

# 15 top tips for scaling your business

Looking to scale your business and planning for long-term success is an exciting time but with many important things to consider, it might make you feel overwhelmed.

Having the correct measures in place will mean you can enjoy growing your business and focus on achieving your aspirations.

Legal experts from our employment, corporate, commercial property, litigation and private client teams discuss some of the key areas you may need to consider to help you on your way to successfully grow your business.

Here are our 15 top tips for scaling your business to ensure long-term success:

## Employment law considerations

### 1 Review and update policies and contracts

Regularly review your business policies and employee contracts to keep them relevant. These documents help maintain fairness and transparency and should help staff feel supported at work and understand what is expected of them.

It is a legal requirement that all employees are provided with a contract to sign when they start their employment, so it is important these are well drafted and up to date.

### 2 Train your managers

Equip managers with the training they need to handle larger teams confidently, not only for their own confidence but also to ensure the company does not find itself in legal difficulty if something is dealt with incorrectly.

### 3 Invest in HR and employment law

As your team grows, new challenges can naturally arise. Ensure you have quality HR and legal advice to manage these effectively and protect your company from potential legal issues, by being confident that the advice you have been given is accurate and true.

## Corporate law considerations

### 4 Set up governing documents early

Establish shareholder agreements and articles of association (where a limited company) early on to avoid complications later.

Having these in place will give you the reassurance that they are readily available when needed, and not finding out you need them when it is too late.

### 5 Ensure contractual agreements are in place

Make sure your terms and conditions around your supply are thought out and put in place, this makes it clear what is expected and avoids any miscommunication.

### 6 Review data protection and compliance

Take the time to understand what types of data your business collects, how it is used and how this is communicated to your customers and suppliers.

You should then make sure you fully understand your obligations when it comes to data protection and make sure you are legally compliant.

### 7 Protect intellectual property

Ensure any innovative ideas or products are adequately protected from an intellectual property perspective to avoid others stealing or exploiting the idea.

## Real estate considerations

### 8 Check lease provisions before alterations

You must review your lease agreements before making any alterations to your premises. It is common practice for leases to restrict any exterior and/or structural alterations and to restrict any internal alterations without landlord consent. Failure to comply with the terms of the lease puts the lease at risk of forfeiture so a tenant must take advice on the alterations provisions in a lease. If required, landlord consent is documented by way of a Licence for Alterations.

### 9 Plan for potential relocations

If you are considering relocating business premises, take advice on the terms of your lease to understand the contractual term end date and, if applicable, the date of any break clause. If there is a break clause allowing you to end the lease prior to the contractual term end date, consider the conditions of exercising the break which may include a penalty charge. The break will either be for a fixed date or rolling with a minimum notice period, both with mandatory notice requirements so it is critical you take expert advice on exercising a break. Either way, you must also consider the cost implications of ending a tenancy, including reinstatement of any alterations and redecoration.

### 10 Consider leasing commercial premises

The growth of your business may require you to lease larger premises. If so, ensure you negotiate the lease to align with your commercial requirements, considering the effect and regularity of any rent reviews, any restrictions on sub-letting and/or assignment and any energy performance upgrades.

### 11 Consider buying commercial premises

It may be that on taking appropriate financial and tax advice, the business has the resource to purchase commercial premises rather than enter into a commercial lease. A purchase can provide more flexibility avoiding the need for landlord consent for alterations, sub-letting and/or assignment. A thorough review of the legal title will be required here to ensure the property is free from defects and able to be used for the intended use. Enquiries of the Seller will identify any possible problem areas, whether that be with historic insurance claims, problem neighbours or environmental concerns.

## Preventing litigation

### 12 Choose the right advisors

Build strong relationships with legal and financial advisors to prevent disputes from escalating. Choosing the right people to advise you, in the long term, can produce a significant cost saving. Regularly review their contracts to ensure they meet your current needs.

### 13 Consider outsourcing debt recovery

If as a smaller business you previously sought recovery of debts internally, it might no longer be cost-effective to continue to do so as you grow, and use of an external debt recovery solicitor would perhaps be more effective in terms of time and cost management.

## Personal affairs

### 14 Think about succession planning

Plan for the future by setting up succession plans and shareholder agreements. This ensures the smooth continuation of your business even in unforeseen circumstances. This can evolve over time, but it is sensible to consider this on a regular basis and ensure everything is in place to allow this to happen.

### 15 Secure your personal affairs

Protect your business and family by setting up wills, lasting powers of attorney, and seeking tax advice to optimise inheritance tax reliefs. There are many scenarios that could occur and having these in place can ensure your business can continue to run and it is clear on what should happen to your share of the business. There are also generous inheritance tax reliefs for trading businesses where certain criteria are met.

Growing your business can be stressful but with the right advice, policies and procedures in place you can be assured things should go as smoothly as possible and allow you to focus on making your business even more profitable.

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Visit our website to find out more about our legal experts and the services we offer to help your business succeed.

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