnership Ltd  
 HW (PVC Windows) LTD  
 Hyder Consulting Ltd (Cwmbran)  
 Hyprotec Health & Safety Ltd  
 I E & J M Brown  
 Ian Hobbs Technical Services Ltd  
 IAW Creativity Limited (In Association)  
 IBM  
 ICSTIS  
 ICU (Global) Ltd  
 IFSL  
 Image Enhancement Technology  
 Imagebase Technology Ltd  
 Imhotep Ltd  
 Impact Plus plc  
 Imprints  
 Improcom Ltd  
 Independent Footwear Retailers Association  
 Independent Healthcare Association  
 Independent Housing Ombudsman  
 Indestructible Paint Ltd  
 Industrial Air Conditioning LTD  
 Industrial Battery and Charger Services Ltd  
 Industrial Cooling Equipment ICE Ltd  
 Industrial Noise & Vibration Centre Ltd  
 Industrial Purification Systems Ltd  
 Infodata Systems LTD  
 Infologistix Ltd  
 Information Commissioner's Office, The  
 Informatiq Consulting Ltd  
 Ingoldale Park  
 Inland Revenue  
 inMezzo Technology Ltd  
 Innexis Ltd  
 Insider Technologies Limited  
 Insolvency Practitioners Association  
 Insolvency Service  
 Inspectorate Ltd  
 Institute of Biology  
 Institute of Business Advisors  
 Institute of Certified Book-Keepers  
 Institute of Chartered Accountants in England &  
 Wales(ICAEW)  
 Institute of Chartered Accountants in Ireland  
 Institute of Chartered Accountants of England &  
 Wales (ICAEW)  
 Institute of Chartered Accountants of Scotland  
 Institute of Chartered Secretaries & Administrators  
 (ICSA)  
 Institute of Chartered Ship Brokers, The  
 Institute of Civil Engineers, The  
 Institute of Consumer Affairs  
 Institute of Credit Management  
 Institute of Direct Marketing  
 Institute of Direct Marketing  
 Institute of Directors  
 Institute of Gas Engineers & Managers  
 Institute of Historic Building Conservation, The  
 Institute of Insurance Brokers  
 Institute of Islamic Banking and Insurance, The  
 Institute of Legal Executives, The  
 Institute of Management Consultancy (IMC)  
 Institute of Management, The  
 Institute of Marine Engineering, Science and  
 technology  
 Institute of Materials, Minerals and Mining  
 Institute of Physics  
 Institute of Practitioners in Advertising  
 Institute of Public Relations (IPR)  
 Institute of Refrigeration  
 Institute of Sales Promotion  
 Institute of Shopfitters  
 Institute of Structural Engineers, The  
 Institute of Trading Standards  
 Institute of Waste Management  
 Institution of Engineering Designers  
 Institution of Mechanical Engineers  
 Intelligent Locking Systems Ltd  
 Interact  
 Interactive Gaming, Gambling & Betting Association  
 Interactive Software Ltd  
 Interbar Limited  
 International Forwarding Ltd  
 International Lutheran Student Centre  
 International Marketers (London) Ltd  
 International Underwriting Association of London  
 International Union of Aviation Insurers  
 Internet Services Providers' Association, UK  
 Internetware Ltd  
 Interserve plc

Intramed Ltd t/a Fortuna Healthcare  
 Intwood Farms Ltd  
 INVESCO  
 Investment Management Association  
 Investment Managers Association  
 Investor's Association  
 Ionoptika Limited  
 IPSO Fact Training Solutions Ltd  
 ISBA -The Voice of British Advertisers  
 Isograph Ltd  
 IT Accounting Online Limited  
 IteSoft UK Ltd  
 ITS Ltd  
 J & A M Peckett  
 J & K Ross Ltd  
 J & R Marble Co Ltd  
 J A Draper Joinery & Building  
 J Allcock & Sons Ltd  
 J Dalal - Marketing Adviser  
 J G A Quickfall & Sons Ltd  
 J J Houselet Ltd  
 J P Supermarket  
 J W B Dalby & Sons (Partnership)  
 J W Diaper & Sons  
 J White Business Management Ltd  
 J. Sainsbury plc  
 J.H.Davies (Haulage) LTD  
 Jackson & Grimes Ltd  
 Jactron Ltd  
 James Lock & Co Ltd  
 Janssen-Cilag Ltd (Johnson & Johnson)  
 Jasco (UK) Ltd  
 JBS Computer Services Ltd  
 JBSafety Consultancy  
 Jeffs Coaches Ltd  
 Jepson Bolton & Co Ltd  
 Jeris Associates Ltd  
 Jigsaw Legal Administration Services Ltd  
 Jilland Group  
 JIT Software Limited  
 JJ & BM Plaister & Son  
 JMB Scaffolding Ltd  
 JMC Aquatics  
 John Barber Building Design Ltd  
 John Bourne & Co Ltd  
 John Catt Educational Ltd  
 John Crane Ltd  
 John Fields  
 John Gardner Associates  
 John Hornby Skewes & CO Ltd  
 John Mower & Co Ltd  
 John Parker Associates  
 John Pips  
 John Sinton Ltd  
 John Truswell & Sons (Garages) Ltd  
 Joint Security Industry Council (JSIC)  
 Jordan & Timm Ltd  
 Joseph Flach & Sons Ltd  
 JS- Integration  
 Jupiter Financial Services  
 Just Plastics Ltd  
 K & S Commerical Photos Ltd  
 K L B Promotions Ltd  
 K L Electrical Services  
 Kappa Lambda Squared Ltd  
 Keightley Associates  
 Kenilworth Leigh Ltd  
 Kenworth Industries Ltd  
 Kepner-Tregoe Ltd  
 Key Personnel (Midlands) Ltd  
 KG Associates  
 Kim Barker Construction Ltd  
 Kimpton Ltd  
 Kinder Roofing Limited  
 Kingfisher  
 Kingshay Farming & Conservation Ltd  
 Kingston & Co  
 Kingston Communications  
 Kitchen Specialists Association  
 Knights Property Management  
 Knitting Industries Federation  
 KUB Ltd  
 Kurt Salmon Associates  
 Kwan Walker Partnership Ltd  
 Kween B Limited  
 LA International  
 Lafarge (Cement) UK  
 Lahoma Engineers Ltd  
 Lake & Fell Trading Co. Ltd  
 Lamptree Ltd  
 Lancashire Textile Manufacturers' Association  
 Land and Sea (Speciality Products) Ltd  
 Landmark Virtual Offices  
 Landscape Institute, The  
 LAPADA, the Association of Art and Antique Dealers  
 Larne Borough Council  
 Laser Transport International Ltd  
 Lasham Gliding Society Ltd  
 Latches Ltd  
 Law Centres Foundation  
 Law Commission  
 Law Society of Northern Ireland, The  
 Law Society of Scotland, The  
 Law Society, The  
 LAWRENCE YOUNG ASSOCIATES LIMITED  
 Layla Ltd  
 LBT Computer Services Ltd  
 Lear Browne & Dunsford Ltd  
 Leatherhead Food International  
 Legal Services Ombudsman  
 Legends Cargo Services Ltd  
 Lehman Communications PLC  
 Leiths School of Food and Wine  
 Levelstream Ltd T/A Jo Hansford  
 Levytator Ltd  
 Lewis Photos Ltd  
 LexisNexis Group  
 LI Components Ltd  
 Licensed Cab Driver (London)  
 Life Insurance Association Ltd  
 Lift and Escalator Industry Association, The  
 Lifting Equipment Engineers Association  
 Light Aero Spares Ltd  
 Lighting Industry Federation  
 Limavady District Council  
 Limelight Software Ltd  
 Lincs Paper Services  
 Link-2  
 Links Connect Ltd  
 Lippa Pearce Design  
 Little Dipper Limited  
 LJC Recruitment Group  
 LLoyd's  
 Lloyds TSB  
 Lloyd's Underwriting Agents' Association  
 Lochace Technology Limited  
 Lockton & Company Accountants  
 Lodstar Technologies Limited  
 Logical Programming Associates Ltd LPA  
 London Biorhythm Co Ltd  
 London Container Services Ltd  
 London Investment Banking Association  
 London Registrars Ltd  
 London Underwriting Centre  
 London Vending Services  
 Longitude0 Limited  
 Longs Packaging Limited  
 Lorien Consulting  
 Lowes Removals of Grantham Ltd  
 Loxton Developments Ltd

LSC Lower Swell Chemicals Ltd  
 Lugg Tools Ltd  
 Luxcrete Limited  
 Lynara (Management) Limited  
 M C Mills & Co Ltd  
 M G Signs Ltd  
 m.a.partners  
 Mackenzie Wilson Ltd  
 Maestro Computer Services LTD  
 Magherafelt District Council  
 Magiboards Ltd  
 Mail Order Traders' Association  
 Major Motor Servcies Ltd  
 Maker Coating Systems Ltd  
 Maltsters Association of Great Britain  
 Malvern Consultancy Centre  
 Management Consultancies Association  
 Management Consulting Group plc  
 Managing The Service Business (MSB) Ltd  
 Manor Doors  
 Manrochem Limited  
 Manufacturing Technologies Association  
 Maplesolutions  
 Marchant Manufacturing Co Ltd  
 Marcus Bohn Association  
 Maria J Sanderson Consultancy Services  
 Marie Loney Couture Knitwear  
 Maritime and Coastguard Agency  
 Market Research Society (MRS)  
 Markmaid Ltd  
 Marks & Spencer  
 Marren Microwave Ltd  
 Marstair  
 Martin Hawke  
 Martin Ross Solutions  
 Masts Towers and Antennas Ltd  
 Matrix Aircare Ltd  
 Maval Electrical Engineering Co LTD  
 Maven Management Ltd  
 Max Portables  
 Maximillian Finance & Mortgage Advisory Ltd  
 Mayor of London  
 MCA Consulting Engineers Ltd  
 McCambridge Associates Ltd  
 McCarthy Te'trault  
 McCoy Hill & Partners  
 McKenzie-Midlane Ltd  
 Meat and Livestock Commission  
 Medfor Products Ltd  
 Medicines and Healthcare Regulatory Agency  
 Melbreak Caravan Park  
 Mellor & Co  
 Membrane Extraction Technology  
 Mercatus Marketing Ltd  
 Merck Sharp & Dohme UK Ltd  
 Merlin Biosciences Limited  
 Merlin Training LTD  
 Met Designs LTD  
 Metal Packaging Manufacturers Association  
 Metalforce Ltd  
 Metra Martech Ltd  
 Michael Smith Engineers Ltd  
 Michael Stevens & Partners Ltd  
 Michael Wilson  
 Micro Medical Ltd  
 Microsoft Ltd  
 Middleton Hall Ltd  
 Miles Designs  
 Milton Keynes Blind Company Ltd  
 Mindex LTD  
 Mindquest Solutions Ltd  
 Mining Association of the United Kingdom  
 Mining Association of the United Kingdom  
 Mitchell Fox & Co Ltd  
 MITIE Group plc  
 Mitty James Ltd  
 Mobile Electronics and Security Federation  
 Modelistic Software Ltd  
 Models 1  
 ModuSpec Engineering (UK) Ltd.  
 Molysslip Atlantic LTD  
 Montgomery Exhibitions  
 Monthind Clean  
 Morco Ltd  
 Morris Cook & Co  
 Morris, Nicholson, Cartwright LTD  
 Morrisflex Ltd  
 Morsys Associates Ltd  
 Morteck Portable Products Ltd  
 Mortgages for Business LTD  
 Mortimer Burnett  
 Moshi Moshi Sushi  
 Motor Cycle Industry Association Ltd  
 Motor Schools Association of Great Britain Ltd  
 Motor Schools Association of Great Britain Ltd  
 Motor Vehicle Repairers Association  
 Mott MacDonald  
 Mouchal Parkman  
 Movewood Business Solutions Ltd  
 Moving Image Society (BKSTS)  
 Moyle District Council  
 MS Instruments PLC  
 Ms Melanie Roberts  
 Mullis & Peake  
 Museums Association  
 Music Industries Association  
 Music Industries Association  
 Music on the Edge Ltd  
 Music Publishers Association Ltd  
 Musicmakers  
 MW vending  
 My Kind of Show . Com  
 National Association of Bank and Insurance  
 Customers  
 National Association of British and Irish Millers  
 National Association of Estate Agents  
 National Association of Master Bakers  
 National Association of Paper Merchants  
 National Association of Pension Funds  
 National Association of Self Employed in GB & NI  
 National Association of Specialist Computer Retailers  
 National Association of Steel Stockholders  
 National Bed Federation  
 National Car Parks Ltd  
 National Caravan Council Ltd  
 National Care Standards Commission, The  
 National Consumer Credit Federation, The  
 National Consumers Council (NCC)  
 National Council of Building Material Producers  
 National Dance Teachers Association, The  
 National Farmers' Union  
 National Federation for Retail Newsagents  
 National Federation of Consumer Groups  
 National Federation of Enterprise Agencies  
 National Federation of Fish Fryers  
 National Federation of Roofing Contractors Ltd  
 National Federation of Terrazzo Marble & Mosaic  
 Specialists  
 National Hairdressers Federation  
 National Housing Federation  
 National Institute for Biological Standards and  
 Control  
 National Lottery Commission  
 National Market Traders Federation  
 National Pharmaceutical Association  
 National Taxi Association  
 National Tyre Distributors Association  
 National Union of Maritime, Aviation & Shipping  
 Transport Officers (NUMAST)

National Union of Rail, Maritime & Transport Workers (RMT)  
 Navrishi Limited  
 Net Shop UK Ltd  
 Nevtext  
 New Economics Foundation  
 New Jewel Associates  
 New Media 1 Ltd  
 New Start Publishing  
 Newry & Mourne DC  
 Newspaper Publishers Association Ltd  
 Newtownabbey BC  
 NFU - National Farmers' Union  
 Nikki Rowntree PR  
 Nikko Management Ltd  
 NJM Networks Limited  
 Nomad Software Ltd  
 Nomis Marketing Ltd  
 Norfolk County Council  
 Norfolk Lavender Ltd  
 Norris Safety Limited (NSL)  
 Nortech Services Ltd  
 North Hants Tyres Ltd  
 Northern Ireland Authority for Energy Regulation  
 Northern Ireland Bankers' Association  
 Northern Ireland Housing Executive  
 Northern Ireland Textiles and Apparel Association, The  
 Northern Lights London Limited  
 Northern Offshore Federation  
 Not Just Nails Ltd  
 Nova Capital Group Ltd  
 Novartis UK Ltd  
 Novopac (UK) Ltd  
 NSCC  
 Nursing & Midwifery Council  
 Nutrifreeze Limited  
 Nykris Digital Design Limited  
 Oak Systems Ltd  
 Oakland Consulting  
 Occupational Pensions Regulatory Authority  
 OCP Consulting Ltd  
 OCS Group  
 O'Donnells  
 Office for Standards in Education  
 Office of Building Societies Ombudsman, The  
 OFFICE OF COMMUNICATIONS (OFCOM)  
 Office of Fair Trading (OFT)  
 Office of Government Commerce (OGC)  
 Office of the Gas and Electricity Markets  
 Office of the Rail Regulator  
 Office of Water Services (ofwat)  
 Offshore Contractors Association  
 OFGEM  
 OFSTED  
 Oilstore Ltd  
 Omagh District Council  
 Omniplex Ltd  
 On Off Controls  
 One to One Care  
 Opico Ltd  
 Options Enterprises Ltd  
 Oracle Corporation UK  
 Orange  
 Organisation ASDA Stores Ltd  
 Organization Matters Ltd  
 Oriell Communications  
 Origins of Health Ltd  
 Orther Chemicals Ltd  
 Orwell Motorcycles Ltd  
 Osram  
 Outdoor Advertising Association  
 Outdoor Industries Association  
 Outlore Limited  
 Overclean Limited  
 Oxfam  
 Oxford Danfysik Beamlines Ltd  
 P & J Bliwert  
 P C Tech International Ltd  
 P S Analytical Ltd  
 P15 Plastics Ltd  
 PA Consulting Group  
 Packaging & Industrial Films Association  
 Packname Ltd  
 Pagoda Consulting  
 Paladin Invision Ltd  
 Pant Yr Athro Park Management Co  
 Papilio Limited  
 Paradigm Holdings Ltd  
 Paramount Office Interiors Limited  
 Park Air Systems  
 Partners for Change Ltd  
 Partners in Flow Ltd  
 Patent Office, The  
 Pathfinder Projects Ltd  
 Paul Beanland & Associates  
 Paul Simons  
 Paxton + Whitfield  
 PBS UK Ltd  
 PC Net Solutions Ltd  
 PDC Limited  
 Pearl Consultancy Limited  
 Peel House Farm Caravan Park  
 Pen Mill Feeds Ltd  
 Pensions Management Institute  
 Pentagon Personnel Ltd  
 Penton Associates LTD  
 Per Pro  
 Periodical Publishers Association  
 Peripheral Vision (Tech) Ltd  
 Permal Gloucester Ltd  
 Personal Computer Association, The  
 Personal Investment Authority  
 Pet Care Trust  
 Pet Food Manufacturers Association  
 Petites Modes  
 Petrol Retailers Association  
 Pfizer Ltd  
 Pharmaceutical Society of Northern Ireland  
 Philatelic Traders Society Ltd  
 Phillips Lighting  
 Photo Marketing Association International  
 PIAA (UK) Ltd  
 Pick Quick Service Ltd  
 PICON Ltd  
 Pilkington plc  
 Pinewood-Shepperton Ltd  
 Pirelli Cables  
 PKF  
 Playbreak Ltd  
 Plowman Craven & Associates Ltd  
 Plumbing & Heating Industry Alliance  
 Pollution Monitors Ltd  
 Polyfield Services  
 Posford Duvivier (Peterborough)  
 Positively Retail  
 Postal Services Commission, The  
 Postwatch  
 Powters Ltd  
 Presidio Technology Group Ltd  
 Press Complaints Commission  
 Preston Business Venture Ltd  
 Prime R & D Ltd  
 Prinknash Abbey Incense  
 Priorclave Ltd  
 Prisma Components Ltd  
 Pritchards Group  
 ProAction International  
 Processing & Packaging Machinery Association  
 Prochef Catering Equipment Ltd

Prodigy International Ltd  
 Producers Alliance for Cinema & Television  
 Product Enterprise Support (PES)  
 Professional Contractors Group Ltd  
 Professional Lighting & Sound Association  
 Progression through Marketing  
 Project One  
 Project Technologies (UK) Ltd  
 Proper Glasswasher Company  
 Provision Trade Federation  
 PST International Ltd  
 PTS (UK) Ltd  
 Public Relations Consultants Association Ltd  
 Publishers Association  
 Pulsar Developments Ltd  
 PWM Sales Ltd  
 Pyramid Contracts Ltd  
 QBM Precision  
 QKS Home Improvements Ltd  
 Quarry Products Association  
 Quarter Printing Ltd  
 Questions Answered Ltd  
 Quickstone Technologies Limited  
 Quorum Training Ltd  
 Quoted Companies Alliance  
 R Curtiss & Son Ltd  
 R H Chantry & Son  
 R M C Group plc  
 Race Horse Owners Trade Association  
 Rachel Mallows Services To Business  
 Radio Taxicabs (London) Ltd  
 Radio Telecom Networks Ltd  
 Radio, Electrical & Television Retailers Association Ltd  
 Railway Industry Association  
 Rainbow News  
 Ransome Group Services Ltd  
 Raupack Ltd  
 Rawls & Company  
 Rayners Convenience Store  
 RBM Agricultural Ltd  
 Readycrest Limited  
 Recruitment & Employment Confederation  
 Red Rocket Design  
 Redvers Consulting Limited  
 Reed Elsevier Group Plc  
 Reed Exhibitions  
 Rentokil Initial plc  
 Renton Howard Wood Levin Partnership (RHWL)  
 Research and Marketing Associates Ltd  
 Resource Selection  
 Retail Enterprise Network  
 Retail Motor Industry Federation  
 Retail Planning Innovations  
 Retroscreen Ltd  
 Reuters Ltd  
 RF Engines Ltd  
 Riach Independent Financial Advisers  
 Riachsion Telecom  
 Riachsion.com  
 Richardsons  
 Rimex Metals (UK) Ltd  
 Riverford Organic Vegetables Ltd  
 RNS Financial Services  
 Road Haulage Association Ltd  
 Robin J Rhodes  
 Robt Jowitt & Sons Ltd  
 Roche Products Ltd  
 Roger Heaton Studio & Gallery  
 Rollover Ltd  
 Ron Davis Marine  
 Roofing Industry Alliance  
 Roots Designs  
 Roses Nutrition  
 Rosta Engineering Ltd  
 Rowland Transport Ltd  
 Royal Aeronautical Society, The  
 Royal British Legion  
 Royal Institute of British Architects (RIBA)  
 Royal Institute of Chartered Surveyors  
 Royal Oak Ltd  
 Royal Pharmaceutical Society of Great Britain  
 Royal Pharmaceutical Society of Great Britain (RPSGB)  
 Royal Society of Chemistry, The  
 RPS Group Plc  
 RS Ball (Metal Finishers) Ltd  
 RSM Robson Rhodes  
 RSPCA  
 Running Imp Ltd  
 Rural Shops Alliance  
 Rutherford Light Alloys Ltd  
 RWE Dea UK  
 S E H Business Analysts Limited  
 S G System Products Ltd  
 S R S Micro Systems Ltd  
 Safety Assessment Federation Limited  
 Sally's Hair & Beauty Supplies  
 Sanofi-Synthelabo  
 Save the Children Fund (UKTN)  
 SBA Ventures Ltd  
 SBGI  
 Scarborough Borough Council  
 SchlumbergerSema Consulting  
 Schneider Electric Ltd  
 SCOT Herrington Ltd  
 Scott Wilson Kirkpatrick & Co Ltd  
 Scottish & Northern Ireland Plumbing Employers Federation  
 Scottish and Southern Energy Plc  
 Scottish Commission for the Regulation of Care, The  
 Scottish Consumer Council  
 Scottish Conveyancing and Executry  
 Scottish Dairy Association  
 Scottish Grocers Federation  
 Scottish Law Commission  
 Scottish Motor Trade Association Ltd  
 Scottish Print Employers Federation  
 Scottish Quality Salmon Limited  
 SCQuARE International Limited  
 Screen Printing Association (UK) Ltd  
 Sean R O'Donovan  
 Seaport Freight Services Ltd  
 Second Opinion Marketing  
 Seele (UK) Ltd  
 Selectgrove Limited  
 Selection Services PLC  
 Sequoia Technology Ltd  
 Seven Communications  
 Seward Limited  
 SGS UK Ltd  
 "SGS Yarsley International Certification Services  
 SGS Yarsley ICS Ltd"  
 Shahab Reza, Maat Fiab  
 Shanks  
 Shep Plastics Ltd  
 Shipbuilders & Shiprepairers Association  
 Shire Pharmaceuticals Group Plc  
 Shop & Display Equipment Association  
 Showerail.com  
 Signex UK Ltd  
 Signifo Ltd  
 Silver Lining Solutions  
 Simkins Kenny Ltd  
 Simon Dutton Associates Ltd  
 Simpson Computer Project  
 Simpson Coulson Ltd  
 Simths Group plc  
 Singleton Birch Limited  
 Sita Technology Ltd



Sitebatch Technologies Ltd  
 Skin, Hide & Leather Traders Association Ltd  
 SKS International Ltd  
 Slightly Different Ltd  
 Small Business Council  
 Small Business Europe (SBE)  
 SMTK Insurance Services Ltd  
 Snack and Crisp Manufacturers Association  
 SNMP Limited (Madeleine Press)  
 Soap & Detergent Industry Association  
 Social Research Association  
 Society of Authors, The  
 Society of British Aerospace Companies Limited  
 Society of British Gas Industries  
 Society of British Water Industries  
 Society of Dyers and Colourists  
 Society of Event Organisers  
 Society of London Art Dealers  
 Society of Maritime Industries  
 Society of Motor Manufacturers and Traders Ltd  
 Software Generics Limited  
 Software Industry Federation  
 Solar Corporation Limited  
 Solving aern Ltd  
 Solvit Plastic Binding Co Ltd  
 Sondexho Ltd  
 Sorrento Restaurants Ltd  
 South East Hampshire Enterprise Agency  
 Southend Training Services  
 SouthStar Computers Ltd  
 SPEAK  
 Specialised Organic Chemicals Sector Association  
 Speciality Breads  
 SPG Distributors Ltd  
 Spooone & Co  
 Sports Industries Federation, The  
 Springles  
 SPS Infoquest Ltd  
 Squibb & Davies (Demolition) Ltd  
 St Lukes Hospice  
 STA (Shropshire) Ltd  
 Stagetwo Ltd  
 Stalham Engineering Co Ltd  
 Stamford Volunteer Bureau  
 Stanley C Baker & Sons  
 Stanley Daniels Associates  
 Stanley Leisure Plc  
 Start Bay Cravan Park  
 Staunch and Flow  
 Steel Centre 4 Ltd  
 Stephen P Wilkin  
 Stirling Park Homes Ltd  
 Stonehouse Tablet Mfg Co Ltd  
 Stonelands Ltd  
 Strabane District Council  
 Strategia Ltd  
 Strategic Rail Authority  
 Structural Stairways Limited  
 Sturdy Vac Engineering Ltd  
 Stute Foods Ltd  
 Sudden Impact Computer Services Ltd  
 Sue Young Consulting  
 Summit Service Stations Limited  
 Sunne Ltd and H K Consulting Ltd  
 Sunshine Fine Art Ltd  
 Superboss Ltd  
 Supercare/ Green & Clean  
 Support IT UK Ltd  
 Supporting Your Development (SYD)  
 Sureweld Ltd  
 Surfability Ltd  
 Surface Engineering Association  
 Survey Systems Ltd  
 Susan Hawes Design Ltd  
 Sutton Research Centre  
 Suzettes Pancakes  
 Swanmode Software Consultants Ltd  
 Swiftkill Pest Control Ltd  
 Swindens Patents Ltd "Swindens"  
 Swiss Precision Tooling Ltd  
 Synektics Ltd  
 Symentia Ltd  
 Synergistic Services  
 System Simulation Ltd  
 Syston Rolling Shutters Ltd T/A Syston Doors  
 T Denman & Sons  
 T L Elliott & Co Ltd  
 TAL Computer Services Ltd  
 Talbot Designs LTD  
 Tangram Limited  
 Tarmac  
 Taskland Limited  
 Tax Management for Clergy  
 Team Sailing  
 Techies Ltd  
 Technograph  
 Techplan Consultants Ltd  
 Ted Elwes  
 Teer Coatings Limited  
 Telecommunications Industry Association  
 Telonic Instruments Ltd  
 Tempoly Recruitment Services Ltd  
 Tesco  
 Tesco Stores Limited  
 Test Industry Suppliers Association  
 Tetronics Limited  
 Textile Institute, The  
 Textile Services Association Ltd  
 Thales Optronics (Taunton Ltd) Photomatrix Division  
 Thales UK plc  
 Thames Valley Visuals Limited  
 The Anti - Counterfeiting Group  
 The Anvil Organisation Ltd  
 The Association of Licensed Multiple Retailers  
 The Association of Colleges  
 The Association of Consulting Engineers  
 The Association of Independent Tour Operators  
 The Association of Investment Trust Cos.  
 The Boots Company PLC  
 The British Brands Group  
 The British Exhibition Contractors Association  
 The British Generic Manufacturers Association  
 The British Internet Publishers Alliance  
 The British Phonographic Industry Ltd  
 The Building Societies Association  
 The Business of Innovation  
 The Business Software Alliance  
 The Ccarton Lodge Hotel  
 The Chamber of Shipping  
 The Chartered Institute of Library and Information Professionals in Scotland  
 The Chartered Institute of Library and Information Professionals in Wales  
 The Chartered Institute of Purchasing & Supply (CIPS)  
 The Chartered Society of Designers  
 The Conference Business Ltd  
 The Construction Plant Hire Association  
 The Cornwall Self Employment Programme Ltd  
 The Crafts Council  
 The Curry Sauce Company Ltd  
 The Deben Print Co Ltd  
 The Defence Manufacturers Association  
 The Delabole Slate Co. Ltd  
 The Dewjoc Partnership  
 The Dodge Company Ltd  
 The Drawing Group Ltd  
 The Duck Company Ltd  
 The Editor's Office  
 The E-Guy Limited

The Electrical Contractors' Association  
 The Endeavour Partnership Ltd  
 The Enterprise Consortium LTD  
 The Environmental Services Association  
 The Export Group for the Constructional Industries  
 The Federation of Communication Services Ltd  
 The Film Distributors' Association Ltd  
 The Forum for Private Business  
 The Gambica Association Ltd  
 The Gas Forum  
 The Giftware Association  
 The Grain and Feed Trade Association  
 The Horse Racing Board  
 The Horticultural Trades Association  
 The Incorporated Society of British Advertisers Ltd  
 The Information Technology, Telecommunications  
 and Electronics Association -intellect  
 The Institute of Direct Marketing  
 The Institute of Energy  
 The Institute of Materials, Minerals & Mining  
 The Institute of Measurement and Control  
 The Institute of Payroll and Pensions Management  
 The Institute of Videography (IOV)  
 The Institution of Electrical Engineers  
 The Institution of Mining Electrical Engineers and  
 Mining Mechanical Engineers  
 The International Marine Contractors Association  
 The International Transport Society for the United  
 Kingdom  
 The Korean Red Ginseng Co LTD  
 The Lift and Escalator Industry Association  
 The Lighting Association  
 The London Bullion Market Association  
 The Machine Tool Technologies Association  
 The Management Consultancies Association  
 The Mid Yorkshire Chamber of Commerce & Industry  
 Ltd MYCCI  
 The Minster Group  
 The National Caravan Council  
 The National Federation of Meat & Food Traders  
 The Newspaper Society  
 The Northern Ireland Textiles and Apparel  
 Association  
 The Office Junior  
 The Old Bear Inn  
 The Packaging Group Ltd  
 The Palm Court Hotel  
 The Paper Federation of Great Britain  
 The Pipeline Industries Guild  
 The Place  
 The Quality Assurance Agency in Higher Education  
 The R B Consultancy  
 The Railway Forum  
 The Regent Eng. Co (Walsall) Ltd  
 The Restaurants Association  
 The Salt Manufacturers' Association  
 The Scotch Whisky Association  
 The Scotch Whisky Association  
 The Scottish Salmon Growers Association  
 The Society of Motor Manufacturers and Traders  
 Limited  
 The Society of Pension Consultants  
 The Speakers Agency Ltd  
 The Sports Industries Federation  
 The Team Brand Communication Consultants  
 The Tile Association  
 The Total Simulator Company Ltd  
 The ViRSA Educational Trust  
 The Yacht Harbour Association Ltd  
 Thermal Insulation Contractors Association  
 Thomas H Loveday Ltd  
 Thomas Murray Network Management Ltd  
 Thomas Research Services Ltd  
 Thomas Silvey Ltd  
 Thorburn Colquhoun  
 Thorn Lighting Ltd  
 Three  
 Tienda Ltd  
 Timber Trade Federation  
 Time To Market Ltd  
 Time Warner  
 Times Of Wigan Ltd  
 Tin Technology Ltd & ITRI Limited  
 Titan Entertainment Group LTD  
 Titan Ladders Ltd  
 TNG Business Support  
 Tobacco Manufacturers' Association  
 Todaysure Projects Ltd  
 Tom Carroll Associates  
 Toolbox Marketing  
 Top Class Wedding Consultancy  
 Top Marks Training Company  
 Torrs Warren Hotel  
 Total Recruitment Group Ltd  
 Tourism Alliance  
 Toute Bagai Property Services  
 Toymaster Ltd  
 Tracktones Ltd  
 Trade Association Forum  
 Trade Union Congress (TUC)  
 Trading Standards Institute, The  
 Traffco Engineering Pattern  
 Traffic Commissioners, The  
 Trainload Limited  
 Transport & General Workers' Union (T&G)  
 Transport for London  
 Travel Employment Group Ltd  
 Trevor Ilets Ltd  
 Trinity Horne Ltd  
 Triple 'T' Engineering Ltd  
 Troika Architectural Mouldings Ltd  
 Troika UK Ltd  
 Troutbeck Bridge Swimming Pool  
 TSI Services  
 TTE Management & Technical Training  
 Tumbay Consulting Ltd  
 Tungwell Transformers Ltd  
 Turner & Townsend Management Solutions  
 Two Four Productions Ltd  
 Ty Mawr Holiday Home Park  
 Tyman Business Solutions  
 Tyresave  
 UK Agricultural Supply Trade Association UKASTA  
 UK Cleaning Products Industry Association  
 UK Food Group  
 UK Labels UK (Holdings)  
 UK Steel Association  
 UK Steel Association/ EEF Engineering Employers  
 Federation  
 UKingdom Public Health Association (UKPHA)  
 UNIFI  
 Unilink Computers Plc  
 Union of Shop, Distributive and Allied Workers  
 United Kingdom Accreditation Service  
 United Kingdom Industrial Space Committee  
 United Kingdom Offshore Operators Association Ltd  
 United Kingdom Petroleum Industry Association  
 United Kingdom Quality Ash Association  
 United Kingdom Warehousing Association  
 United Kingdom Weighing Federation  
 Universal Instrument Services Ltd  
 Universal Roofing Ltd  
 Universal Sealants (UK) Ltd  
 UPB LTD  
 Upgrade Recruitment  
 USP Environmental  
 Vacuum Systems Microanalysts LTD  
 Vallid Ltd  
 Varian Medical systems UK Ltd  
 Vascroft Contractors Ltd

Vatan Catering Ltd  
 Vauxhall Motors Ltd  
 VC Business Consulting LTD  
 Veale Associates  
 Vector Instruments Ltd  
 Vegetec International Limited  
 Velcourt Ltd  
 Vernon Taylor Motor Engineer  
 Vezway's Furnishing Stores  
 ViRSA/RSA  
 Virtual Office Group Ltd  
 Virtual Supplychain Limited  
 Viscount  
 Visit Britain  
 Vistamatic Ltd  
 Volanteptis  
 VT Group plc  
 W H Jackson  
 W H Povoas Ltd  
 W H Wesson (Fencing) Ltd  
 W Mumford Ltd  
 Wale Adeyemi Ltd  
 Wall Colmonoy Ltd  
 Wallace Instruments  
 Walley Ltd  
 Warrington Consultants Ltd  
 Waste Management Industry Training and Advisory Board  
 Water UK  
 WATERAID  
 Waterlife Research Ind Ltd  
 Waterloo Air Management  
 Watershed Packaging Ltd  
 Waveney Pumps Ltd  
 WDM (UKTN)  
 We Teach It (Sunogriand) Ltd  
 Weall Management Services Limited  
 Weast Limited  
 Weaver Information Services (Europe) Ltd t/a Wise.  
 Welco Foods Ltd  
 Weldability Wholesale Welding Supplies Limited  
 Wellington Rubber Co Ltd  
 Wellman Defence Limited  
 Welsh Consumer Council  
 Wessex Resins and Adhesives LTd  
 West Bromwich Tool and Engineering Co.  
 West End properties (Clevedon) LTD  
 West Lodge Caravan Park Ltd  
 West Street Copying & West Street Copying Ltd  
 Westbridge Motors (Npton) Ltd  
 Westbury House B&B  
 Western Power Distribution  
 Wharnccliffe Business Systems Ltd  
 Whippendell Electrical Limited  
 White Young Green  
 Whitehall Recruitment Ltd  
 Wholesale Markets Brokers' Association  
 Wildfea Ltd  
 Wilding Butler Construction Ltd  
 Wilkins Chartered Surveyors  
 William Fishwick & Son Ltd  
 Willis Toys Ltd  
 Wind in the Willows Day Nursery  
 Window Machinery Sales Limited  
 Windowlink Limited  
 Wine and Spirit Association of Great Britain and Northern Ireland  
 Wine Standards Board  
 Winsund International Ltd  
 Winteringham Fields  
 Wintex UK Ltd  
 Wire Belt Company Ltd  
 Witzig's Ltd  
 WNS Electrics Ltd  
 Wood Panel Industries Federation  
 Woods & Seaton Ltd  
 Woodworking Machinery Suppliers Association  
 Working Safety Management  
 Workpoint Environments Ltd  
 Wotherspoon Holdings Limited  
 WRc  
 WRc Plc  
 WS Atkins Environment  
 WSP Environmental  
 WSPA (UKTN)  
 WWF - UK  
 Xayce plc  
 Yahoo!  
 Yellowfin Limited  
 York International  
 Yorkshire Tourist Board  
 Zurich Financial Services  
 Zygo Limited  
 Zymolysis Ltd  
 Local Authorities in England, Scotland and Wales  
 Regional Deveopment Agencies

### **The Consultation Code of Practice Criteria**

1. Consult widely throughout the process, allowing a minimum of 12 weeks for written consultation at least once during the development of the policy.
2. Be clear about what your proposals are, who may be affected, what questions are being asked and the timescale for responses.
3. Ensure that your consultation is clear, concise and widely accessible.
4. Give feedback regarding the responses received and how the consultation process influenced the policy.
5. Monitor your department's effectiveness at consultation, including through the use of a designated consultation co-ordinator.
6. Ensure your consultation follows better regulation best practice, including carrying out a Regulatory Impact Assessment if appropriate.

The complete code is available on the Cabinet Office's web site, address <http://www.cabinet-office.gov.uk/servicefirst/index/consultation.htm>.

### **Comments or complaints**

If you wish to comment on the conduct of this consultation or make a complaint about the way this consultation has been conducted, please write to Louisa Renwick, DTI Consultation Co-ordinator, Room 723, 1 Victoria Street, London SW1H 0ET or telephone him on 020 7215 6926 or email to: [louisa.renwick@dti.gsi.gov.uk](mailto:louisa.renwick@dti.gsi.gov.uk)

## PARTIAL IMPACT ASSESSMENT FOR COMMON COMMENCEMENT DATES

### Policy objective

1. On 8 January 2004, the government published an Action Plan for Small Business. The document set out a government-wide action plan that built on existing government support for small business, marshalling the whole of government behind the small business agenda.
2. The Government has given a commitment to “*consider extending the recent decision to make domestic employment law changes on two days a year to other areas of domestic law, subject to the results of the current pilot*”. It will consult business on the priority areas. This proposal should assist business to plan for new measures and help implement them effectively thereby reducing their costs, encouraging better compliance and potentially reducing the likelihood of legal challenge. Over time, it is also expected that common commencement dates may stimulate government to reduce the volume of regulation as the cumulative burden becomes more readily apparent.
3. The Chancellor of the Exchequer, in his Pre Budget Report, announced in December 2003 the Government’s decision to consider extending common commencement dates to domestic (national) legislation and committed the Government in his Budget statement of 17 March 2004, to formally consult business about this as well as announcing that the Department for Environment, Food and Rural Affairs will study the feasibility of extending the approach to Environmental regulation.

### How will it work

4. Common commencement dates are a date(s) when changes are made to an area of either sectoral or generic national regulations (e.g. employment law). An example of this in action is the work currently being piloted by the DTI. The DTI is responsible for the majority of UK employment law. Beginning in 2004, the DTI is introducing domestic (i.e. National) employment regulations for which it has responsibility on two dates each year: April 6 (the start of the tax year) and October 1 (when the minimum wage is revised). As part of this commitment, the DTI has published **(1)** an annual statement of forthcoming employment regulations in 2004. Other government departments have been asked to consider following the DTI’s lead where appropriate. The harmonisation of commencement dates is intended to ensure that

changes to employment policy are made in a coordinated fashion and to provide businesses, employee representatives and individuals with greater clarity and awareness about when changes will be made. This should assist all parties to plan for new measures and help implement them effectively. Common commencement dates were originally recommended by the Better Regulation Task Force in its report *Employment Regulation: striking a balance* (published May 2002 available from

<http://www.brtf.gov.uk/taskforce/reports/entry%20pages/emplawentry.htm> see page 18 para 3.31).

5. If Government does decide to introduce and extend the scope of common commencement dates, Departments and Agencies will be obliged to publish annually, notification detailing when the dates are. The consultation document explores what dates and, what new regulation it will apply to.
6. This should ease the burden of business constantly scanning the horizon, looking for new regulations and enable them to prepare. There will be times when Government may have to introduce emergency legislation outside of the common commencement date procedure, to protect the welfare of the population or environment or in reaction to urgent events.
7. The Cabinet Office estimate that between 40-50% of significant proposals emanate from Europe, though in some areas like environmental or food standard regulations, the percentage is higher (90% for food standard regulations). All European directives have a negotiated transposition (implementation deadline). Common commencement dates for legislation, arrangements in Europe would mean a risk of either legislating earlier than required – which would be a form of ‘gold-plating’, to which the Government is opposed; or delaying beyond the required transposition date, which would contravene our European obligations. However, departments may wish to keep common commencement dates in mind when seeking to negotiate EU directives.

## **RISK**

### **Evidence of the Need for Action: overview**

8. A high proportion of small businesses are dissatisfied with the regulatory environment in which they operate and perceive that it is getting worse. For example, a variety of surveys of small businesses (2) over the last few years have consistently found that around:
  - 80% of small businesses are dissatisfied with the volume and complexity of regulation;

- 30-60% of small businesses say that regulation is getting worse;
  - 20% of small businesses say that regulation is their greatest concern or greatest obstacle to growth.
9. Common commencement dates are there to benefit all businesses, not just SMEs – although hopefully they will benefit most. As part of the consultation process we will be seeking the views of big business too. The Federation of Small Business, The Federation of Private Business, the CBI (i), IoD (ii) and the British Chamber of Commerce (iii) have all expressed their support for this approach. In addition, there is a growing body of evidence (2), which indicates that the costs of regulation falls disproportionately on small businesses. Collectively these studies indicate that compliance costs are at least 35% higher per employee in smaller businesses.

1. DTI statement of forthcoming Employment Regulations in 2004  
[www.dti.gov.uk/er/regslst\\_2004.htm](http://www.dti.gov.uk/er/regslst_2004.htm)
2. Summarised in Section 8 of the Government Action Plan for Small Business: the evidence base (SBS 2004)
  - i. IoD news release on changes to regulatory measures in Budget 2004: "These are significant steps in the right direction to reduce red tape and bureaucracy. Indeed, in many ways they are quite bold. If they are implemented properly - and that is not without significant challenge - then it will make a real difference for business"
  - ii. Digby Jones CBI on changes to regulatory measures in Budget 2004: "Firms will also be encouraged by commitments to cut regulation".
  - iii. David Frost, Director General BCC on changes to regulatory measures in Budget 2004: "We welcome these moves to introduce safeguards to minimise additional regulatory burdens [and streamline cumbersome inspection regimes]. The structural approach recognises that minimising the impact of regulation is a long term gain.

10. The fact that such a high proportion of small businesses perceive that regulation is the main obstacle to their growth or success is a particular cause for concern, given the importance of reducing the productivity gap between the UK and its major competitors and the substantial contribution that growing small businesses can make to new job creation. For example, in a recent survey (3), 16% of small businesses admit to having reduced their workforce and a further 36% have avoided employing more because of their concern over the implications of employment regulation, as it is “time consuming, complex and costly to administer” (4). The DTI, started a pilot on 6 April 04 and we will be monitoring its effects on business after the second common commencement date has passed (1 October 2004).

11. Many of the costs of regulation on businesses are unavoidable in the sense that they represent the price which society has to pay for promoting fairness and public safety and protecting individuals and vulnerable groups from exploitation. However, unnecessary, poorly conceived or implemented regulation can reduce the efficiency with which markets operate and result in unnecessary barriers to entrepreneurial activity and success.

12. Common commencement dates will not solve all the problems to small business caused by regulation but they represent an important step in ensuring that regulation is implemented more effectively, as more businesses will be aware of the changes and therefore in helping to reduce the disproportionate impact, detailed above, that regulation has on small businesses.

13. By helping small businesses to plan for new regulation, they will reduce uncertainty and help to ensure that small businesses and their advisors can identify in advance, ways of introducing them at minimum cost to the business. For reasons outlined above (see para 2), the cumulative burden will become more readily apparent to Ministers and officials and may encourage departments to communicate regulatory requirements more effectively, and improve the advice and support they offer. Further, the fact that several regulations are introduced on one day is likely to encourage more business advisors to plan ahead and gear themselves up to provide advice (in advance) so that they can make clients aware that these changes are in the offing. Also, it enables business to plan for the introduction of the new regulations.

3. Small Business Research Trust (Q3, 2003) NatWest Quarterly Survey of Small Business in Britain.

4. Common Commencement Date Focus Groups (March 2004)



The Cross Cutting Review of Government Services for small businesses (2002) found that many small businesses are not clear what is expected of them and that the impact of regulation actually turns out to be less significant in practice than previously expected.

## **OPTIONS**

1. Do nothing.
2. Implement the common commencement date process to all domestic legislation eg. it already applies to all DTI's domestic employment regulations and certain HSE regulations.
3. That we will introduce common commencement dates of between 2 days to 4 days per sector, covering sectoral and generic regulations rather than across the board as suggested by the recently held focus groups (March 2004). The recent focus groups held in March 2004 identified employment, tax and environment, as areas that they would like to be brought into the common date procedure.

## **COSTS OF COMMON COMMENCEMENT DATES**

14. A number of studies (5) confirm the benefits from better regulation by highlighting the consequences of market failure caused by unnecessary, overly complex and poorly delivered regulation. New business start-ups, business responsiveness, investment and innovation are generally lower in countries with over-burdensome regulation and this can reduce productivity in the wider economy.
15. Although several studies (5) have shown that the UK is a relatively lightly regulated economy, there is growing dissatisfaction amongst business with the burden of regulation and a high proportion of small businesses also perceive that regulation is one of the main obstacles to the success of their business. There is also a growing body of evidence which confirms that the burden of regulation falls disproportionately on smaller businesses. The NATWEST Quarterly Survey of Small Businesses in Britain showed that a small business with 10 -14 employees typically spends 31 hours a month complying with government regulations and paperwork, while an owner of a firm of 50+ workers needed 43.4 hours.
16. Studies (5) show that the average cost of compliance for small businesses is currently between £2,000 and £4,000 per annum.
17. As mentioned above, once the pilot for common commencement dates on employment legislation is completed (October 2004) and the responses from the consultation document analysed, the Government will have a better understanding of the costs common commencement dates may have on business. Cost (such as non compliance) may be reduced further if common commencement dates encourage

small businesses to seek expert advice on regulation and this stimulates public and private sector bodies and advisors to improve communications and support services. This should allow small businesses to implement regulations in a more efficient manner. It is of current concern that only around 4 in 10 small businesses seek advice and only half of these are successful in obtaining it (6).

*However, we do not foresee any increase in advisor costs, as we would expect market forces will apply. **QUESTION: We would welcome views on this***

Option 1: Do nothing. This maintains the status quo and business may continue to perceive regulation as the greatest obstacle to the success of their business (5). As stated in para 17, the estimate given would probably be ongoing. Business will continue to miss regulations and be liable to legal challenge. The Government Action Plan for Small Business: The Evidence Base (SBS 2004) states that it is estimated that compliance costs for businesses employing less than 20 people are at the very least 35 per cent higher per employee than for larger businesses. Other studies have found that the average cost of compliance with existing regulation (for all SMEs) is likely to be between £2000 and £4000 per annum or between four per cent to six per cent of turnover.

5. Further details of the studies mentioned in this section, together with full references can be found summarised in section 8 of the Government Action Plan for Small Business: The Evidence Base (SBS 2004).  
6. Small Business Research trust (2001) Government and Regulation, Quarterly Small Business Management report.

Option 2: Implement the common commencement date process to all domestic legislation e.g. it already applies to all DTI's domestic employment regulations and certain HSE regulations. As mentioned in risks (above) this 'catch-all' option could be too constraining for Government as it would restrict the way it operates i.e. in 2003 Government introduced over 3000 new regulations, 90% of which had little or no substantial impact on business, with over 1,528 relating to temporary road repairs or air navigation orders. It may not make sense to introduce common commencement dates for these types of regulations.

**[QUESTION:** We would welcome views on these cost and the extent that common commencement dates might reduce them]

Option 3: That we will introduce common commencement dates of between 2 days to 4 days per sector (as suggested by the recently held focus groups (March 2004)), covering sectoral and generic regulations rather than across the board. The focus groups identified employment, tax and environment, as areas that they would like to be brought into the common date procedure. Depending on how many days are selected, the risk here could be that business, especially small business, may feel that too much legislation on one day may be difficult for them to cope with. At Annex D we have listed the two common commencement dates for the Department of Trade and Industry's employment regulations for 2004, announced in January 2004. This gives business an indication of the size and scope of what a common commencement day will look like.

**[QUESTION:** We would welcome views on this e.g.:

- a. What would be the perceived costs?
- b. Would you expect to see a reduction of costs overall?
- c. Would you have to hire extra staff to help implement the regulations introduced on a common commencement date?
- d. What changes would you need to make to your business?
- e. If you are an organisation offering advice, would this cause you to incur additional costs in the short term, prior to the implementation of new legislation under this procedure?]

## **BENEFITS**

18. Although there might be risks and costs (as highlighted above) to businesses from common commencement dates in the short term, over the longer term, these maybe more than

compensated for by other positive benefits which common commencement dates may stimulate. These include possible reductions in the volume of regulation and an increase in the number of small businesses accessing expert advice.

19. A recent survey (March 2004) of small businesses by Nottingham University found that 15% of small businesses said that the introduction of common commencement dates was one of the top three measures that they wanted the government to introduce, to reduce the burden of regulation (7). A survey carried out by the Federation of Small Businesses in 2002 found that it was not only the volume of regulation and its complexity that caused problems but also the rate of change. As many small businesses (36%) were dissatisfied with the rate of change as they were with the volume of regulation. The rate of change was of concern to a higher proportion than the cost of compliance (34%). **If common commencement dates are introduced it should reduce this concern almost immediately.** Departments may be encouraged to reduce the amount of regulation because common commencement dates will bring home to them just how much government collectively is expecting of business. We will be discussing this on a bilateral basis with departments.
20. Given that with the introduction of common commencement dates, business will have more than one regulation to implement on one given day, we feel that there should be no increase in implementation costs as, for the first time, they will have been given advance notice and greater certainty of what regulations are coming up – giving them more time to prepare and plan ahead, as departments will need to have put the necessary systems in place to enable business to source the necessary guidance.
21. Over the longer term, the benefits of increased advice and guidance and changes in government behaviour (leading to a possible reduction in the volume of regulation and more timely and better targeted advice and guidance) are likely to offset current costs. As a result, the net benefits from common commencement dates may rise.

Option 1: Do nothing. This maintains the status quo and business may prefer this option as they are familiar with current arrangements. But as stated in para 17, the current cost estimate given would probably be ongoing. Business will continue to miss regulations and be liable to legal challenge.

Option 2: Implement the common commencement date process to all domestic legislation e.g. it already applies to all DTI's domestic employment regulations and certain HSE regulations. As mentioned in risks, we do not favour this option as it could be

too constraining for Government. It would restrict the way it operates i.e. in 2003 Government introduced over 3000 new regulations, 90% of which had little or no substantial impact on business, with over 1,528 relating to temporary road repairs or air navigation orders. It would not seem to make sense to introduce common commencement dates for these types of regulations and we see little benefit in adopting it.

**[Question: We would welcome views on any perceived benefits of this option?]**

Option 3: That we will introduce common commencement dates of between 2 days to 4 days per sector, covering sectoral and generic regulations rather than across the board. This was the preferred option suggested by the recently held focus groups (March 2004). The focus groups identified employment, tax and environment, as areas that they would like to see brought into the common date procedure. The benefit of adopting this option should reduce the burden on business by helping them to plan ahead, reduce the cost of compliance and minimise the impact of diverting resources from their business development. There will be occasions where national priority measures or emergency provisions will arise but in practice, these are rare occurrences and are generally brought in to protect the populace.

22. Should the government decide opt for option 3, we foresee the possible benefits to business such as: a reduction in the time taken to implement regulations, making it easier for small businesses to comply. We would also expect to see a total reduction in the costs of implementing regulations to the 3.8 million businesses in the UK.

**QUESTIONS: We would welcome views on the following:**

- i. Do you think that the adoption of a limited number of common commencement dates for new regulation on only set days a year, instead of new regulation coming out almost every day, will reduce the burden on your business?
- ii. If Departments published an annual statement of common commencement dates for new regulations that impacted on business, accompanied by timely advice to help with implementation, would this help you to plan and comply?
- iii. Do you think that common commencement dates will free up more time to help you develop your business?

7. UK Business Barometer and UK Business Advisor Barometer – on-line surveys of small businesses and their advisors for February 2004 by Nottingham Business School.

23. The Small Business Service consults small businesses by carrying out an annual survey. This issue has been identified as one of their top 5 concerns.

### **What Business Organisations think**

24. The Federation of Small Business, The Federation of Private Business, the CBI, IoD and the British Chamber of Commerce have all expressed their support for this approach

### **Focus Groups**

25. We held two focus groups with SMEs, their representatives and other interested parties, consulting them on this matter: one covering London and the South East regions at Denbies Vineyard, Dorking, Surrey on 3 March 2004 and one covering the East and West Midlands at Half-penny Vineyard, Dudley on 10 March 2004. Forty-seven companies attended the two events.

26. We raised the following questions at the focus groups:

- i. What areas of legislation affect SMEs and possible groupings;
- ii. Dates where, be it sectoral or generic, CCDs should be avoided or preferred, along with an indication of the number of dates a year;
- iii. The impacts or cost of regulations on business;
- iv. How SMEs wish to receive notification of CCDs;
- v. Do you think that CCDs should be brought in for European legislation?

27. The conclusions gathered were that:

- They were overwhelmingly in support of CCDs;
- Legislation is a burden for small businesses as it takes time and money to deal with it and it hampers growth;
- Changes in legislation and regulation does affect small business as there is a need to keep up to date and that there is a fear of not knowing what legislation applies. There is a growing perception that small business need to protect themselves against litigation by their employees given the recent increases in employment legislation;
- Not enough is done by government to communicate changes in legislation as many owner/managers feel that they do not know what affects them – eg. they want a single website with everything on it;
- They could cope with between two to four CCDs a year per sector – dates varied per sector;

- They would like to see CCDs introduced for European legislation.
28. Based on the evidence gathered at the focus groups, we have prepared a consultation document and a revised partial RIA and plan to consult business from 30 April 2004 until 3 September 2004.

### **Competition Assessment**

29. As mentioned elsewhere in this document, this initiative is a response to stakeholder concerns that we introduce regulations on a periodic rather than an ad hoc basis. We undertook the competition filter test and our proposal is unlikely to have a significant detrimental effect on competition. However, if new information comes to light, we will re-apply the filter test and review the results.

### **Enforcement and Sanctions**

30. As mentioned elsewhere in this document, this initiative is a response to stakeholder concerns that we introduce regulations on a periodic rather than an ad hoc basis. We would hope Ministers, through the Ministerial Panel for Regulatory Accountability and others, such as, the Better Regulation Task Force/Small Business Council, to monitor this.

### **Consultation**

31. This work stream was agreed by Minister's as part of the Government Action Plan for Small Business, published in January 2004, with the endorsement of the Prime Minister, the Chancellor and the Secretary of State for Trade and Industry. We will continue to work with Departments as part of the consultation process. Informal consultation with a range of SMEs is described under the Small Firms Impact Test.
32. As mentioned in the Small Firms Impact Test section, we will prepare a consultation document and consult business and other interested parties as from April 2004. We will publish our findings on [www.sbs.gov.uk](http://www.sbs.gov.uk).

### **Monitoring and Evaluation**

33. A decision to proceed will be dependent on the outcomes of the public consultation exercise, bilateral meetings with other

Government departments and the DTI pilot, probably in Autumn 2004.

34. If adopted, we will review this on a six monthly basis, starting in September 2005.

### **Contact point**

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## Department of Trade and Industry

### STATEMENT OF FORTHCOMING EMPLOYMENT REGULATIONS IN 2004

The two 'Common Commencement Dates' are:

- April 6 - the start of the tax year
- October 1 - when the minimum wage is revised

<b>Section A</b> <b>Regulations to commence on 6 April 2004</b>	
Section A details changes to employment law and practice that are due to commence on 6 April 2004.	
6 April '04	<b>Conduct of Employment Agencies and Employment Businesses Regulations</b>
	These regulations will apply to the private recruitment industry and will largely update the existing requirements that govern their conduct. Regulations that are out of date and unnecessary are being repealed.
	Further information: <a href="http://www.dti.gov.uk/er/agency.htm">www.dti.gov.uk/er/agency.htm</a>
6 April '04	<b>Extension of Acas Arbitration Scheme to Scotland</b>
	Acas presently provide an arbitration service to resolve complaints concerning unfair dismissal and flexible working, as an alternative to resolution at Employment Tribunal in England and Wales. This Order will provide arbitration for complaints arising in Scotland. It only impacts on those employers and employees in Scotland who are seeking to use arbitration to resolve a complaint.
	Further information: <a href="http://www.acas.org.uk">www.acas.org.uk</a>
6 April '04	<b>Maternity leave and paternity, and adoption leave and pay regulations</b>
	Technical amendments to fine tune the operation of the new laws for working parents introduced in April 2003
	Further information: <a href="http://www.dti.gov.uk/workingparents">www.dti.gov.uk/workingparents</a>

**Section B****Regulations to commence on 1 October 2004**

Section B details changes to employment law and practice that are due to commence on 1 October 2004.

1 October '04	<b>Annual revision of National Minimum Wage</b>
	<p>The Low Pay Commission has recommended that on 1 October 2004 the National Minimum Wage should rise to £4.85 per hour for adult workers and £4.10 per hour for those aged 18 – 21. It is due to report on any fine-tuning of this recommendation in light of economic conditions in February 2004.</p> <p>The Government has also asked the Commission to report by February 2004 on the possible introduction of a minimum wage for workers aged 16 and 17. It is possible that a new minimum wage rate may be introduced for this group in October 2004. The Government will not make any decision until the Commission has reported.</p>
	Further information: <a href="http://www.dti.gov.uk/er/nmw/index.htm">www.dti.gov.uk/er/nmw/index.htm</a>
1 October '04	<b>Discipline and Grievance Code of Practice</b>
	<p>To take account of the new statutory procedures a revised version of the widely-used ACAS Code of Practice will take effect. The Code of Practice sets out practical advice and guidance for dealing with disciplinary and grievance matters in the workplace.</p> <p>Further information: <a href="http://www.acas.org.uk">www.acas.org.uk</a></p>
1 October '04	<b>Dispute Resolution Regulations</b>
	<p>The regulations will introduce new statutory procedures to encourage the resolution of dismissal, disciplinary and grievance disputes in the workplace.</p> <p>Further Information: <a href="http://www.dti.gov.uk/disputeresolution">www.dti.gov.uk/disputeresolution</a></p>
1 October '04	<b>Employment Appeal Tribunal (EAT) Rules</b>
	<p>Amendment of existing EAT Rules arising out of the Employment Act 2002 relating to the handling of costs and expenses. The EAT President has also tabled proposals for changes to the appeal process. The changes will only impact on employers and employees who are resolving a dispute at the EAT.</p> <p>Further information: <a href="http://www.employmentappeals.gov.uk">www.employmentappeals.gov.uk</a></p>
1 October '04	<b>Employment Tribunal (Constitution and Rules of Procedure) Regulations</b>

	<p>The new regulations and rules of procedure will seek to modernise the tribunal system and render it more efficient. The regulations will cover both England and Wales, and Scotland and will impact on employees and their employers who are seeking to resolve a dispute at an employment tribunal.</p>
	<p>Further information: <a href="http://www.dti.gov.uk/er/individual/etregs_consult.htm">www.dti.gov.uk/er/individual/etregs_consult.htm</a></p>
1 October '04	<p><b>Employment Tribunals: New application forms</b></p> <p>Both applicants and respondents (typically employers) will be required to use new forms when dealing with an employment tribunal case. These new forms will require both parties to share more information earlier in the tribunal process. The changes will impact on employees and their employers who are seeking to resolve a dispute at an employment tribunal.</p>
	<p>Further information: <a href="http://www.employmenttribunals.gov.uk">www.employmenttribunals.gov.uk</a></p>
1 October '04	<p><b>Equal Pay Act, Rules of Procedure in equal value claims</b></p> <p>The regulations simplify and streamline the complex rules of procedure relating to equal value tribunal cases. The aim is to speed up the Independent Expert procedure that presently can cause delay.</p>
	<p>Further information: <a href="http://www.womenandequalityunit.gov.uk/legislation">www.womenandequalityunit.gov.uk/legislation</a></p>
1 October '04	<p><b>Equal Pay Act, “No reasonable grounds” provision</b></p> <p>A short set of regulations will amend the “no reasonable grounds” provision in the Equal Pay Act, in order to clarify it.</p>
	<p>Further information: <a href="http://www.womenandequalityunit.gov.uk/legislation">www.womenandequalityunit.gov.uk/legislation</a></p>
1 October '04	<p><b>Regulations to amend the National Minimum Wage to introduce new fair piece rate regime</b></p> <p>The amendments introduce a system of fair piece rates for output workers (workers that are paid according to how many pieces they produce). Output workers will either have to be paid the minimum wage for all hours worked, or paid under a system called rated output work.</p>
	<p>Further information: <a href="http://www.dti.gov.uk/er/nmw/index.htm">www.dti.gov.uk/er/nmw/index.htm</a></p>
1 October '04	<p><b>TUPE Regulations</b></p>

(probable)	<p>The revision of the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE) take on board amendments to the EC Acquired Rights Directive and will provide more clarity over whether or not the regulations apply to particular contracting-out or analogous situations. They will apply to all businesses in England, Wales, Scotland and Northern Ireland.</p> <p>Note: It is possible that the commencement of the regulations may not take place until 2005.</p>
	Further information: <a href="http://www.dti.gov.uk/er/individual/tupe-pl699.htm">www.dti.gov.uk/er/individual/tupe-pl699.htm</a>

# COMMON COMMENCEMENT DATES

Consultation Response Form

An electronic copy of this form can be  
found at

<http://www.sbs.gov.uk/consultation/ccdates.pdf>

individual consultation responses. This will extend to your comments unless you inform us that you wish them to remain confidential.

**Please tick if you want us to keep your response confidential**

Name \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Return completed forms to:*

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Please tick one box from a list of options that best describe your organisation.  
This enables views to be presented by group type.

<input type="checkbox"/>	Sole Trader
<input type="checkbox"/>	Small Business (1-50 employees)
<input type="checkbox"/>	Medium size Business (51-250 employees)
<input type="checkbox"/>	Big Business (over 251 employees)
<input type="checkbox"/>	Business Representative Organisation
<input type="checkbox"/>	Trade Association
<input type="checkbox"/>	Business Intermediary
<input type="checkbox"/>	Interest Group
<input type="checkbox"/>	Other (please describe):

## Core Questions

### Question 1

Would the introduction of common commencement dates help you?

Yes

No

Not sure

***A) If Yes, how would common commencement dates help you?***

---

***B) Can you envisage any practical problems with a lot of new regulations being introduced on the same day?***



## Question 2

To what areas of law would you like common commencement dates to apply?  
Please indicate your preferred dates for these areas.

***Comments: Areas of law***

***Comments: Dates preferred***

### Question 3

Would you like to see common commencement dates extended to areas of the tax system?

**A**       **Yes**       **No**       **Not sure**

If yes, are there any specific areas where this would be most useful and why?

**Comments:**

**Question 4**

What areas of law would you not like to see common commencement dates introduced for and what dates should we avoid?

***Comments: Areas of law***

***Comments: Dates to be avoided***

### Question 5

What would be the optimum number of dates a year?

A) By sector:

**A**       0       1-2       3-5

B) For generic legislation:

**B**       0       1-2       3-5

**A) Comments:**

**B) Comments:**

**Question 6**

A) Is your business or organisation currently affected by legislation that originates in Europe?

**A**       **Yes**                       **No**                       **Not sure**

B) Do you think that in the future common commencement dates should be introduced for European regulations (see paragraph 12)?

**B**       **Yes**                       **No**                       **Not sure**

C) In the box below, please indicate what changes common commencement dates in European regulations would make to your business.

**C) Comments:**

**Question 7**

Do you have any other comments on how the Government could most effectively implement common commencement dates?

***Comments:***

## Supplementary questions (not obligatory)

### Question 8

What areas of national legislation affect you? Is it possible to group them?

***Areas of legislation:***

**Please Group**

**Question 9**

Is the implementation of regulations a greater burden for a small firm? Do you:

agree strongly  agree  disagree  Not sure

If you agree, please indicate in what way (such as cost, time, a percentage split between central and local government requirements).

**Comments:**

**Do larger businesses have views on this as well?**

**Comments:**



**Question 10**

A) How do you learn about changes to legislation?

A)

***B) Please suggest the best ways for providing businesses and other organisations with coherent and comprehensive information on planned regulatory change?***

**Question 11**

Do you have any other general comments to inform this consultation?

***Please use this space for any general comments that you may have, comments on the layout of this consultation would also be welcomed.***

**Comments:**

**Question 12**

Were you aware of the Department of Trade and Industry pilot on common commencement dates for employment regulations?

**A**  **Yes**                       **No**                       **Not sure**

**Comments:**

Thank you for taking the time to let us have your views. We do not intend to acknowledge receipt of individual responses unless you tick the box below.

**Please acknowledge this reply**

Here at the Small Business Service we maintain a database of small businesses. These companies volunteer to work with government officials to develop new proposals at an early stage to ensure that the 'Think Small First' principle is considered. As your views are valuable to us, would it be convenient if we were to contact you again from time to time either for research or to send through consultation documents?

**Yes**

**No**

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