

NEWS FROM THE BBI GROUP

# BBi Group Begin Office Return

BBi began a phased return to offices the week commencing June 1st. With the South Woodford, Horsham and Ireland offices all returning, on a staggered hour's system. Throughout the offices, various precautions have been made following government advice in their respective countries. All employees are expected to wear face masks upon entry to the building and whenever they leave their desks. In addition, Perspex dividers have been fitted around every work station to ensure safety. Temperature checking stations have been fitted and are compulsory upon entry to the building.



**Berns Brett remains committed to delivering our usual high level of service. For any queries you may have related to your policies please contact your account handler or [enquiries@bernsbrett.com](mailto:enquiries@bernsbrett.com). Please direct Irish enquiries to [enquiries@bbiireland.ie](mailto:enquiries@bbiireland.ie)**

WE'VE PURCHASED MASKS,  
INSTALLED PERSPEX DIVIDERS,  
AND MOST IMPORTANTLY,  
WIDENED THE DOORS  
FOR THOSE OF US WHO  
PUT ON WEIGHT DURING  
LOCKDOWN!



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**BBi** Group News

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- BBi Risk Solutions
- BBi Horsham
- BBi Ireland
- BBi India
- BBi Financial Planning

**All group offices remain operational and are here to help**

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# Why You Need A Financial Plan

**We'll get to the Fairy Godmother in a moment, but first can you tell me what financial planning is? Maybe the answer is obvious to you. Maybe you've never thought about it. Is it something you ignore, something you put off, or is it something you embrace?**

Let's forget the word 'financial' for a moment. It can be distracting and bring to mind things like the stock market and 'complicated' investments. Instead, think about why you need to make plans.

What's the purpose of a plan? A plan is something you follow which will lead you to a result you want. It's not a hope or a dream, it's something real.

## Examples of plans

Think about building a house. Your goal is the house. Your blueprints are the design – what you hope to build. Your plan is the steps you take to turn your design into the finished house.

Or think about taking a holiday to Disneyland. Your goal is to have fun in the parks. The brochure is what you hope to achieve. The plan is the steps you take to turn the promise of excitement in the brochure into something you can experience for yourself.

Dreaming about a house will not give you somewhere to live. Dreaming about a holiday will not give you a tan.

Your best chance of realising these dreams is to turn them into goals that are concrete and real. Then you must commit to making them happen. How you will make them happen will depend on your plan.

Remember this is *your* plan, not any old plan. If you're going to build a house you want the house that's right for you. The same goes for your holiday. Floating through life waiting for things to change will not get you the results you want. Fairy godmothers only work at Disney.

Also remember that no plan works perfectly out of the box. The plan is not the solution or the goal. It's a guide and a map to help you reach your goal. You will need to adjust it from time to time because life is full of surprises, but it's far, far easier to react to the unexpected when you already have a plan. You are less likely to be taken by surprise if you have already planned ahead. The same goes for your financial life.



## What plans do you have now?

So what plan do you have for your financial life? Do you have one, or are you going to hope for the best?

- What's your plan for escaping credit card debt? Is it to make the minimum payments and hope everything works out? Do you even know how long it will take to clear your debt? Do you even know how much debt you have?
- What's your plan for your retirement? Is it to ignore pensions because they are complicated (they're not – unfamiliar is not the same as complicated). When you stop working how will you pay your bills? How much will you need to pay your bills? Or will money magically appear when you need it?
- What's your backup plan if something goes wrong? What if you have an accident and can't work? What if your car breaks down? If your boiler stops working?

I already know that you are answering some of these things in your mind, and that is wonderful. It means you have thought about them already and made a plan because you recognise the importance and the value of planning for the future.

You're already on your way. Now, what about the rest?

## How BBi Financial Planning can help

Financial planning is how you take control of your financial life. BBi Financial Planning can help you with your plan, and we can help you find your plan.

Our financial advisers are independent, chartered professionals with years of experience,

but if you're just starting out with a plan, that might not be what you need right now.

If you're just getting started and want to talk to someone about where and how to begin, we offer coaching services at around half the cost of our financial advice.

Our coaching services can:

- Guide you through the basics of money
- Teach you the fundamentals
- Help you find your plan if you're just getting started
- Support you in discovering opportunities you already have but might not realise
- Check in with you to help you through life's inevitable hiccups
- Keep you accountable to the plan that you create (this might be the most valuable thing we can do)

Most important of all, we're not here to correct your plan. It's your life, your money and your plan. We'll question and prompt and ask you to consider things you might not have thought of, but the choices you make are up to you.

**Whether you want a sounding board, or need someone to hold your hand, we're here to help, judgement-free.**

When you're ready to take the next step, we'll be there to back you up with fully independent advice from our chartered professionals.

Is it the right time for you to turn those dreams into plans? Disneyland only has fairy godmothers. You have BBi Financial Planning.

**Contact us today on 020 8559 2111, and let's make something happen\*.**

\*fairy dust not included

# Staying Alert and Remaining Vigilant

As staff begin returning to work, and from what is known about coronaviruses, the spread of Covid-19 is most likely to happen when there is close contact with an infected person - the risk increases the longer someone has close contact with an infected person.

To minimise this risk, introduce physical distancing measures across all business types. Ways to achieve this include:

- Maintaining 2 metre distance between employees.
- Avoiding close contact with people.
- Setting up screens or barriers at checkouts or desks.
- Implementing a queue management system with correct distance markings.
- Encouraging use of card payment methods.
- Allocating times for collections, appointments and deliveries.
- Restricting or staggering the use of canteen facilities.
- Removing tables and chairs from the canteen and restricting the number of staff per table.
- Ceasing all self-service activities and providing food that is pre-wrapped.
- Reducing staff density through working from home or split shift arrangements.
- Use of technology for video or virtual meetings.
- Limit meetings including length and proximity of gatherings between employees and others.
- Alter shift handover arrangements to ensure the appropriate routines are followed for social distancing.
- Alter shift patterns to reduce worker numbers.

Restrict the number of visitors to your organisation. Where business critical visitors are required to attend the site, controlled access should be in place including sanitisation processes and full personal contact details should be collected to assist with contract tracing. When it comes to cleaning, pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Cleaning of visibly dirty surfaces followed by disinfection is a best for prevention of Covid-19 and other viral respiratory illnesses in communal settings.



Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.

No additional disinfection beyond routine cleaning is recommended unless an infected person has occupied the work area.

All waste that has been in contact with infected individuals, including used tissues, and masks if used, should be put in a normal waste bag – double-bagging should be used. The waste bag should be kept for 72 hours, then thrown into the normal waste.

Employee hygiene practices are important to prevent spread of Covid-19. You should put up appropriate signage on your premises and generally communicate Government and NHS recommendations to prevent infection spread.

It is important to follow good practices for handwashing which include using soap and water and washing for over 20 seconds.

Touching of the face should be avoided. Regular handwashing with soap and water is effective for the removal of Covid-19. Between washing, use of hand sanitisers is recommended.

Employees should cover their mouths when coughing and sneezing and clean the nose and mouth with disposable tissues. If they don't have a tissue, they should cough or sneeze into their arm or sleeve (not hand). Put used tissues into a sealed bin and then wash their hands.

**The guidance and advice relating to the Coronavirus situation is changing all the time; it is important to keep up to date and follow the latest government guidance, please check the link below and if you have any questions please contact paul.venter@bbrisksolutions.com**

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>



## UPDATE YOUR SOFTWARE



Since lockdown began, the United Kingdom has seen a rise in the use of video conferencing to allow businesses to run as efficiently as possible in these difficult times. This rise in use of video conferencing platforms has been coupled by a rise in cyber related incidents, as warned by the National Cyber Security Centre (NCSC). It has been reported that half a million Zoom accounts may be available on the dark web, leading the platform to introduce several security updates. The fears of security are echoed by Paul Farrington, Chief Technology Officer of Veracode, who states “in recent weeks a series of security missteps and bugs have been discovered, which raise fresh questions about the cyber risks and privacy issues associated with online conference systems”.

To counter this increased cyber threat that we now face, it is important to have the latest versions of these applications downloaded to increase security and prevent hackers from gaining access and stealing data. In addition, it is good practice to be able to wipe, track and freeze laptops that contain confidential data.

**Whilst many clients already have cyber cover in place, if you do not have cyber cover or would like to discuss your policy please contact your account handler or enquiries@bernsbrett.com**

## Is Your Home Covered?

We are spending more time than ever at home, meaning that the population is undertaking new activities at home such as home workouts, DIY and games to entertain their children at home. Reports have surfaced recording that 11% of parents have admitted to their children causing damage to their home or its contents. Unfortunately many household policies do not cover many of the activities that the British population have undertaken during this lockdown.



**Please contact [horshaminsurance@bernsbrett.com](mailto:horshaminsurance@bernsbrett.com) to find out more.**



## GDPR Anniversary – Did You Celebrate?

BBi doubt that there were many people celebrating the two year GDPR anniversary. Since GDPR came into effect on the 25th May 2018, organisations worldwide have been affected by how they collect, use, manage, protect and share personal data, despite this being EU regulation.

BBi have recently reviewed and refreshed our GDPR policies and we thought we'd share some brief good practice suggestions with you:

### Risk Governance

- Regularly perform security reviews to check that personal data is secure against unauthorised access or processing and identify where personal data is stored within the organisation.
- Create a plan to ensure continuous monitoring to follow up all data compliance and cyber security.
- Ensure minimum terms stipulated by GDPR are included in contracts with all third party processors.
- Adopt a privacy by design methodology when initiating new projects or developing new systems and services.

### Insurance Review

- Ensure adequate cyber coverage is in place (your BBi account manager can help)
- Review your cyber coverage with regards to GDPR non-compliance, fines penalties and lawsuits.

### Incident Response

- Create an incident response plan, including data security breach notification procedures and access to external experts.
- Ensure incorporation of escalation plans and nominated advisors covering all required stakeholders, including business operations, legal PR and key third parties such as IT and system suppliers.

**For any questions you may have on this subject please contact your account handler.**