



Hull  
Business Support Handbook  
2006



Hull  
Development and Renewal

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# **Business Support Handbook**

11<sup>th</sup> Edition

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## FOREWORD

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Welcome to the 11<sup>th</sup> edition of Hull City Council's Business Support Handbook.

Hull's regeneration is continuing with more than £665 million of investment planned for the City Centre alone. Hull City Council is proud to be working in partnership to create a better city and improve people's lives in terms of health, education, housing, leisure and culture.

Hull has recently seen the completion of several major developments, including the opening of the extension to The Deep, the BBC's regional head quarters at Queen's Court and the first phase of Humber Quays "Island Wharf". The St Stephen's development on Ferensway is well underway and the proposed Quay West development will triple the size of Princes Quay. Combined, they will transform the face of retail in Hull. Concurrently, CityBuild, Hull's very own Urban Regeneration Company and the Pathfinder Project, are also playing a major role in the regeneration of the City: Hull is very much at the forefront to meet the challenges of today's modern businesses.

Hull City Council recognises the importance of active support for businesses both long established and new, as well as those who are considering locating to the City. High on the City Council's agenda and a key policy of the Hull Community Strategy, we recognise that successful expanding businesses create employment opportunities and inject wealth into the City's economy.

To underline our commitment to improving business growth within the City a new partnership between Hull and Humber Chamber of Commerce and the City Council brings a versatile package of support for local businesses through the Acorn Fund which complements other sources of assistance. Business start ups have always been a priority for the Council and supporting and nurturing entrepreneurs is one of our key promises to Hull.

With a comprehensive range of support and advice to available to businesses within the City, we hope this handbook will help you access all the support and advice you need to enable your business to prosper and play a part in the regeneration of Hull.

**Councillor Kath Lavery**

Portfolio Holder for Economy and Regeneration

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## KINGSTON UPON HULL

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Strategically located on the East Coast of the UK, the City and Port of Hull has always been a major hub of international trade, occupying a prime position on the busy trade routes between the UK, continental Europe, the Baltic States and the rest of the world.

Hull's industry is wide and diverse. The city's industrial clusters include engineering/marine engineering, ICT/Digital technology, food manufacture and processing and ports and logistics. Other strengths include pharmaceutical and healthcare manufacture and caravan manufacturing (Hull is Europe's largest caravan manufacturing centre). The city's tourism industry is rapidly growing year on year, boosted by the development of major visitor attractions such as "The Deep" and leisure and sports facilities such as the KC Community Stadium.

### **Port of Hull**

The Port of Hull is one of the UK's leading foreign trading ports for a variety of cargoes, including lo-lo and ro-ro traffic, forest products, general cargo and is the only passenger port on the Humber Estuary, with a state of the art passenger terminal for P & O Ferries super cruise ferries on the Hull to Rotterdam crossing. Through continuous private sector investment in new facilities and terminals the port has gone from strength to strength handling in excess of 12m tonnes of cargo in 2004. The proposed Quay 2005 development provides further expansion opportunities, creating a multi-purpose deep water terminal.

### **Infrastructure**

Kingston upon Hull has excellent infrastructure due to the modern system of motorway links provided by the M62 which connects Kingston upon Hull to the west coast and connections with the M1, M6 and A1 north-south routes ensure effective distribution to all parts of the country.

The Humber Bridge gives a fast route to Humberside International Airport which provides an expanding schedule of regular flights with Leeds/Bradford Airport also serving the East Yorkshire Area. A further option is provided by the newly opened Robin Hood Doncaster-Sheffield International Airport which offers passenger as well as air freight services.

For the transportation of goods, modern railfreight operations are adjacent to the major port and industrial areas offering a variety of transmittal services.

Ferry services have been greatly enhanced in recent years with combined roll-on/roll-off freight and passenger ferry services to Rotterdam and Zeebrugge enabling quicker access to the continent.

### **Enterprise Areas in Hull**

A key element in the Government's enterprise policy is the recognition that social attitudes, the business environment and specific market failures can present higher barriers to enterprise within disadvantaged communities compared to other areas.

In the Pre-Budget Report published on 27 November 2002 the Chancellor of the Exchequer, Gordon Brown, announced details of about 2000 Enterprise Areas to address the barriers to enterprise affecting the most disadvantaged communities in the country.

The Enterprise Areas are the most deprived areas across the UK. In England, Wales and Northern Ireland the areas are defined at ward level, and in Scotland they are defined using postcode sectors, based on the relevant national indices of deprivation.

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The following Hull wards qualify for Enterprise Area status:

Noddle Hill	Newington	Ings
University	Stoneferry	Orchard Park
Longhill	Myton	Pickering
Marfleet	Southcoates	St Andrews

It should be noted that the status was conferred before a number of ward boundary changes were made. The eligible areas remain unaffected by boundary changes.

Enterprise Areas are a policy toolkit designed to focus and co-ordinate measures targeted on or likely to help businesses in deprived areas. Businesses in an Enterprise Area may benefit from one of several new or existing forms of Government assistance, help from a Community Development Finance Institution, and neighbourhood renewal projects.

Local authorities, Regional Development Agencies and Local Strategic Partnerships have a significant role to play in using the opportunities presented by these measures to support and strengthen their strategies for economic development and local regeneration, and in boosting the awareness and uptake of relevant measures by local businesses.

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## HULL DEVELOPMENT AND RENEWAL SERVICES

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Hull City Council has a commitment to underpin the economy's transition. Development and Renewal Services acts as the Council's interface with the business community, seeking to maximise the delivery of the tool kit of local and national initiatives aimed at providing new and diverse opportunities for the City's economic growth.

We can call upon numerous partners including Yorkshire Forward, the Regional Development Agency for Yorkshire and Citybuild; Hull's own Urban Regeneration Company, to add value and support for those investments which will help the City to achieve its objective of producing a successful and prosperous economy.

We can offer a seamless service from initial enquiry through to aftercare on all aspects of investment including grant assistance, planning, recruitment and skills development, market intelligence, sites and premises and quality of life issues.

Advice and information is available to all types of businesses – including the sourcing of business sites and financial assistance available in the Hull area – all on a free and confidential basis.

*Contact:* Development and Renewal Services  
Anchor House  
The Maltings  
Silvester Street  
Hull  
HU1 3HA

Tel: (01482) 300300

Fax: (01482) 610620

E-mail: [dev&renewal@hullcc.gov.uk](mailto:dev&renewal@hullcc.gov.uk)

Website: [www.hullcc.gov.uk/business](http://www.hullcc.gov.uk/business)

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## Hull Business Development

Hull Business Development is a dedicated team offering advice and assistance to businesses throughout the City. The team is able to offer advice on sources of local, regional, national and European financial assistance and a funding search facility through the Hull4Business website.

Hull Business Development also endeavours to help in many other areas including providing general business advice, counselling, planning, and information and training issues all on a free and confidential basis.

The team undertakes a company visit programme to major employers in the City, acting as a single point of contact for the business on any issue/s they may have with the City Council, as well as offering advice and support for any expansion/redevelopment of their facilities in Hull.

**Contact:** Hull Business Development  
Suite 1  
SHINE Knowledge and Innovation Park  
St Mark Street  
Hull  
HU8 7FB

Tel: (01482) 331437  
Fax: (01482) 331432

Email: [business.support@hullcc.gov.uk](mailto:business.support@hullcc.gov.uk)  
Website: [www.hullcc.gov.uk/funding](http://www.hullcc.gov.uk/funding)

## Hull Business Investment

Hull Business Development also provides the following services through the Business Investment Team:

- Marketing the City of Hull as a business location
- Providing an enquiry service for companies interested in investing in the City, or existing companies looking to expand
- Managing a database of vacant land and office/industrial premises in Hull, which can be searched on behalf of businesses
- Developing and promoting specific sectors, for example food and contact centres
  - Managing the Central Language Skills Register - a database of people with language skills within Hull and the travel to work area. Companies can use this free "matching" service to identify suitably qualified linguists for translation/interpretation projects or for long-term employment.

**Contact:** Gill Sinclair  
Business Investment Manager  
Hull Business Development  
Anchor House  
The Maltings  
Silvester Street  
Hull  
HU1 3HA

Tel: (01482) 612145  
Fax: (01482) 612160

E-mail: [gill.sinclair@hullcc.gov.uk](mailto:gill.sinclair@hullcc.gov.uk)  
Website: [www.hullcc.gov.uk/business](http://www.hullcc.gov.uk/business)

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## Hull Cluster Development

The Hull Cluster Development Strategy aims to assist companies to be better equipped to rise to the challenges in the increasingly competitive market place. The Initiative identifies connections and opportunities within four defined clusters and aims to build upon identified competitive advantage.

Clusters have become the focus of many local and regional strategies deriving from their stated importance in recent Government White Papers. The Initiative specifically relates to the Yorkshire and Humber Regional Economic Strategy (RES) objective “to grow the region’s businesses” in key economic sectors; to create a radical improvement in their competitiveness and contribution to the regions wealth. By focusing on the barriers to competitiveness of local companies we will also be responding to the other objectives in the RES by addressing skills issues, opportunities for targeted inward investment and new company spin out.

The Hull Cluster Development Strategy focuses its activities on four specific clusters; food, maritime, digital and engineering, chosen as they are strongly represented in the City and are areas which can compete within a global market place. Through the close engagement with the alliances’ private sector we have been able to identify possible areas of collaboration, strengths and weaknesses. We have also been able to identify and act upon some of the barriers to competitiveness that these companies face in the current economic climate.

The Hull Cluster Development Strategy aims to capture and support 25,000 jobs as identified in the Corporate Plan, we have already identified 10,000 in the food cluster, 18,000 port related and 12,500 in engineering.

Yorkshire Forward has also aligned their resources behind a cluster strategy and teams have been put in place to facilitate the development of these clusters across the region.

The key clusters identified by Yorkshire Forward are:-

- Advanced Manufacturing Metals
- Food and Drink
- Chemicals and bio-science
- Digital Industries

One of the Regional Economic Strategy’s (RES) priority actions is to establish the Humber Trade Zone which will be delivered through an integrated package of support to four industrial sectors:-

- Chemicals and process industries
- Value added food preparations
- Port, marine and logistics
- Digital and telecommunications

The Hull Cluster Development Strategy aims to achieve the best for Hull from this sub-regional agenda and the cluster alliances form part of the HTZ Integrated Development Plan.

*Contact:* Development and Renewal Services  
The Maltings  
Anchor House  
Silvester Street  
Hull  
HU1 3HA

Tel: (01482) 612181  
Fax: (01482) 612160

E-mail: [clusterdevelopment@hullcc.gov.uk](mailto:clusterdevelopment@hullcc.gov.uk)

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## **Hull City Council Training**

A highly skilled workforce is central to The City's Regeneration strategy. In order to address local skills shortages, Development and Renewal Services has its own training section, one of the most successful and well established training providers within the Humber Region.

Operating from five specialist training centres across the City, providing excellent facilities and experienced qualified tutor support, in a comprehensive range of work-based training courses, specifically designed to suit the needs of both employers and trainees alike. Training packages include Entry to Employment, Foundation Modern Apprenticeships and Advanced Modern Apprenticeships.

### **Courses available:**

#### **Hull ITeC (Information Technology Centre)**

Hull ITeC provides Apprenticeships in Administration, Information Technology (both IT practitioners and IT Users), Sign Making, Printing, and Catering. All learners work towards an NVQ level 2 and then progress on to the Level 3 and include the Key Skills required by the Sector Skills Council for their occupational area. The centre is an accredited centre with OCR, City & Guilds and Edexcel to deliver a wide range of qualifications. Additionally, the centre provides IT training individualised to organisational needs in the major software applications used in business today. The ITeC is accredited to deliver the European Computer Driving Licence (ECDL) and Advanced European Driving Licence.

*Contact:* Hull Information Technology Centre  
ITeC House  
84 Goulton Street  
Hull  
HU3 4DL

Tel: (01482) 325576

Email [itec@hcctraining.co.uk](mailto:itec@hcctraining.co.uk)  
Website: [www.hullitec.co.uk](http://www.hullitec.co.uk)

#### **Hull Tec**

Offer work-based training to the Engineering and Manufacturing Industries in the Hull and East Riding area. Courses include: Apprenticeships and Advanced Apprenticeships in Electrical Installation, Maintenance Engineering, Machining, CAD/CAM, PLC and Fabrication/Welding. The centre also offers First Aid training, Abrasive Wheel Safety training and various Health and Safety courses.

*Contact:* Hull Tec  
Studley Street  
Hull  
HU8 7NX

Tel: (01482) 615270

Email: [engineering@hcctraining.co.uk](mailto:engineering@hcctraining.co.uk)  
Website: [www.theengineeringcentre.co.uk](http://www.theengineeringcentre.co.uk)

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### **Hull Refurbit**

Offers trainees the chance to work in a realistic modern factory environment where computers are recycled and reused by the Educational/Business Community. Courses are available in IT Engineering, Manufacturing, Warehousing and Distribution, and Retail. Fork Lift Truck Training and Health & Safety.

*Contact:* Hull Refurbit  
Wiltshire Road  
Hull  
HU4 6PA

Tel: (01482) 565999

Email: [refurbit@hcctraining.co.uk](mailto:refurbit@hcctraining.co.uk)  
Website: [www.refurbit-uk.com](http://www.refurbit-uk.com)

### **Painting and Decorating Centre**

Offers young people the chance to train in Painting and Decorating accredited by the Construction Industry Training board to deliver NVQ Levels 1, 2 and 3.

*Contact:* Painting and Decorating Centre  
Unit 12  
Temple Street  
Hull  
HU15 1AD

Tel: (01482) 318443

### **Hull Careers Choices Centre**

A recognised leader in its field addressing the needs of young people who have missed out on their most formative years at school and who are still vocationally unsure. The centre will develop an individual training plan to help young people reach their potential and beyond, concentrating on vocational and personal development to help remove barriers to education and employment. The centre offers a flexible programme working closely with other training providers and employers in the City to ensure young people have a diversity of choice.

Staff at the centre will work with companies to:

- Identify the most suitable trainees/work placement opportunities
- Identify existing employees who may benefit from training
- Plan and design training programmes to meet company requirements
- Where possible, offer bespoke training to suit individual company needs
- Assess the competence of the trainee in the workplace
- Where necessary provide any on-going support and training to staff relating to any of the facets above

*Contact:* Hull Careers Choices Centre  
Raywell Street  
Hull  
HU2 8EP

Tel: (01482) 615420

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## Hull Managed Workspace Centres

Managed by the Council's Development and Renewal Services, the Programme provides small and start up businesses with a range of incubator units suitable for industrial and commercial use up to 130 sq m in size. Accommodation is offered on a monthly basis and licensees have access to conference and secretarial facilities at little or no extra cost. The professional, friendly support staff provide a variety of reception and administration services and 24 hour access gives businesses the flexibility to meet client needs.

### Lowgate Centre

City Centre Location  
24 hr access  
Attractive Office Accommodation  
Conference/Meeting Room  
Secretarial Services  
Heating & Lighting Included

### Hull Business Centre

City Centre Location  
24 hr access  
Office & Studio Workshops  
Secretarial Services available  
Meeting Room  
Heating & Lighting Included  
Refuse Disposal Service

### Louis Pearlman Centre

Convenient Location for City Centre/Motorway access  
24 hr access  
Quality Office Accommodation  
Secretarial Services  
Cafe  
Car-parking  
Meeting Room  
CCTV

### Hull Microfirms Centre

Located within the Hull River Corridor  
24 hr access  
Offices and Workshops  
Loading Bay  
Secretarial Services  
Car-parking  
Cafe  
CCTV

### Danish Buildings

City Centre location  
24 hr access  
Attractive Offices  
Meeting Room  
Intruder Alarm and monitoring  
Reception Services  
Heating & Lighting inclusive

### 161 High Street

City Centre location  
24 hr access  
Mix of single offices and suites  
Meeting Room  
Intruder Alarm and monitoring  
Reception Services  
Heating & Lighting inclusive

### Host Office

Located in the city's Old Town  
Offices and reception area  
24hr access  
Monitored intruder alarm  
Ideal location for an expanding company

### The BeSPoKe Centre

Located on Zeals Garth off Wawne Road on Bransholme, the centre is home to a variety of businesses, community ventures and events. Currently the centre has two meeting rooms equipped with whiteboards, flipcharts, O.H.P's available for group and individual meetings or for training purposes and an IT Suite which is suitable for IT training and smaller meetings.

*Contact:* Gill White  
Managed Workspace Manager  
Hull Microfirms Centre  
266 – 290 Wincolmlee  
Hull  
HU2 0PZ

Tel: (01482) 331225  
Fax: (01482) 331226  
Email: [gill.white@hullcc.gov.uk](mailto:gill.white@hullcc.gov.uk)

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## Hull Skills Initiatives

The main aim of the Skills Initiatives is to assist long term unemployed persons with varying skills back into full time employment. In order to maximise their employability we offer real work experience placements free of charge to the employer. If suitable for employment there are various subsidies available to the employer.

### New Deal Intensive Activity Period (IAP)

Hull Skills Initiatives manages the IAP programme for long term unemployed people aged 25 years and over. Through the programme, participants will undertake work experience in various occupational areas which will assist them in getting back into work.

### Voluntary Sector Option (VS)

Alongside the Intensive Activity Period (IAP), the New Deal Voluntary Sector Option is also delivered. These participants are ages 18 to 24. Through the programme, participants will undertake work experience in various occupational areas which will assist them in getting back into work.

### The Work Placement Employment Initiative (WPEI)

WPEI, which runs alongside the IAP and VS programmes, is designed to help long term unemployed New Deal participants get work experience, training and sustainable employment.

WPEI, which is supported by Jobcentre Plus and SRB6 funding, offers up to 9 months subsidised employment.

The following benefits are available:

- *A free two week work trial* (this is a no obligation trial where a participant can work for the organisation free of charge so they can decide whether the participant is right for the job)

Participants aged 25 +

- £75 per week for 26 weeks towards their wages when working for 30 hours and over = £1,950

Participants aged 18-24

- £60 per week for 26 week towards their wages when working for 30 hours and over + up to £750 towards training = £2,310
- At the end of the 26 weeks there is an additional wage subsidy of £50 per week for a further 13 weeks = £650\*

Therefore saving:

Aged 25 +	£1,950 + £650 = £2,600
Aged 18-24	£2,310 + £650 = £2,960

N.B. Wage subsidies may also be available for part time hours; please contact us for more information.

\* *The additional wage subsidy is only available to small and medium sized enterprises (employers with less than 250 employees).*

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## **Work Based Learning for Adults (WBLA)**

The Team also delivers the WBLA Transportation programme which trains participants, primarily, for work as LGV, PCV or Taxi drivers. Work trials at no cost to the employer are also available through this programme.

### **Hull 4 Work**

This programme is funded by NRF and Job Centre Plus. Through the programme, long term unemployed participants are offered full time employment paid at minimum rate. The funding is available for up to 26 weeks. During this period of employment the employer pays a fee of £50 per week. The total cost to the employer for a 26 week period £1,300. Following the 26 week programme the employer may be eligible for a wage subsidy of £50 per week for a further 13 weeks of employment.

*\* The additional wage subsidy is only available to small and medium sized enterprises (employers with less than 250 employees).*

Contact: Hull Skills Initiatives  
Kingston House South  
48 Bond Street  
Hull  
HU1 3EN

Tel: (01482) 613324  
Fax: (01482) 613323

*\* All our referrals are from Jobcentre Plus, Terms and Conditions may apply.*

## **Hull European Team**

Hull Development and Renewal Services has benefited from having a dedicated European Team since 1999. In this time, the team's work has revolved around two major areas - European Funding and European Policy and Information.

### **European Funding**

As a whole, Structural Funds (including Objective 2) account for over a third of the European Union's budget. In terms of funding, the European Team's strategy is to facilitate the drawing down of European Union funds to maximum benefit for the people and economy of Hull by capitalising on the UK's membership of the European Union. Hull has been awarded "Objective 2" status by the DTI (Department of Trade and Industry) in order to redress local economic decline and to bring the area closer to the European Union economic average. The other major structural fund which Hull can access is the European Social Fund (Objective 3), which is available across the UK. ESF is intended to advance the European Employment Strategy by improving employability, developing entrepreneurship, encouraging adaptability and strengthening equal opportunities in the labour market. In effect ESF is supporting the human resource strategy of the European Union. For more detailed information on Structural Funds log onto: [www.goyh.gov.uk](http://www.goyh.gov.uk)

Work on European funding also includes assisting project sponsors in the preparation of funding bids to European Secretariat, Government Office (Leeds) and working with Business Link Humber (Business Support Priorities), the Citycentre Master Plan, Humber Trade Zone (Priority 4), and Local Development and Employment Pacts (Community Economic Development Priority 3). The team also monitors actual expenditure against programme budgets and prepares regular financial reports as well as general financial management of the programme. Other work includes developing and monitoring of partnerships at local and transnational level and involvement in programmes like "Interreg" ([www.interregiib.org.uk](http://www.interregiib.org.uk)).

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## **European Policy**

Work on policy includes research on other European funded programmes, policy development and lobbying at a local and European level and the gathering of baseline information relating to social, educational and labour market statistics.

## **European Information**

The other important remit within the team is to assist in raising awareness of European issues by providing a regular flow of information to partners, colleagues and the public and also to raise Hull's profile at a regional, national and European level. The team liaises with several European bodies including the European Commission, European Parliament, UK Government departments and other relevant organisations enabling the team to provide an informed service. The team also works closely with other local authorities and council departments, a wide range of public and private sector organisations and community and voluntary sector organisations to identify and develop projects. The team hopes to engage in the development of transnational projects by liaising with specific European partners.

## **Partnership Groups**

The European strategic programmes are managed at district level by the Cityeconomy Subboard of the Local Strategic Partnership. The team works in conjunction with several groups and uses many and varied ways of communicating and consulting with local people, representative groups and organisations.

*Contact:* Eva La Pensée or Daphne Robins  
Hull Development and Renewal Services  
Anchor House  
The Maltings  
Silvester Street  
Hull  
HU1 3HA

Tel: (01482) 612159  
Fax: (01482) 612160

Email: [eva.lapensee@hullcc.gov.uk](mailto:eva.lapensee@hullcc.gov.uk)  
Website: [www.hullcc.gov.uk/business/regeneration/europeaninfo.php](http://www.hullcc.gov.uk/business/regeneration/europeaninfo.php)

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## Development Control

Planning Development Control deals with the processing of planning applications, taking into account local and national planning policy and guidance, to manage development in the public interest.

We provide advice on the need for planning permission, the planning policies of the City Council, the planning history of a site and opinions on whether proposals are likely to be acceptable;

We consider applications for:

- Planning permission
- Listed Building consent
- Conservation Area consent
- Works to trees protected by Tree Preservation Orders or in Conservation Areas
- Outdoor advertisements and signs
- Hazardous substances consent
- Telecommunications prior approval

We investigate, and where appropriate, enforce compliance with planning legislation where breaches of planning control have occurred.

If you are submitting a planning application for the first time or need any help and advice to guide you through the planning process. We positively encourage pre-application discussions.

A range of information, advice and guidance is available on the website at:  
[www.hullcc.gov.uk/planning/developmentcontrol](http://www.hullcc.gov.uk/planning/developmentcontrol)

*Contact:* Hull Planning  
2<sup>nd</sup> Floor, Kingston House  
Bond Street  
Hull  
HU1 3ER

Tel: (01482) 300300

Email: [dev.control@hullcc.gov.uk](mailto:dev.control@hullcc.gov.uk)

Website: [www.hullcc.gov.uk/planning/developmentcontrol](http://www.hullcc.gov.uk/planning/developmentcontrol)

## Hull Development & Estates

Development & Estates works closely with Hull Development & Renewal Services supporting and delivering a range of property development and regeneration initiatives within Hull.

The Development & Estates team manage a portfolio of commercial property within the City boundary on behalf of Hull City Council. We have properties for lease located in all areas of the City. These properties are comprised of Unit Factories, shops, offices, land and community centres and are available on flexible lease terms.

As part of regeneration initiatives we are involved in both the purchase of land and property and the sale of Commercial property and land for re-development.

For more information or a full list of properties available:

*Contact:* Hull City Council

Tel: (01482) 300300

Website: [www.hullcc.gov.uk/property](http://www.hullcc.gov.uk/property)

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## **Hull Youth Enterprise Partnership**

The Hull Youth Enterprise Partnership is a public/private/community partnership network set up to influence major partners in supporting Hull's enterprising young people by taking a proactive and supporting role within the Local Strategic Partnership LSP. It is committed as a partnership to the shared vision of growing the City's economy for the benefit of our young people, creating and facilitating opportunities to widen the entrepreneurial spirit in the City. The Secretariat of the Partnership is provided by Development and Renewal Services of Hull City Council.

Its primary purpose is to support and encourage young people aged 14-25 to become more enterprising and to enable them to develop their enterprising ideas in order to make a contribution to the City's target of creating 1,200 new businesses and to enable young people to overcome economic and social barriers that deny them the opportunity of economic inclusion, progression and choice as well as enabling them to become more employable.

The partnership offers a one-stop shop, drop-in facility at the BeSPoKe Centre, Zeals Garth in Bransholme, and provides young people with opportunities to develop their entrepreneurial skills within one of the most deprived areas of the City of Hull. The project is committed to building a deeper and wider entrepreneurial culture in the City in order to enable the economy of the City to become more competitive. The project's partners believe that, as a way of ensuring prosperity for the future, entrepreneurship skills can be taught and learnt in schools, youth centres and colleges. Enterprise activities also strengthen the relevance and understanding of pupils' mainstream work in school. The centre is open five days a week from 10.00 am to 4.00 pm. Alternatively visits can be arranged by the Business Advisors.

The partnership have also established the John Cracknell Youth Enterprise Bank that offers grants of up to £1,000 for individuals or groups of young people who need finance to help make their idea happen. (More funding will be considered in exceptional circumstances).

As part of the Wilberforce 2007 Commemorative Programme in Hull, we are also seeking to support young people who have an idea on how to promote Wilberforce 2007, who are seeking assistance to develop ways that will assist the business community with ideas relating to fair-trade. We welcome applications from all members of Hull's diverse community in particular young people who are currently under represented in the business community, young people from our Black and Ethnic Minorities Communities and Young Women who need a bit of cash and help to make their enterprising idea happen.

*Contact:* John Cracknell Youth Enterprise Centre  
BeSPoKe Centre  
Zeals Garth  
Hull  
HU7 4WD

Tel: (01482) 839479  
Website: [www.youthenterprise.co.uk](http://www.youthenterprise.co.uk)

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## HULL CITY SERVICES

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### Hull Business Rates

#### Non-Domestic Rates

The non-domestic rates, or business rates, collected by local councils are the means by which businesses and others who occupy non-domestic property make a contribution towards the cost of local services. Except in the City of London where special arrangements apply, the rates are pooled by central government and redistributed to local councils according to the number of people living in the area. This money, together with revenue from council taxpayers, revenue support grant provided by the Government and certain other sums, is used to pay for the services provided by your local council and other local authorities in your area.

#### Rateable Value

Apart from properties that are exempt from Business Rates, each non-domestic property has a rateable value which is set by the valuation officers of the Valuation Office Agency (VOA), an Agency of the Inland Revenue. It draws up and maintains a full list of all rateable values, which are available on their web-site at [www.voa.gov.uk](http://www.voa.gov.uk). The rateable value of your property will be shown on the front of your bill. The rateable value broadly represents the yearly rent the property could have been let for on the open market on a particular date. For the revaluation that came into effect on 1 April 2005, this date was set as 1 April 2003.

The valuation officer has to maintain the list and may alter the value if he or she believes that the circumstances of the property have changed. The ratepayer (and certain others who have an interest in the property) can also appeal against the value shown in the list if they believe it is wrong. Further information on the grounds for making an appeal, and on how to make one, can be found on the Valuation Office Agency web-site at [www.voa.gov.uk](http://www.voa.gov.uk) or from your local valuation office at King William House, Market Place, Hull, HU1 1RT. Tel. (01482) 222900.

#### National Non-Domestic Rating Multiplier

The local council works out the Business Rates bill by multiplying the rateable value of the property by the multiplier or 'poundage' which the Government sets from 1 April each year for the whole of England. The Government normally changes the multiplier every year to move in line with inflation. By law, the multiplier cannot go up by more than the rate of inflation, except in the year of a revaluation when it is set at a level which will keep the total amount raised in rates after the revaluation the same as before, plus inflation for that year. For 2005/06 the multiplier is 41.5p. For example; if your rateable value is £10,000 we multiply this by 0.41.5p and your bill for 2005/06 would be £4,150.00. This may be the amount you pay, but **transitional**, or other, **reliefs could** change it.

**Please be aware if your rateable value is reduced it does not necessarily mean that your bill will go down. A reduction in the RV may affect the amount of transitional relief to which you are entitled; you could end up paying the same, or sometimes more.**

#### Appeals

You can appeal against the rateable value of your property. Appeals for this reason should be directed to the Valuation Office Agency. Please remember that making an appeal does not allow you to withhold payment of the business rates owing. You should continue to pay your bill while your appeal is outstanding.

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## Rating advisors and agents

In order to obtain instructions to act, **some** firms have made misleading and inaccurate claims as to the prospects of obtaining business rate reductions or have persuaded ratepayers to enter into contracts of service under terms that can be disadvantageous to the rate payer.

If in doubt you should contact The Royal Institution of Chartered Surveyors [www.rics.org](http://www.rics.org)

## Small Business Rate Relief

Small Business Rate Relief - is a new relief available from 1 April 2005 under Section 43 (4B) (a) of the Local Government Finance Act 1988.

Eligible businesses with rateable values of £5,000 and below will get 50% rate relief on their liability. This relief will decrease on a sliding scale of 1% for every £100 of rateable value over £5,000, up to £9,999.

The relief is available to ratepayers who occupy

- one property, or
- one main property and other additional properties, providing the additional properties do not have individual rateable values of more than £2,199, and the combined rateable value of all the properties is under £15,000.

In addition to this relief on liability, eligible businesses with rateable values of between £10,000 and £14,999 will have their liability calculated using the small business multiplier.

**The Small Business multiplier is 41.5p and for properties which do not qualify the multiplier used is 42.2p**

You can obtain your 2005 rateable value from the Valuation Office using the following link [www.voa.gov.uk](http://www.voa.gov.uk)\* If you want to apply for relief please click on the following link, print the form, complete it and return to the address indicated on it.

More details of the scheme can be found at the following web site [www.mybusinessrates.gov.uk](http://www.mybusinessrates.gov.uk)

Contact: Hull Business Rates  
The City Treasury  
Guildhall Road  
Kingston Upon Hull  
HU1 2AB

Tel: (01482) 300300

Email: [businessrates@hullcc.gov.uk](mailto:businessrates@hullcc.gov.uk)

## Local Authority Business Growth Incentive Scheme (LABGI)

LABGI is designed to give local authorities an incentive to maximize local economic growth. This is achieved by allowing authorities to receive a proportion of the increase in local business rate revenues to spend on their own priorities in their local area. The scheme will create positive financial incentives for local authorities to work in partnership with business and other key players to maximize economic growth

The scheme does not give local authorities the flexibility to change the business rates multiplier. As a result no business will pay more tax than they otherwise would have done.

Under LABGI local authorities will receive a proportion of their growth in business rates above a predetermined floor and below a ceiling setting the maximum amount that can be received. In February 2006 Hull received £748,348 through the LABGI Scheme.

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## HULL PUBLIC PROTECTION

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### **Health & Safety advice for businesses**

Hull City Council is the enforcing authority for around 5,000 workplaces in the City. We enforce health and safety legislation in retail premises, most warehouses, most offices, hotels, caterers, private sports and leisure centres, consumer services and places of worship. This list is not exhaustive so please ask if you are in doubt that your enforcing authority is.

### **Food Safety advice for businesses**

The Food Services Section enforces food safety standards in around 2,400 premises in the City. We enforce in major food manufacturers, retail premises, restaurants, takeaways, residential and nursing homes, educational establishments, hospitals, hotels and anywhere else where food is provided for the public.

Advice, including site visits, is available to all existing and proposed food businesses, please do not hesitate to contact us.

If you require advice on health and safety or food safety matters in any of these premises please do not hesitate to contact us at:

*Contact:* Hull City Council  
Public Protection Division  
33 Witham  
Hull  
HU91DB

Tel: (01482) 300300

Email: [public.protection@hullcc.gov.uk](mailto:public.protection@hullcc.gov.uk)  
Website: [www.hullcc.gov.uk/publicprotection](http://www.hullcc.gov.uk/publicprotection)

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## HULL LEARNING SERVICES

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### Hull Central Reference Library

This Library provides information to support the needs of local businesses. If you are starting up or branching out we have information to help put your ideas into action.

We hold all the regulatory requirements (including EC directives), for example employment rights, health and safety legislation, data protection. For market information we have market research reports and CD-ROM data for making sector comparisons. Contracts put out to tender can be consulted in the EC Official Journal Supplement on CD-ROM. You can also compile mailing lists from our company databases and have them printed out or downloaded for a small charge. Lists of suppliers of particular products can be obtained as can more detailed information on specific companies (for example names of directors and latest filed accounts and returns from our link to Companies House). You can also access a full range of British Standards and check patent and trademark registrations. We can also access the web for you and alert you to useful sites.

All this information (and more) is available six days a week.

Monday to Thursday:	9:30a.m. - 8:00p.m.
Friday:	9:30a.m. - 5:30p.m.
Saturday:	9:00a.m. - 4:30p.m.

Experienced staff will help you find the information you need.

You can drop in to the Library in person to use our service or contact us by post, telephone, e-mail or fax.

*Contact:* Central Reference Library  
Hull Central Library  
Albion Street  
HULL  
HU1 3TF

Tel: (01482) 210055

Fax: (01482) 616858

E-mail: [reference.library@hullcc.gov.uk](mailto:reference.library@hullcc.gov.uk)

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## BUSINESS LINK HUMBER

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Business Link Humber is a subsidiary of A4e Consulting Ltd and runs the Governments small business support programmes. It aims to create an integrated approach to business support and be the first step for all business enquiries and requests for help and advice at a local level. Many of Business Link Humber services are provided in partnership with key organisations including Chambers of Commerce, Local Enterprise Agencies, Local Authorities, the DTI, educational institutions and the private sector. All other business advice agencies are accessible through Business Link Humber.

Business Link can provide information and advice on a wide range of issues including:

- Information and Research
- Developing your Business and your People
- Starting a New Business Venture
- Sales and Marketing
- International Trade
- Design, Innovation and Technology (ICT)
- Quality and Productivity
- Financial Management
- Legislation and Regulation

Business Link Humber provides a fast, reliable business information service enabling it to give immediate answers or to offer more detailed specific research including:

- Latest European and UK Grant Information
- Mailing Lists for Marketing Purposes
- Financial Searches in the UK and Overseas
- Market Research and News
- Trade Statistics

Businesses Advisers are available to help diagnose business problems, identify and pursue business opportunities and produce action plans. They also have extensive knowledge of the business support network. Advice in specialised areas such as finance, exporting, workforce development, innovation and technology is available through specialist counsellors.

Business Link also run or support seminars and other activities to help develop business skills and awareness.

*Contact:* Business Link Humber  
Owen Avenue  
Priory Park West  
Hessle  
HU13 9PD

Tel: 0845 124 3333

Email: [info@blhumber.co.uk](mailto:info@blhumber.co.uk)  
Website: [www.blhumber.co.uk](http://www.blhumber.co.uk)

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## DEPARTMENT OF TRADE AND INDUSTRY

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The DTI aims to promote enterprise, innovation and increased productivity - in particular by encouraging successful business start-ups, and by increasing the capacity of business, including SME's, to grow, to invest, to develop skills, to adopt best practice, and to exploit opportunities abroad, recognising the development of the knowledge economy and taking account of regional differences.

There are several schemes which are available to Hull based businesses or businesses looking to locate in the City, these are detailed below.

### **Selective Finance for Investment (SFI)**

SFI is a discretionary grant designed for businesses that are looking to invest in an Assisted Area but need financial help to go ahead. Most manufacturing businesses are eligible to apply, as are businesses in service industries that supply a national rather than local market. Applicants can be all sizes, companies, partnerships or sole traders.

SFI is delivered through Yorkshire Forward, please see their pages for more detailed information.

### **Small Firms Loan Guarantee Scheme**

The SFLG guarantees loans from the banks and other financial institutions for small firms that have viable business proposals but who have tried and failed to get a conventional loan because of lack of security.

Loans are available for periods of between two and ten years on sums from £5,000 to £100,000 (£250,000 if your business has been trading for more than two years). SFLG guarantees 75% of the loan. In return for the guarantee, the borrower pays DTI a premium of 2% a year on the outstanding amount of the loan. The commercial aspects of the loan are matters between the borrower and the lender.

To be eligible, you must be a UK company with an annual turnover of no more than £3m (£5m if you are a manufacturer). Many business activities are eligible but there are a number of exclusions. Loans are available for most business purposes although there are some restrictions.

*Contact:* DTI Small Firms Loan Guarantee Scheme  
St Mary's House  
C/o Moorfoot  
Sheffield  
S1 4PQ

Tel: 0845 001 0032/0033  
Fax: (0114) 279 4374

Email: [sflgs@sbs.gsi.gov.uk](mailto:sflgs@sbs.gsi.gov.uk)  
Website: [www.dti.gov.uk/sflg](http://www.dti.gov.uk/sflg)

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## Export Awards for Businesses

Trade Partners UK sponsor The International Business Awards. These annual awards honour individuals and companies - from large corporate players to small niche market operators - whose drive and entrepreneurial talents have enabled them to compete successfully in the global marketplace.

Categories include Overall Exporter of the Year, "Best New Exporter", and Young Exporter of the Year, Innovation in Export, Best International Marketing Campaign and International Business Man & Woman of the Year

\* *Eligibility criteria:*

Exporting companies, individuals and centres of excellence.

*Contact:* Export Times

Tel: (01322) 660070

Fax: (01322) 616376

Or the:  
International Trade Team  
Business Link Humber

Tel: 0845 124 3333

Email: [itt@blhumber.co.uk](mailto:itt@blhumber.co.uk)

## UK Online for Business

The DTI's "UK Online for Business" provides small businesses with impartial advice on using Information and Communications Technology

*Contact:* Business Link Humber

Owen Avenue  
Priory Park West  
Hessle  
HU13 9PD

Tel: 0845 124 3333

Email: [info@blhumber.co.uk](mailto:info@blhumber.co.uk)

Website: [www.blhumber.co.uk/site/ICT/ukol4b](http://www.blhumber.co.uk/site/ICT/ukol4b)

## Companies House

For the registration and provision of company information such as:

- Company law reform
- International advisory service
- Functions, Targets and Policies
- Surveys and Electronic Bulletin
- Seminar and Exhibition details
- Electronic Filing service
- Reports literature and Press Releases

*Contact:* Tel: 0870 333 3636

Website: [www.companies-house.gov.uk](http://www.companies-house.gov.uk)

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## **Environmental and Energy Programmes**

Advice and support for businesses on environmental and energy efficiency issues and legislation. Advice covers legislation controlling use of refrigeration or air conditioning equipment, CFC's, HCFC's or Halon. If a business produces waste, imports or exports waste, disposes or recycles waste the DTI or DEFR can offer support and guidance.

*Contact:* Environment and Energy Helpline  
Tel: 0800 585794  
Website: [www.dti.gov.uk/sustainability](http://www.dti.gov.uk/sustainability)

## **Exports and Overseas Development**

Numerous schemes are available to help firms develop overseas business. The DTI operates in conjunction with the Foreign and Commonwealth Office through British Trade International which takes the lead in Government for international trade policy and promotion. Through its Trade Partners UK network (via the International Trade Team in Business Link) a wide range of services, both free and chargeable, is available as follows: country helpdesks, market directorates, tailored market information reports, export market research scheme, "your passport to export success" programme, export explorer, outward missions, exhibitions and seminars abroad, European Information Centres, business in Europe desk, language & export training, export credit guarantees, joint EU ventures, EU community investment partners, joint venture programme, export publications, the Queens Award for Enterprise & International Trade. Existing or new exporters and investors in overseas markets.

*Contact:* International Trade Team  
Business Link Humber  
Owen Avenue  
Priory Park West  
Hessle  
HU13 9PD  
Tel: 0845 124 3333  
Website: [www.tradepartners.gov.uk](http://www.tradepartners.gov.uk)

## **Patent Information Unit**

Helps small firms protect their business ideas, inventions and logos, offers advice about patents, designs, trademarks and copyright.

*Contact:* The Patent Office  
Harmsworth House  
13-15 Bouverie Street  
London  
EC4Y 8DP  
Tel: 0845 9 500 505  
Website: [www.patent.gov.uk](http://www.patent.gov.uk)

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## YORKSHIRE FORWARD

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Yorkshire Forward, the Yorkshire and Humber Regional Development Agency, was created in April 1999 with the mission of revitalising the region's economy.

It is involved in many aspects of the region's economy - attracting inward investment and jobs into the region, funding community based regeneration schemes to ensure opportunities for Yorkshire and Humber's most deprived areas, increasing the availability of training for the region's workforce and promoting the whole region to the nation are just some of the things it does

Yorkshire Forward work specifically delivers objectives that have been set by the region, for their own regeneration by the year 2010. These objectives form the Regional Economic Strategy for Yorkshire and Humber, and Yorkshire Forward regularly measure how we are performing against them.

Yorkshire Forward was created from five organisations - Yorkshire and Humberside Development Agency, Regional activities of English Partnerships, Regional Supply Network, Regional activities of Government Office for Yorkshire and Humber and the Rural Development Commission, providing staff who are experienced in all aspects of what we are delivering to the region in offices across the region. Our Board is business-led and includes representatives from a range of private, public and voluntary sectors across the region.

Yorkshire Forward is continually evolving towards being a world-class organisation delivering a world-class region and after less than one year in existence was already being hailed as the "Most useful institution in the region" in Yorkshire Business Insider Magazine - January 2000

They have pledged to specifically focus on our customers and to be a value led organisation. Our professional approach to working with others means we keep promises, are open and honest, respect diversity and enjoy our work.

"Yorkshire Forward is the driving force behind the economic regeneration of the region, delivering a programme of change that will make a positive difference to our people, our business and our environment."

Yorkshire Forward provides a world class FREE, confidential and professional service to deliver development packages tailored to meet the individual needs of each business. This includes advising on financial assistance, finding the right location and premises, sourcing local suppliers and help with recruiting staff.

Companies embarking on projects that will create or safeguard employment in the Region may also qualify for grants for capital expenditure through the Selective Finance for Investment Scheme.

*Contact:* 5 Marina Court  
Castle Street  
Hull  
HU1 1TJ

Tel: (01482) 599000  
Fax: (01482) 599001

Email: [hull.reception@yorkshire-forward.com](mailto:hull.reception@yorkshire-forward.com)  
Website: [www.yorkshire-forward.com](http://www.yorkshire-forward.com)

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## Selective Finance for Investment (SFI)

SFI is a discretionary grant designed for businesses that are looking to invest in an Assisted Area but need financial help to go ahead. Most manufacturing businesses are eligible to apply, as are businesses in service industries that supply a national rather than local market. Applicants can be all sizes, companies, partnerships or sole traders.

Assistance is provided to:

- Launch a new business
- Expand/modernise/reorganise an existing business
- Upgrade a business, introducing technological or other innovatory improvements into the business process
- Set up research and development facilities
- Enable businesses to take the next step from development to production

### How much is available to you?

The minimum grant that you can apply for is £10,000. If your application is successful, the amount of financial support awarded will be related to the specific needs of your project. Levels of support can be significant and depend on the quality of the project and its impact on productivity and skills. Successful businesses typically receive around 10% - 15% of a project's total eligible capital expenditure, but support can vary widely either side of these figures. Higher aid ceilings might be available for small to medium sized businesses.

Funds are normally payable in instalments on reaching fixed capital expenditure and job targets, which are set out in a formal offer of support. These targets are agreed with you during the appraisal of your application and are usually arranged to coincide with the project's anticipated progress. If you wish to discuss the scheme, or a potential project, contact Yorkshire Forward, your local Business Link or Hull Business Development.

*Contact:* Tariq Javad  
Business Finance Manager  
SFI Team  
Victoria House  
Victoria Place  
Leeds  
LS11 5AE

Tel: (0113) 3949600 (8.30 - 17.30)  
Fax: (0113) 2431088

Email: [tariq.javaid@yorkshire-forward.com](mailto:tariq.javaid@yorkshire-forward.com)  
Website: [www.yorkshire-forward.com](http://www.yorkshire-forward.com)

## Industrial Research and Development Award for Large Companies

The Industrial Research and Development Award for Large Companies supports large companies in the region with funding for innovative research and development projects that need extra financial support.

**The scheme operates as a competition, with opening and closing dates for applications. The dates for acceptance of applications are announced through the Yorkshire Forward website.**

For further information and updates on the scheme, please visit [www.yfird.org](http://www.yfird.org)

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## **Grant for Research and Development**

Technological innovation is key for many businesses to improve productivity and competitiveness and to stimulate business growth.

The Grant for Research and Development helps businesses carry out research and development work that will lead to technologically innovative products or processes. It is aimed at individuals planning to start up businesses in England and at businesses with fewer than 250 employees already operating in England.

**The scheme operates as a competition, with opening and closing dates for applications. The dates for acceptance of applications are announced through the Yorkshire Forward website.**

There are four types of grant aimed at supporting different types of research and development project:

### **Micro Projects**

Simple low cost development projects lasting no longer than 12 months. The output should be a simple prototype of a novel or innovative product or process. A grant of up to £20,000 is available to businesses with fewer than 10 group employees.

### **Research Projects**

Typically involve planned research or critical investigation lasting between 6 and 18 months. The result of the project could be new scientific or technical knowledge that may be useful in developing a new product or process. A grant of up to £75,000 is available to businesses with fewer than 50 group employees.

### **Development Projects**

These involve the shaping of industrial research into a pre-production prototype of a technologically innovative product or industrial process. A grant of up to £200,000 is available for businesses with fewer than 250 group employees.

### **Exceptional Projects**

These involve technology developments which have higher costs. These projects are likely to generate much wider economic benefits and must have strategic importance for a technology or industrial sector. A grant of up to £500,000 is available to businesses with fewer than 250 employees.

### **Support in making an application**

The Grant for Research and Development scheme is managed for the DTI in this region by Yorkshire Forward:

*Contact:* Faye Ingall  
Project Support Executive (R&D Awards)  
Victoria House  
2 Victoria Place  
Leeds  
LS11 5AE

Tel: (0113) 394 9937  
E-mail: [faye.ingall@yorkshire-forward.com](mailto:faye.ingall@yorkshire-forward.com)  
Website: [www.yorkshire-forward.com](http://www.yorkshire-forward.com)

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In addition, your local Business Link operator can help make sure you get the right help at the right time. Experienced advisers can offer information and guidance on all aspects of setting up and developing a business.

Business Link advisers can provide advice as to which grant would be most appropriate for the needs of your business, and assistance with finding a suitable consultant to help you complete the Grant for Research and Development application form and produce a project proposal (though they may charge a fee). Other organisations such as local business consultants or accountants may also be able to help you.

Business Link also acts as a gateway to a wide network of business support organisation. For more information, call on 0845 600 9 006 or visit [www.businesslink.gov.uk](http://www.businesslink.gov.uk).

For frequently asked questions about the Grant for Research and Development, and case studies from previous successful projects, visit [www.dti.gov.uk/r-d](http://www.dti.gov.uk/r-d)

For further details on this and other DTI initiatives visit [www.dti.gov.uk/innovate/](http://www.dti.gov.uk/innovate/)

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## HUMBER FORUM

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### **What is the Humber Forum?**

The Humber Forum is the strategic partnership for economic development and regeneration in the Humber area, drawing together private and public sector interests on both banks of the Humber to address issues that can only be dealt with effectively on a sub regional basis.

The Board of Directors is made up of leading business people operating in the area, the political leaders of the four unitary local authorities, the Vice Chancellor of the University of Hull, the Chair of the local Learning and Skills Council and the Chief Executive of the Strategic Health Authority. The Board is supplemented by a Council of over 100 senior people from across the area, of which over 50% are from the private sector. The Council represents and holds the Forum accountable to the wider community.

Everything the Forum does is in partnership and its activities must be both additional and add value to the efforts of others in the Humber area. The Forum's roles are varied and involve leadership, support and co-ordination, as deemed necessary.

### **What does the Humber Forum do?**

The Forum seeks to promote, lobby for and represent the Humber area, as appropriate, at all levels of influence.

In providing the lead and focus for the ongoing development and delivery of the Humber economic development agenda, the Forum:

- undertakes expert economic analysis and interpretation to provide intelligence to inform planning and decision making;
- provides a strategic economic development framework;
- leads the development of the Humber Employment Framework (HEF);
- Provides the lead and focus for delivery of the Humber Trade Zone (HTZ) Initiative.

The Forum places great emphasis on the improvement of transport and communications infrastructures in the area, the effectiveness of education and training arrangements and the need to encourage more businesses to embrace change and to innovate for future success.

The Forum works closely with the Yorkshire & Humber Assembly, the Government Office and Yorkshire Forward to enable the realisation of both the Humber and the wider regional agendas.

*Contact:* Humber Forum  
21 Marina Court  
Castle Street  
Hull  
HU1 1TJ

Tel: (01482) 596777  
Fax: (01482) 596799

E-Mail: [info@humberforum.co.uk](mailto:info@humberforum.co.uk)  
Website: [www.humberforum.co.uk](http://www.humberforum.co.uk)

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## LEARNING AND SKILLS COUNCIL HUMBERSIDE

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The Learning and Skills Council (LSC) is responsible for all post-16 education and training - other than the university sector - including the planning and funding of further education colleges; school sixth forms; work-based training for young people; workforce development; adult and community learning; information, advice and guidance for adults; and education business links.

Taking over from the former Training and Enterprise Council and the Further Education Funding Council, the Learning and Skills Council is a national organisation with 47 area offices. It is responsible for working within a national framework to plan, fund and coordinate the delivery of post-16 education to meet the needs of its local communities, businesses and individuals. The key tasks of the Learning and Skills Council are:

- To raise participation and achievement by young people
- To increase the demand for learning by adults and to improve access to education by equalising opportunities
- To raise skill levels for national competitiveness
- To improve the quality of education and training delivery
- To improve the effectiveness and efficiency.

### Skills Broker Service

This is part of the LSC's workforce development strategy to increase economic prosperity of the sub-region. Several clusters and sectors have been identified as key drivers for economic growth in the area. Specialist brokers have been appointed to address the skill needs within each of them. Through this, employers in the sectors will be able to get a range of training, tailored to meet their specific needs.

#### Here's what the Skills Brokerage can offer:

- Help in identifying skills and workforce development needs
- Impartial advice on training issues
- Information on the services of other business support agencies
- Information on appropriate training providers
- Potential financial help via a voucher scheme to support up to 50% of training costs.

There is a broker for each of the following skills areas.

Advanced Engineering & Materials, Agri Food, Bioscience, Chemical, Construction, Digital, Early Years, Generic, Hospitality & Tourism, Ports & Logistics, Retail, Social Care and Voluntary.

For a full list of broker contacts please contact the LSC or visit their website:

[www.lsc.gov.uk/humber/Documents/SubjectListing/FundingLearning](http://www.lsc.gov.uk/humber/Documents/SubjectListing/FundingLearning)

**Contact:** Learning and Skills Council Humberside  
The Maltings  
Silvester Square  
Silvester Street  
Hull  
HU1 3HA

Tel: 0845 019 4153  
Fax: (01482) 383595  
Email: [humberinfo@lsc.gov.uk](mailto:humberinfo@lsc.gov.uk)  
Website: [www.lsc.gov.uk/humber](http://www.lsc.gov.uk/humber)

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## HULL AND HUMBER CHAMBER OF COMMERCE

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The Hull & Humber Chamber of Commerce, established in 1837, is part of the British Chambers of Commerce network: the UK's largest private sector business support organisation. Owned and controlled by local businesses, it is committed to meeting local business needs. For many small and medium sized firms the Chamber acts as their 'Management Services Department' offering a range of services to help small firms grow in the UK and internationally.

### Membership Benefits

- A business voice on behalf of local industry and commerce to all key policy makers as part of the UK's largest private sector business support organisation.
- Networking events including business lunches, annual dinners, golf days and business exhibition events.
- Free awareness sessions on topics, which will assist in the day to day running of your business.
- Meet the Buyer events - giving smaller companies' access to the purchasing teams of larger organisations and supply chain activity.
- Free Legal Helpline offering comprehensive legal advice to Members and their staff on any area of law
- Chamber Utility Auditing - business opportunities to make savings on gas and electricity supplies.
- An update of what is going on in business locally in the Chamber's glossy full colour bi-monthly Business Intelligence publication.
- Publicity and promotion for companies through advertising and flyers in the Business Intelligence publication, plus through purchasing all Members address labels and emailing all Members
- Low cost training support via a comprehensive seminar programme and customised staff development training available.
- An annual directory of member companies.
- A business information service.
- An enquiries service for local, national and international trade opportunities.
- A quarterly economic survey highlighting local business trends.

*Contact:* Hull & Humber Chamber of Commerce  
34 - 38 Beverley Road  
Hull  
HU3 1YE

Tel: (01482) 324976

Fax: (01482) 213962

Email: [info@hull-humber-chamber.co.uk](mailto:info@hull-humber-chamber.co.uk)

Website: [www.hull-humber-chamber.co.uk](http://www.hull-humber-chamber.co.uk)

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## **Annual Chamber Expo**

Annual event held by the Chamber, the Chamber Expo is the largest business event in the region. The event is a Convention & Exhibition and covers all aspects of business, attracting all types of companies and provides firms with an ideal forum to network, market and promote their products and services.

The event is now held at the new Kingston Communications Stadium in Hull. Organised by the Hull & Humber Chamber of Commerce the Chamber Expo attracts over 100 exhibitors. A full commercial licence enables exhibitors to sell their products and services at our exhibitions.

The Convention part of the occasion consists of a series of speaking events, with high profile speakers covering relevant business topics. These presentations also present more networking opportunities.

### *Eligibility criteria:*

Open to all organisations as exhibitors or visitors. Anyone wishing to participate should contact the Chamber for a registration form or an information pack.

*Contact:* Bruce Massie  
Hull & Humber Chamber of Commerce  
34 - 38 Beverley Road  
Hull  
HU3 1YE

Tel: (01482) 324976  
Fax: (01482) 213962

E-mail: [b.massie@hull-humber-chamber.co.uk](mailto:b.massie@hull-humber-chamber.co.uk)  
Website: [www.hull-humber-chamber.co.uk](http://www.hull-humber-chamber.co.uk)

## **Chamber Training (Humber) Ltd**

### **Apprenticeships and Advanced Apprenticeships, NVQ Training**

The subsidiary company of Hull & Humber Chamber, Chamber Training (Humber) Ltd operates in the numerous sectors offering Apprenticeships and Advanced Apprenticeships, including Business Administration, Customer Care, Care (Social and Residential), International Trade and Services and Information Technology. CT (H) L also offers Apprenticeships and Advanced Apprenticeships through our sub-contracted arrangements in Engineering: Gas Installation and Warehousing. Chamber Training offers NVQ training in all of the above areas, including Security, plus any other skill required area in the whole of Humberside.

*Contact:* Rachel Mendham  
Chamber Training (Humber) Ltd  
34 - 38 Beverley Road  
Hull  
HU3 1YE

Tel: (01482) 611896/7

E-mail: [r.mendham@chambertraining.com](mailto:r.mendham@chambertraining.com)  
Website: [www.hull-humber-chamber.co.uk](http://www.hull-humber-chamber.co.uk)

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## ACORN FUND

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Starting a business from scratch or expanding an existing one is a challenge even for those who have done it before, for the uninitiated and without assistance it can feel like pushing a rock uphill, only to find that the summit is just the first of many. Getting a project right then from the very beginning is perhaps the hardest part of all. Cash helps, cash is essential for any business but it forms only a part of the equation. Arguably of at least equal importance is the solid commitment that you need from your target customer base coupled with its unwavering faith in your ability to deliver. To this end good counselling from whatever quarter is acknowledged now as fundamental to sustainability and this is reflected in our 2006/7 programme of assistance available to eligible businesses across the city:

**Hull Acorn Fund:** *(Peter Sykes & Margaret Myers - Office Administrator)*

Grants and 'soft' Loans are available for capital purposes to those applicants who can demonstrate a significant potential for growth and new employment. *Vehicles are excluded from eligible expenses and 'retail business' is low on the priority list.*

Grants are available up to £5000 whilst loans for new businesses may be negotiable up to £10,000 and for established businesses £15,000. Loans are normally unsecured and attract interest at a fixed rate of 5%. We are currently funded by Hull City Council and the Neighbourhood Renewal Fund therefore applicants must operate within a city post code.

**Hull Acorn Consultancy:** *(Peter Sykes & Mike Brown - Business Growth Consultant)*

Part-funded by the European Regional Development Fund we provide at the very least two days consultancy/coaching to eligible clients with potentially high growth projects as follows:

(a) One to one support where we can assist each client within, for example, one or more of the following areas of business; product/service strategy, timing, route to market, IP protection, business structure, technology & accreditation, sourcing, marketing, finance, etc,

(b) Group sessions where up to ten people meet with each other, perhaps for the very first time. We encourage discussion around the less confidential yet still important aspects of business - participants are able to compare and share their own experiences. These themed sessions are shared also with invited guests from the business community for example; accountant, solicitor, patent attorney, business support officer, banker, angel, university specialist. After each short presentation it's down to the floor, but not literally of course.

**Contact:** Peter Sykes - Fund Manager - Hull BDF Ltd

Hull Business Development Fund Ltd  
Hull & Humber Chamber of Commerce  
34-38 Beverley Road  
Hull  
HU3 1YE

Tel: (01482) 324976  
Website: [www.hullbdf.com](http://www.hullbdf.com)

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## UNIVERSITY OF HULL

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### **The Business and Community Knowledge Exchange**

The new Business and Community Knowledge Exchange at the University of Hull is committed to making business life's complications that little bit simpler.

Hectic schedules and intense commercial pressures make it ever more difficult for businesses to lift up their heads from the daily grind.

Yet they know that those most likely to succeed in an increasingly knowledge-based economy will be those who find time to think about their futures; who appreciate value as well as cost and who work in partnership or collaboration with others who can help them deliver real and positive change and direction to their organisations.

The Knowledge Exchange is here to help with all that. It puts the university in touch with the region's businesses and the region's businesses in touch with the university.

It provides simple access to a range of specialist expertise and learning programmes that can help improve individual and business performance; develop new products; test new ideas and identify new markets.

And it works with a range of public and private sector partners, both strategically and operationally, to ensure that the University of Hull plays a full and active role in the region's regeneration.

Key people within the Knowledge Exchange who will be pleased to help you are:

**Director** – Bill Walker (w.walker@hull.ac.uk)

**Business Training and Partnerships** – Keith Butler (k.j.butler@hull.ac.uk)

**Enterprise and Innovation** – Adrian Allen (a.j.allen@hull.ac.uk)

All can be contacted via telephone on (01482) 465372

There follows a brief guide to just some of the specialist University of Hull centres and services that businesses can access through the Knowledge Exchange:

### **Engineering Design Centre of Industrial Collaboration (CIC)**

This outstanding facility is co-hosted by the Department of Engineering at the University of Hull and the Keyworth Institute at the University of Leeds. The centre promotes the industrial application of advanced tools and techniques in engineering design analysis and optimisation, along with ongoing expert research and development. This enables companies to:

- Understand the consequences of design decisions for product cost, manufacturability and quality
- Improve designs to ensure comprehensive solutions
- Bring new designs to fruition and improve existing designs to reduce cost.

*Contact:* Prof. Ken Swift

Tel: (01482) 465076  
E-mail: k.g.swift@hull.ac.uk

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## Environmental Technologies Centre of Industrial Collaboration (CIC)

The University of Hull has an international reputation for research in the environmental field and, through its centres, has established a portfolio of commercially driven activities delivering consultancy, training and R&D. The Environmental Technology CIC is a 'full process' provider, taking businesses from problem identification through to an appropriate solution. It offers a multidisciplinary holistic approach to environmental technology which will:

- Assist businesses in identifying deficiencies in their environmental performance
- Develop intervention strategies and identify appropriate technologies to minimise/re-use/recycle wastes and thereby improve regulatory compliance and resource efficiency
- Provide seamless transition from regulation through problem evaluation to the ideal solution and implementation
- Assist businesses to see improved environmental performance as an opportunity for growth and for developing novel and cost effective products.

Contact: Dave Boland

Tel: (01482) 466937  
E-mail: d.boland@hull.ac.uk

## Design Enterprise Centre

DEC helps turn great new ideas into great new products. It provides industry with practical support and access to expertise and technology to assist with the design and development of products and processes.

The Centre is staffed by engineers, designers and material scientists with extensive and varied industrial experience dedicated to offering advice and information through to practical project support. Services include:

### Product Design and Development

Concept design and development  
CAD CAM support and advice  
Rapid prototyping  
Patent advice and searches  
Design for manufacture and assembly

### Electronic Engineering

Circuit design and testing  
Data gathering and diagnostics  
PCB design and rapid prototyping  
EMC pre-compliance testing

### Materials

Materials identification and characterisation  
Identification of contaminants  
Materials testing  
Advice on materials, processes,  
health & safety and legislation

A range of funding exists for technology and innovation, to suit small or long term projects, some of which is **at little or no cost**. Contact DEC to see if you qualify for one of the schemes.

Contact: Dr Stuart Brown  
Design Enterprise Centre  
The RCSE Building  
The University of Hull  
Hull  
HU6 7RX

Tel: (01482) 466470  
Fax: (01482) 466477  
Website: [www.designenterprise.co.uk](http://www.designenterprise.co.uk)

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## **The Logistics Institute**

A world-class Logistics Institute, of pan-northern significance, it will help achieve the Humber's potential as an efficient and effective gateway, encouraging business growth and fresh inward investment. It will help ensure the region captures far more of the added value of the traffic that passes through its ports. The Institute aims to be an international centre of excellence in the management of supply chains and traceability of products through a range of new and innovative resources, technologies and learning programmes.

*Contact:* Prof John Mangan  
Tel: 01482 463427  
E-mail: j.mangan@hull.ac.uk

## **Hull Business School**

The Business School has moved to new state-of-the-art premises at the University as it continues its quest to become one of the UK's leading Business Schools. It hosts the new Logistics Institute and, among its other cutting edge resources, boasts a high-tech Management Learning Laboratory which will help businesses rehearse and pilot key business changing decisions in a non-risk, thought-provoking environment. This on top of its range of MBAs and other world-renowned learning programmes to enhance the skills and entrepreneurial activity within the region.

*Contact:* Brian Milsom  
Tel: (01482) 463606  
E-mail: b.milsom@hull.ac.uk

## **Knowledge Transfer Partnerships (KTP)**

KTPs provide significant support and grant funding to companies to solve strategic business problems or make the most of potential opportunities.

This is achieved by the formation of a partnership between the company and a University, which commits relevant academics to the partnerships project and also gives access to the University's wider knowledge and technology base, bringing significant resources to bear on the company partner's issues.

Every KTP involves the full-time placement of a graduate known as the KTP Associate into a company usually for 2 years. The required solution is achieved through the successful delivery of an agreed project work plan, which is delivered 'in company' with the full support of the company and academic partners.

Over the past 30 years KTPs have been proved to benefit companies in the following ways:

- Increased turnover and profits.
- The development of improved and new products, systems and services.
- Increased efficiency leading to improved competitiveness.
- Successful embedding of new technology, skills and ideas.
- A better trained and skilled workforce.
- Opportunity to recruit graduates who have a track record of in-company success.
- Access to the wide range of skills, expertise and facilities at the University of Hull, including the following disciplines; Engineering, Computer Science and Business Systems, Marketing, Environmental Technology and Management, Chemistry and Biology.

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For a standard two-year programme, the total budget for a KTP is £100K. This provides for the Associate's salary, training, travel and equipment, and the input of the relevant academics. Dependent on company size a grant of either 40% or 60% is available to meet this cost. On this basis, an SME would contribute £16,000 p.a. and a larger company £24,000 p.a. to their KTP. This makes KTP one of the few initiatives where large companies can benefit from government funding.

KTP offers your company significant opportunities to increase its knowledge base and innovate, leading to improved performance and profitability. For further information, please contact the KTP office at the University of Hull on the numbers below.

*Contact:* David Robinson  
Tel: 01482 466912  
Email: d.robinson@hull.ac.uk

### **The Humber, York & North Yorkshire New Technology Institute (NTI)**

The NTI has increasing influence with regional businesses involved in the Creative and Digital Industries.

It is tasked with encouraging more small businesses to use new technologies - and with generating the training programmes to encourage their continued use. It does this through a range of partnerships with private providers and further education colleges.

The NTI is the Humber sub-region's skills broker for the Digital Industries cluster, on behalf of Yorkshire Forward and the Learning & Skills Council, seeking solutions and offering subsidised training to businesses operating in the fields of ICT, electronics and telecoms, design, creative, cultural and media and print and printed packaging.

*Contact:* Angela Pelloni  
Tel: (01482) 465372  
E-mail: a.m.pelloni@hull.ac.uk

### **And there's more . . .**

Then there is the **Institute for Chemistry in Industry**, one of the UK's leading partnerships in this field, specialising in miniaturising chemistry; the **Clinical Biosciences Institute**, which focuses on heart failure, cancer and musculoskeletal disorders; the **Institute of Wound Care**, established in conjunction with the NHS, Smith and Nephew and the Hull York Medical School; the **Centre for Medical Engineering and Technology**, which has a particular strength in modelling, simulation and visualisation in medicine; the **Games Technology Centre**, set up with the Mecca group; the stunning **Hull Immersive Visualisation Environment (HIVE)**, which provides anything from a virtual walk-through of the St Stephen's development in Hull, to an inside journey through the human body to a re-creation of early settlements long since disappeared from view.

All this and much, much more is available at the University of Hull – and all of it can be accessed through the Business and Community Knowledge Exchange – your very own gateway to this treasure chest of top-level knowledge and expertise.

To find out how we can help you please call the Business and Community Knowledge Exchange on **01482 465372**. We really are Open for Business!

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## HULL AREA BUSINESS ADVICE CENTRE (HABAC)

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HABAC is the principal Enterprise Agency operating within the Hull and East Riding areas of East Yorkshire.

Services Include:

- Business Advice and Counseling
- Access to Information and Internet
- Access to WEB PAGES and E.COMMERCE
- Business Training Modules
- Basic I.T Training Modules
- Serviced Office Accommodation

Core services are free, and all staff members are qualified, experienced and helpful – friendly human beings.

Contact HABAC if you wish to discuss your Business proposals and ideas –

You have nothing to lose other than your time, and a little determination to succeed.

### **HABAC is a quality leader**

Hull Area Business Advice Centre believes in the need for Quality Standards and Services. We remain Investors in People and continue to achieve ISO 9001/2000 Standards

HABAC will continue to provide a wide range of business support services to both new and existing SME's

Advice, Information and Training services are available free of charge.

*Contact:* Hull Area Business Advice Centre Ltd  
The Enterprise Centre  
4 Bowlalley Lane  
Hull  
HU1 1XR

Tel: (01482) 607100

Fax: (01482) 607102

E-mail: [help@habac.co.uk](mailto:help@habac.co.uk)

Website: [www.habac ltd.co.uk](http://www.habac ltd.co.uk)

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## ENTERPRISE GRANT SCHEME

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Thinking of making a financial commitment to improve and develop your business?

Creating a new job within your company?

If the answer is yes then the Enterprise Grant Scheme may be able to help you achieve your goals and contribute to the finance of your next business project.

We provide 2 days free business support in the development and review of your business project.

We can also help with a revenue grant to the value of 25% of our projects costs (grant minimum £900, maximum £1275). This means your total project costs would need to be a minimum £3,600 to obtain a grant of £900 and £5100 to obtain a grant of £1275.

The scheme is part financed by the European Regional Development Fund and there are no charges for our services.

Assistance is aimed at businesses:

- Located within the city boundary of Hull
- That have been trading for less than 36 months
- That employ less than 250 staff

The scheme cannot assist businesses in the retail sector or businesses that provide personal services e.g. hairdressing, restaurants, domestic window cleaners, gymnasiums etc.

If your business project contains elements of the activities listed below we may be able to assist you:

- Research and development
- Business planning
- Development of New Markets
- ICT Enhancements
- Web Design
- Marketing, Promotional and Exhibition Materials
- Consultancy Support
- Environmental Issues, Waste, Pollution, Lighting, Heating
- Workforce Development
- Export Initiatives
- Supply Chain Consultancy

*Contact:* Mark Cooke  
Latitude  
Salters House  
Salters Court  
156 High Street  
Hull  
HU1 1NQ

Tel: (01482) 601888  
Email: mc@latitude.uk.com

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## YFM GROUP

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The YFM Group provides investment capital, business support and property services to entrepreneurially lead small and medium sized enterprises (SMEs). According to research carried out by Venture Capital Report on investment activity in the year to the end of June 2004 we are the UK's most active investor in the SME marketplace. Whilst we operate throughout the UK we are headquartered in Leeds and have an office in Hull.

The investment arms of our business, YFM Private Equity and YFM Venture Finance are authorised and regulated by the Financial Services Authority. With £260 million in funds under management, a significant proportion of which is only available to Yorkshire and The Humber based businesses, we have the financial muscle to be able to help you to realise your plans for taking control of a company or for driving sales and profits in the company that you currently own.

Funds that we manage that have provided a service to Hull based businesses include the British Smaller Companies VCT plc, Partnership Investment Finance scheme and Yorkshire & Humber Equity Fund.

Our business support arm, YFM Business Development, is responsible for the delivery of subsidised consultancy. Amongst other things it runs the Manufacturing Advisory Service (Yorkshire & the Humber) and the Hull Enterprise and Learning Programme.

*Contact:* Kevin Cassidy  
YFM Group  
St. George's House  
1-5 St. George's Street  
Hull  
HU3 6ED

Tel: (01482) 575859

E-mail: [hull@yfmgroup.co.uk](mailto:hull@yfmgroup.co.uk)  
Website: [www.yfmgroup.co.uk](http://www.yfmgroup.co.uk)

### **British Smaller Companies VCT plc**

YFM Private Equity is Investment Adviser to the British Smaller Companies VCT plc which provides equity finance in sums ranging from £250,000 to £1 million to UK based growth companies. The VCT has invested in a number of companies in the Yorkshire and The Humber region. It joined the Yorkshire & Humber Equity Fund in backing a management buy-out at Harlands of Hull in September 2003. In 2005 Harlands of Hull was acquired by Clondalkin Group at a price that was well ahead of that paid by the management buy-out team almost two years earlier.

*Contact:* Tracey Parker  
YFM Private Equity  
Saint Martins House  
210-212 Chapeltown Road  
Leeds  
LS7 4HZ

Tel: (0113) 2945055

Email: [leeds@yfmgroup.co.uk](mailto:leeds@yfmgroup.co.uk)  
Website: [www.yfmprivateequity.co.uk](http://www.yfmprivateequity.co.uk)

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## **Hull Enterprise and Learning Project (HELP)**

If you are considering starting a business or if you have an existing business or are involved in social enterprise activities then ask for HELP.

HELP can provide you with advice, guidance and support including:

- Business Planning
- Training and awareness workshops
- Marketing advice and support
- Business support tools
- Community Enterprise support
- IT development
- Mentor support

Much of the HELP service is totally free of charge, though for larger projects or for some company support activities a contribution may be required. You may be eligible for HELP if you or your business pays rates to Hull City Council.

HELP is part funded by the Single Regeneration Budget through Hull City Venture and by the European Regional Development Fund and managed by YFM Business Development part of the YFM Group. It is supported by a team of expert business and social economy advisers, with many years of experience, including Business Interactions (UK) Limited, Hull Area Business Advice Centre, Humberside Co-operative Development Agency, Latitude and The Northern Business Group.

*Contact:* Kevin Cassidy  
St George's House  
1-5 St George's Road  
Hull  
HU3 6ED

Tel: (01482) 800180

E-mail: [enquiries@hullhelp.org](mailto:enquiries@hullhelp.org)

Website: [www.hullhelp.org](http://www.hullhelp.org)

## **The DTI Manufacturing Advisory Service (MAS)**

MAS are available to all businesses in Yorkshire and Humber who want practical and affordable third-party expertise to help them develop their operations and productivity. Services include:

- Ask MAS – Providing impartial advice to help manufacturers to address specific issues in their operation. This service is free of charge and is accessible by telephone or email on the contact details given below.
- Manufacturing Diagnostic – Delivered by qualified manufacturing experts, businesses can access an impartial review of their manufacturing operation and gain valuable feedback about where changes or improvements can be made to achieve significant bottom line benefit. Another free MAS service.
- Research – MAS will fund a technical expert to provide a business with one day of research for free.
- Manufacturing Improvement Projects - Businesses can get a 50% grant subsidy towards the cost of a third party manufacturing specialist, working with them to make changes to the business which reduce waste, improve efficiency and increase overall performance.

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- Because MAS services are tailored to the individual needs of each business, there are many ways in which it can help. Types of manufacturing improvement projects MAS has supported in the past include implementing lean manufacturing, introducing stock control systems, reorganising the factory floor to reduce waste, implementing energy efficient manufacturing processes, automation of manufacturing systems, plus much more!
  - Inside Industry – A programme of workshop and in-company visits, promoting best practise in manufacturing and providing businesses with the opportunity to help themselves by networking and learning from the successes of their peers.

*Contact:* Robin Watson  
The Manufacturing Advisory Service (Yorkshire & the Humber)  
Saint Martins House  
210-212 Chapeltown Road  
Leeds  
LS7 4HZ

Tel: 08700 111 875

E-mail: [enquiries@mas-yh.co.uk](mailto:enquiries@mas-yh.co.uk)  
Website: [www.mas-yh.co.uk](http://www.mas-yh.co.uk)

MAS are a national initiative, backed by the Department for Trade and Industry (DTI) in partnership with Regional Development Agencies in England and the Welsh Development Agency. In Yorkshire & the Humber it is delivered by YFM Business Development (part of YFM Group) and is funded by Yorkshire Forward (The Regional Development Agency for the Region).

#### **Partnership Investment Finance (PIF) Scheme**

PIF is a £37 million fund through which SMEs and social enterprises can access growth capital in sums ranging from a few thousand pounds up to £1 million. PIF is managed by the YFM Venture Finance arm of YFM Group. Set up to help businesses that have been unable to raise all the money they need from traditional commercial sources PIF is active in the Yorkshire and The Humber region's Objective 2 areas which include Hull and parts of the East Riding of Yorkshire. As well as offering conventional venture capital products – equity and mezzanine loan finance – micro loan and small loan finance is available for entrepreneurs seeking to establish new or to build existing small businesses. An interest rate rebate scheme allows borrowers to access loan finance at very competitive prices. Visit [www.partnershipif.co.uk](http://www.partnershipif.co.uk) and complete the on-line application form.

*Contact:* Helen Fox  
Partnership Investment Finance  
Unit 1  
Silkwood Business Park  
Wakefield  
WF5 9TJ

Tel: (01924) 237850

E-Mail: [info@partnershipif.co.uk](mailto:info@partnershipif.co.uk)  
Website: [www.partnershipif.co.uk](http://www.partnershipif.co.uk)

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### **Yorkshire & Humber Equity Fund (YHEF)**

YHEF, one of nine Regional Venture Capital Funds set up across England and Wales, is managed by the YFM Venture Finance arm of YFM Group. A £25 million fund it will invest, initially, sums of up to £250,000 to facilitate change and development in companies that have the potential for growth. YHEF will help to finance a management buy-out, plans to launch new products, open up new markets or to acquire other businesses. In return for the minority stake it will acquire in the ownership of the company, YHEF will provide the additional equity and loan finance a business needs to be able to achieve sales and profits targets set by its owner-managers. If follow-on finance is required six months or more after the first investment has been made, then a further £250,000 can be provided. Locally, YHEF helped to finance a management buy-out at Harlands of Hull in September 2003.

*Contact:* Zuzana McMillan  
YFM Venture Finance  
Saint Martins House  
210-212 Chapeltown Road  
Leeds  
LS7 4HZ

Tel: (0113) 294 5019

Email: [leeds@yfmgroup.co.uk](mailto:leeds@yfmgroup.co.uk)  
Website: [www.yhef.co.uk](http://www.yhef.co.uk)

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## INLAND REVENUE BUSINESS SUPPORT

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### **Paying Your Employees**

Inland Revenue's Business Support Team will help you to work out your employees' tax and National Insurance, and give you tips on how to keep good records and where you can turn to for help

### **Calculating National Insurance Contributions for Directors**

This will explain the special rules for paying Directors, along with the higher rates of tax and 'K' codes.

### **Paying expenses and giving benefits to your employees**

This workshop will cover the most common types of expenses and benefits, and will explain which tax and National Insurance will be due

### **Statutory Sick Pay (SSP)**

This will talk you through how to pay SSP to eligible employees, and what you need to know if you operate your own sick pay scheme

### **Statutory Pay and Leave for Maternity, Paternity and Adoption (SMP, SPP and SAP)**

This will help you with paying SMP, SPP and SAP to eligible employees, what the leave conditions are and with what to do if an employee is not eligible.

### **Paying Tax Credits**

This will talk you through how to pay tax credits to your employees and what records you need to keep.

### **Collecting Student Loans**

This will explain how and when to deduct student loan repayments

### **End of Year Returns (runs February-April)**

This can explain how to complete your End of Year Returns, which forms you need to send to the Inland Revenue and when they are due.

### **End of Year Expenses and Benefits (runs February-June)**

This can help you with filing your End of Year Returns of Expenses and Benefits, and tell you which forms you need to fill in and when.

### **For Businesses**

#### **Becoming Self-Employed**

This can start you off on the right track by explaining how to register, the basics of tax, National Insurance and VAT [?], along with what you will need to do and when to send information.

#### **Self-Assessment (SA) for the Self-Employed**

Aimed at sole traders and partnerships we can explain how to complete your SA return. This covers expenses and allowances, the important dates, and how to pay your tax.

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### **For the Construction Industry**

The Construction Industry Scheme - for contractors and subcontractors

This will talk you through how the ID card and voucher scheme works and how it affects you.

### **For Companies**

IR35 - Calculating the deemed payment

If you are affected by the procedures outlined in the Government Press Release IR35, This can explain how you can calculate the payment

Setting up a limited company

This can help you with the basics of forming a limited company, and let you know how to register with Companies House, the Inland Revenue and Customs & Excise.

*Contact:* Business Support Team  
Inland Revenue North  
Regian House  
James Street  
Liverpool  
L75 1AB

Tel: 0151 2428380

Website: [www.inlandrevenue.gov.uk/bst](http://www.inlandrevenue.gov.uk/bst)

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## JOBCENTRE PLUS HULL

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Within the Hull & East Riding District, we have 9 Jobcentres, and help over 500 people each week into work.

Jobcentre Plus Hull offers a wide range of support and advice to help you recruit the people you need. Essentially, we provide a local service, tailored to your local needs but backed by our national network. Our services include: -

- A single point of contact to advertise your vacancies and discuss your individual needs:  
Tel: 0845 6012001
- A named local contact with responsibility for managing your vacancies
- Advice about local wage rates and the most effective recruitment methods
- Financial incentives to recruit people
- E-vacancy display – your vacancies on the biggest and best used recruitment website in Europe – [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)
- Vacancies accessed in over 1,000 Jobcentres nationwide, using the latest touch screen technology
- Customised training packages
- Work Trials - an opportunity to assess suitability of applicants for your vacancies
- Vacancy administrative support
- Issue of application forms on your behalf
- Initial screening of applicants, including any industrial specific tests
- Provision of interviewing facilities

**All of the above are available without charge.**

The above is a taster of the range of assistance we can provide, we can also offer:

### **New Deal**

New Deal for Young People aims to help people aged 18 - 24 into work. New Deal is delivered in partnership with employers, local authorities, training providers, Jobcentres, voluntary groups and other organisations. New Deal will act as an effective recruitment channel where candidates have been through a period of concentrated, individual advice and help, guided by a New Deal Personal Adviser. This period, known as the Gateway to New Deal pre-screens candidates to help ensure they are employable, motivated and right for the job.

Employers can decide whom to employ. They will then become your employee, under your terms and conditions of employment.

Your New Deal Vacancy can even be organised through a Work Trial, a short 'risk free' period for you to assess recruits while they remain on benefit (see below).

- If you take on a full time employee into a New Deal job you can receive up to £60 a week for six months, and £40 a week for a part time post (between 24 and 30 hours including training).
- In addition, if you are providing training, you can receive up to £750 towards the young person's training. Any training they get must be for the equivalent of one day a week and towards a recognised qualification. They can be trained in-house, elsewhere or the Jobcentre can arrange training.
- Employers are expected to pay the usual rate for the job and in any case to pay their New Deal employees at least the National Minimum Wage.

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People aged 25 and above can also enter the New Deal Gateway.

The conditions for employing someone in this age group are as above but the payments differ slightly as follows:

- Subsidy for 30+ hours work a week is £75 per week over 6 months.
- Subsidy for 16 - 29 hours work a week is £50 per week over 6 months.

There is no extra funding towards training costs.

### **Hull Action Team for Jobs**

Action Teams are based within the community across the Hull area. Action Teams can offer funding to help you recruit people who live within specific areas of the city. Additional funding can also be provided to cover the cost of training, as well as tools and equipment.

### **Work Trials**

For a period of between 1 and 15 days jobseekers can be given a chance to show their ability by undertaking a period of work experience with an employer. The job must be over 16 hours per week and temporary jobs must last at least 3 months.

No cost to the employer as the jobseeker receives benefit, meal and travel costs during the Work Trial. Any full time vacancy can be included. New Deal can follow on from this.

*Contact:* Sara Hewitson  
District Marketing Executive  
Employer Engagement Team  
Queens House Jobcentre  
44 - 46 Paragon Street  
Hull  
HU1 3NZ

Tel: (01482) 332719

Fax: (01482) 332781

E-mail: [sara.hewitson@jobcentreplus.gsi.gov.uk](mailto:sara.hewitson@jobcentreplus.gsi.gov.uk)

### **Access to Work**

Access to Work is available to overcome the practical problems caused by disability. It offers advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job.

Through Access to Work the Jobcentre can make a grant towards the extra costs that arise because of an individual's disability. For people who are starting a job with you, the grant is up to 100% of the approved costs. For those who already work for you, the grant is up to 80% of approved costs over the first £300 a year.

Access to work can assist in a number of ways. For example, it can help pay for:

- A communicator for deaf people or those who have a hearing impairment and need a communicator with them at an interview.
- Special equipment (or alterations to existing equipment) to suit particular work needs arising from disability.
- Alterations to premises of working environment, if needed because of disability.

- 
- Help towards the cost of getting to work if disability prevents your employee from using public transport.

### **Job Introduction Scheme**

JIS enables you to take on someone with a disability for a trial period, by providing you with a contribution towards their wages for the first few weeks. You get the opportunity to find out about their potential and a bit of breathing space in which to deal with any practical concerns. Your employee also gets the chance to find their way around the job and to show what they can do.

JIS provides help towards your employee's wages of salary during the trial period. The current allowance is £75 a week and the usual trial period is six weeks.

*Contact:* Margaret Smales (Manager)  
Jobcentre Plus  
Hull & East Riding Disability Service Team  
Crown House  
16 Ferensway  
Kingston upon Hull  
HU2 8NZ

Tel: (01482) 332904

E-mail: [Margaret.smales@jobcentreplus.gsi.gov.uk](mailto:Margaret.smales@jobcentreplus.gsi.gov.uk)

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## EUROPEAN ASSISTANCE

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### **Hull European Team**

Hull Development and Renewal Services has benefited from having a dedicated European Team since 1999. In this time, the team's work has revolved around two major areas - European Funding and European Policy and Information.

### **European Funding:**

As a whole, Structural Funds (including Objective 2) account for over a third of the European Union's budget. In terms of funding, the European Team's strategy is to facilitate the drawing down of European Union funds to maximum benefit for the people and economy of Hull by capitalising on the UK's membership of the European Union. Hull has been awarded "Objective 2" status by the DTI (Department of Trade and Industry) in order to redress local economic decline and to bring the area closer to the European Union economic average. The other major structural fund which Hull can access is the European Social Fund (Objective 3), which is available across the UK. ESF is intended to advance the European Employment Strategy by improving employability, developing entrepreneurship, encouraging adaptability and strengthening equal opportunities in the labour market. In effect ESF is supporting the human resource strategy of the European Union. For more detailed information on Structural Funds log onto: [www.goyh.gov.uk](http://www.goyh.gov.uk)

Work on European funding also includes assisting project sponsors in the preparation of funding bids to European Secretariat, Government Office (Leeds) and working with Business Link Humber (Business Support Priorities), the Citycentre Master Plan, Humber Trade Zone (Priority 4), and Local Development and Employment Pacts (Community Economic Development Priority 3). The team also monitors actual expenditure against programme budgets and prepares regular financial reports as well as general financial management of the programme. Other work includes developing and monitoring of partnerships at local and transnational level and involvement in programmes like "Interreg" ([www.interregiib.org.uk](http://www.interregiib.org.uk)).

### **European Policy:**

Work on policy includes research on other European funded programmes, policy development and lobbying at a local and European level and the gathering of baseline information relating to social, educational and labour market statistics.

### **European Information:**

The other important remit within the team is to assist in raising awareness of European issues by providing a regular flow of information to partners, colleagues and the public and also to raise Hull's profile at a regional, national and European level. The team liaises with several European bodies including the European Commission, European Parliament, UK Government departments and other relevant organisations enabling the team to provide an informed service. The team also works closely with other local authorities and council departments, a wide range of public and private sector organisations and community and voluntary sector organisations to identify and develop projects. The team hopes to engage in the development of transnational projects by liaising with specific European partners.

### **Partnership Groups:**

The European strategic programmes are managed at district level by the Cityeconomy Subboard of the Local Strategic Partnership. The team works in conjunction with several groups [and] uses many and varied ways of communicating and consulting with local people, representative groups and organisations.

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*Contact:* Eva La Pensée or Daphne Robins  
Hull Development and Renewal Services  
Anchor House  
The Maltings  
Silvester Street  
Hull  
HU1 3HA

Tel: (01482) 612159  
Fax: (01482) 612160

Email: [eva.lapensee@hullcc.gov.uk](mailto:eva.lapensee@hullcc.gov.uk)  
Website: [www.hullcc.gov.uk/business/regeneration/europeaninfo.php](http://www.hullcc.gov.uk/business/regeneration/europeaninfo.php)

### **Euro Info Centre**

The Euro Info Centre and its two satellite centres in Yorkshire and the Humber provide a business support service for local companies on European Union matters including EU policies, programmes, legislation and trading conditions in other EU countries. Services include:

- Tenders Electronic Daily, a tailored service alerting local companies to contract opportunities in the public sector, both in the UK and in continental Europe
- 'Euro Partners', a partner search service designed to find business contacts in the EU
- Free Enquiry Service
- Consultancy.

The Centre is part of an official network across the EU and beyond, co-ordinated by the European Commission.

*Contact:* West Yorkshire Euro Info Centre  
Bradford Design Exchange  
34 Peckover Street  
BRADFORD BD1 5BD

Tel: (01274) 434262  
Fax: (01274) 432136

E-Mail: [eic@bradford.gov.uk](mailto:eic@bradford.gov.uk)  
Website: [www.bradford.gov.uk/euroinfocentre](http://www.bradford.gov.uk/euroinfocentre)

Leeds Satellite Office: Tel: 0113 283 3126

Sheffield Satellite Office: E-mail: [eic@leedsmet.ac.uk](mailto:eic@leedsmet.ac.uk)  
Tel: 0114 201 2595  
E-mail: [eic@syitc.com](mailto:eic@syitc.com)

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## HULL CITYVENTURE

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### Townscape Heritage Initiative (THI)

The Townscape Heritage Initiative (THI) is a grant-giving programme to support the repair and regeneration of the historic environment in the core of Hull's Old Town. The initiative is made up of a £2 million "common pot", funded by the Heritage Lottery Fund and SRB6. Grants are allocated from the pot to suitable projects via a local application and approval system.

Grants can fund:

- Building Repairs
- Architectural Reinstatement
- Bringing Vacant Historic Floorspace into Use
- Infilling Gap Sites on Key Frontages
- Public Realm

Grants help to fund "conservation deficit" – that is the additional costs involved when working with the specialist designs, materials and craftsmanship demanded for historic buildings and areas.

THI grants can help with much needed, but costly repairs. For this you will need to demonstrate that the work goes beyond routine maintenance and will remedy a structural problem, such as a failing roof. Grants can also support larger regeneration projects to bring vacant floorspace into use by contributing to the gap between cost and end value, whilst allowing up to a 15% developers profit. Grants can even support new build projects, contributing directly to the additional costs of the specialist material and design needed to meet the high standards appropriate to the Old Town's conservation area status.

We currently have grant money available to bring new projects into the Old Town THI programme and are looking for suitable schemes to grant aid. THI funding needs to be allocated before 31<sup>st</sup> March 2007, although projects do not need to be completed until October 2008. If you have a project that you would like us to consider, it is important that you contact us as soon as possible to ensure that funding is allocated within the deadline. We are particularly keen to support projects that could commence on site within the coming year. Grant aid could range from smaller grants of £5,000 to larger grants of up to £250,000, subject to meeting the eligibility criteria.

The THI is managed by Cityventure and has a dedicated Programme Coordinator, Conservation Advisor and Project Assistant. We would be happy to meet with you and/or your clients, either to discuss the eligibility of a particular project, or to discuss the general benefits that a grant could bring to your work. You can also find further information on our website at (see Past2Present).

*Contact:* Joanne Byrne  
Hull Old Town THI Coordinator  
48 Queen Street  
Hull  
HU1 1UU  
  
Tel: (01482) 320021  
  
Email: [job@cityventure.co.uk](mailto:job@cityventure.co.uk)  
Website: [www.cityventure.co.uk](http://www.cityventure.co.uk)

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## YOUNG ENTERPRISE

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Today, young people need to be more adaptable than ever before. They must be prepared to change direction in response to opportunity, and ready to learn new skills throughout their working lives. In other words – they need to be enterprising!

Young Enterprise is a national educational Charity, supported by local Area Boards whose members are volunteers from Business & Education. A member of YE Europe and Junior Achievement International, our aim is to help young people develop the skills and attitudes required for enterprise, personal success, lifelong learning and employability.

Our vision is that all young people, irrespective of background and ability will have the opportunity to gain personal experience of how business works and also understand the role it plays, both in providing employment and creating prosperity. Each of the following Young Enterprise programmes aims to inspire each participant to improve not only their own prospects but also the competitiveness of the UK.

### Company Programme

The programme enables a group of students aged **15 to 19** to set up and run a 'real' company over the course of one academic year. During this time they will elect a board of directors, raise share capital and market and finance a product or service. At the end of the year, they will liquidate the company and present a report and accounts.

### Graduate Enterprise

A Higher Education programme for university or college students aged **18 to 25+**. It encourages them to set up and run their own company, whilst developing the attitudes and skills necessary for personal success, lifelong learning and employability. Graduate Enterprise also helps the students to consider self-employment and business creation as future career options.

### Team Enterprise

Specifically designed for young people aged **15 to 19+**, who experience difficulties with learning and/or have disabilities. It offers them a unique opportunity to share and succeed, as well as taking responsibility for the management, production, sales, marketing and financial roles involved in running a real company.

### Project Business UK

Run over six one-hour sessions and is presented by a Business Volunteer, with support from a Teacher partner. Designed for pupils aged **14 to 15**, the sessions give basic introductions to a wide range of subjects including the Market Economy, the role of the Consumer and the effects of advertising. Ideally suited to a 1 day Business conference format.

### Entrepreneurship Masterclass

A one-day seminar encouraging **sixth form** students to think about starting their own business as a career option. By meeting real entrepreneurs they will gain an understanding of the main issues and practicalities of enterprise whilst identifying some valuable business skills. Invited speakers will also advise them who to approach for help and financial guidance.

### Primary Programme

Made up of six modules, one for each Primary year group. Each module consists of five one-hour lessons, often delivered as a Citizenship Day and presented to a class by a Business/Community Volunteer. Through practical, fun activities, pupils aged from **4 to 11** will learn to understand how and why individuals, families, communities and nations work together. The programme supplements the National Curriculum, with a particular focus on literacy and citizenship.

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**Shell LiveWIRE** provides information, advice and practical support for 16-30 year olds starting up their own business. A free Essential Business Kit is provided to every caller, tailored to their specific business idea. Also available is one-to-one advice through a national network of local business advisers and young business mentors and an interactive web service and idea exchange.

The Essential Business Kit contains...

- 2 booklets: 'Market Research for the First Time' and 'Writing Your First Business Plan'
- A detailed Business Opportunity Profile on your business idea
- Contact details for a *LiveWIRE* coordinator in your local area.

Tel/Fax: (01482) 631566  
Mobile: 07961 585942

Email: [jebyoungent@aol.com](mailto:jebyoungent@aol.com)  
Website: [www.young-enterprise.org.uk](http://www.young-enterprise.org.uk)

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## OTHER SOURCES OF ASSISTANCE

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### **Business Development Unit (BDU)**

Business Development Unit are private sector providers of funded training and business support. BDU specialise in liaising with employers in order to ascertain and then meet their real training and business development needs.

Operating within the workplace or at their fully equipped training centre, they provide group and personal one to one training and guidance in:

- Team Leader/First Line Manager Training Senior Manager
- Training Sales & Marketing Customer Care
- Personnel Management Issues
- Time Management & Delegation
- Performing Manufacturing Operations
- Food and Drink Manufacturing
- Distribution & Warehousing
- Owner Management - early years/business development

BDU can also offer a wide variety of other courses, if they do not deliver a particular course, they will signpost you to another provider who will. BDU also offer professional, fully equipped, conference and training facilities for hire.

*Contact:* Business Development Unit  
Maritime House  
Kingston Street  
Hull  
HU1 2DB

Tel: (01482) 449633 or 0800 1380916

Fax: (01482) 606328

Email: [info@bdu.org.uk](mailto:info@bdu.org.uk)

Website: [www.bdu.org.uk](http://www.bdu.org.uk)

### **SIRIUS**

Sirius is a registered Enterprise Agency created and supported by BP at Saltend. They can offer business loans, advice, and support for start-ups and business expansions in the Hull and Holderness areas.

Sirius aims to:

- Help local people
- Create local jobs
- Develop young people
- Support training and Education in small and medium local firms
- Encourage new enterprises starting in the area

You may be seeking funds to start up in business, or to develop your business further. You may apply to Sirius for up to 30% of the funds that you are seeking for your new venture.

If you wish to apply for a Sirius loan, you must show how your business can sustain itself within three years, and that you are capable of managing your asset. Sirius will help you to produce a business plan if necessary.

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- Sirius also offers professional advice and support for many other aspects of your business.
  - Sirius has achieved full compliant status from the Customer First Quality Standards framework.

*Contact:* Sirius Business Advice Centre  
8 St Augustine's Gate  
Hedon  
HU12 8EX

Tel: (01482) 890146  
Fax: (01482) 899253

E-mail: [info@sirius-hull.co.uk](mailto:info@sirius-hull.co.uk)  
Website: [www.sirius-hull.co.uk](http://www.sirius-hull.co.uk)

### **Prince's Trust**

The Prince's Trust is a national charity whose aim is to help young people who would not otherwise have the opportunity, to succeed.

Our Business Programme offers finance and advice to those wishing to start a business, but who are unable to obtain all the support they need from other sources.

We offer low interest loans of up to £4000 (average loan is around £2200) and in exceptional cases a grant of up to £1500 may be available. Test marketing grants of up to £250 are also on offer to enable you to find out if your business idea is viable.

#### *Eligibility Criteria*

Age 18-30 (up to 31st birthday)

Unemployed (or in part time or temporary employment - seek further advice from local office)

Viable business idea (small number of minor restrictions, e.g. gambling or alcohol related businesses)

*Contact:* Gren Clark  
The Prince's Trust  
King Charles II House  
1st Floor  
Headlands Road  
Pontefract  
WF8 1DD

Tel: (01482) 443483  
Mobile: 07903 647947

Email: [gren.clark@princes-trust.org.uk](mailto:gren.clark@princes-trust.org.uk)  
Website: [www.princes-trust.org.uk](http://www.princes-trust.org.uk)

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## **InBiz**

InBiz is a national organisation with 15 years experience of helping long term unemployed / benefit dependant individuals move into sustainable self-employment.

What help does InBiz provide?

### **Your Business Idea**

The first stage is a confidential interview with one of our trained Business Advisers to discuss your business idea and discuss its potential. We'll also take into account your experience, skills and any areas you may need help with such as funding or extra training.

### **Planning**

Providing everything adds up you will then be invited to attend a series of Business Awareness and Planning workshops. These are usually spread across four separate sessions covering everything you need to know about subjects such as book keeping, taxation, law, health and safety, insurance and marketing. You will also be given all the help you need to draw up your Business Plan.

### **Begin Trading**

This is where you begin to put your idea to the test and start 'selling' it to the market. If you are receiving benefits our programme can allow you to test trade and still retain them. Any income from this period is paid into an account from which all legitimate business expenses are paid. All the remaining money will give the business a good start when you begin trading independently. This crucial period can run for up to 26 weeks.

### **Advice and Guidance**

Your Business Advisor is committed to helping you achieve your goal of self-employment and will keep an eye on your progress offering advice, guidance and practical assistance as necessary. Together you will set and review targets as your business grows until the day that your business is strong enough for you to become independently self-employed.

InBiz start-up support programmes give you the chance to begin independent trading with cash in the bank, a growing reputation and a full order book!

### **After Care**

When you leave the programme to begin your self-employed career, InBiz will provide continued support for as long as you need it.

*Contact:* InBiz  
4<sup>th</sup> Floor  
Europa House  
Ferensway  
Hull. HU1 3UT

Tel: (01482) 211668  
Fax: (01482) 211664

E-mail: [hull@inbiz.co.uk](mailto:hull@inbiz.co.uk)  
Website: [www.inbiz.co.uk](http://www.inbiz.co.uk)

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## **Business Interactions (UK) Limited**

SME Zone run by Business Interactions (UK) Limited provide for members and non members of the Federation of Small Business the services below.

- To Trade and Network with other businesses to ensure that all our businesses grow.
- Business Support Centre with offices to rent on an easy in easy out basis.
- Free Daily Advice Surgeries – Legal Advice, Tax, Vat, Financial Services, E-Commerce & Business Start-ups.
- Host Intertrading Events, Workshops, Seminars, Exhibitions and Social events.
- Help with Venture Capital and Business Angels.
- Debt Collection Service.
- Help with Recruitment and Training of staff.
- Free Business ‘Start-Up’ Workshops (Subject to funding eligibility)
- Business/Management & development Program (Subject to funding eligibility)
- H.E.L.P funded program
- Various Grant Assisted Programs
- Computer Training Centre
- ECDL
- National Tests
- Mailing and Distribution Centre
- Call Centre
- Work with Young people going into business involved with the Young Enterprise at the Bespoke Centre Bransholme

*Contact:* Rosalie Kelly  
Business Interactions (UK) Limited  
Spring Bank Business Centre  
101 Spring Bank  
Hull  
HU3 1BH

Tel: (01482) 585226 / 20130  
Fax: (01482) 618207

E-mail: [Rosalie@bil-uk.org](mailto:Rosalie@bil-uk.org)  
Website: [www.bil-uk.org](http://www.bil-uk.org)

## **Humberside Co-operative Development Agency (HCDA)**

Humberside Co-operative Development Agency Limited (HCDA) is a registered local enterprise agency which exists to support Co-operative, mutual and ethical organisations in Hull. This includes charities, not for profit and social or community enterprises.

We provide a full range of business services including business and marketing planning, group development, advice on acquisitions, accessing finance (including grants), change management, project planning and management, crisis management, advocacy, representation and conflict resolution. We also assist businesses in understanding the benefits of working co-operatively and implementing employee ownership plans.

*Contact:* Jonathan Clarke  
Humberside CDA  
Tel: (01482) 449877  
Fax: 0870 122 8899

E-mail: [jon@humbersidecda.info](mailto:jon@humbersidecda.info)  
Website: [www.humbersidecda.info](http://www.humbersidecda.info)

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## **Federation of Small Business**

Federation of Small Business is a national organisation and was founded in 1974. It has over 190,000 members working towards the same goal; bettering business conditions for the small business and adds Benefits of Membership locally. Members are self-employed, partners or directors of companies employing up to 200 employees.

It operates both at grassroots and national levels, utilising the skills and expertise of the Small Businesses who make up the membership. Volunteer members with specialist knowledge run all Committees. In addition to this, Membership brings many other benefits, such as free access to a legal advice line.

*Contact:* Neville Martin – Regional Organiser  
19 Castledene Gardens  
Sheffield,  
S9 1DQ

Tel: (0114) 261 7132  
Email: southandeastyorks@fsb.org.uk

## **Graduate Link**

Graduate Link is funded by Yorkshire Forward and operates on behalf of the Ten University Careers Services in Yorkshire and Humber to promote graduate recruitment in local companies. Graduate Link was originally established in response to the growing demand for graduates among small and medium sized companies (SME's), but its service is now available to companies of any size and from any sector.

Part of the regional Graduates Yorkshire initiative, Graduate Link offers a comprehensive graduate recruitment service to employers, including free vacancy advertising, job matching, and free online training plans for employees.

*Contact:* Graduate Link  
University of Sheffield

Tel: (0114) 222 0954  
Fax: (0114) 222 0950

Email: [glink@shef.ac.uk](mailto:glink@shef.ac.uk)  
Website: [www.graduatelink.com](http://www.graduatelink.com)

## **Latitude**

The aim of Latitude is to make the right people available at the right time.

People are the pulse of any business. Through their ability and attitude, they can make a real difference to performance.

Latitude can help shape the human dimension of companies by minimising the risk of recruitment by exploring motivations and providing a totally managed service through tailored employment solutions.

Latitude has worked with well-known and established companies, takes care of their staffing needs, both for specific roles and for whole teams. Also working with growing businesses when they need extra resources and with start-ups to help them put down strong roots. In the long term Latitude can help to shape work culture by developing innovative training and employment solutions on behalf of economic development agencies and working with schools to develop broad attitudes to work that prospective employers will require.

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**Contact:** Latitude  
Salters House  
Salters Court  
156 High Street  
Hull  
HU1 1NQ

Tel: (01482) 601888  
Fax: (01482) 601889  
Email: mc@latitude.uk.com  
Website: www.latitude.uk.com

## **Northern Business Group**

In an age where benchmarking, e-commerce, digital technology and the outsourcing of routine tasks for maximum efficiency are a current trend, Northern Business Group is well placed to advise and assist in the development of this culture. Northern Business Group will endeavour to maximise clients' resources by tapping into local, regional and national business grants, enabling clients to reap the benefits of business growth and added competitiveness.

### **Business Planning**

Comprehensive support to develop or update your company's business plan to ensure this important business tool is not overlooked. An essential document to guide the growth and development of your business and mandatory if you require financial assistance.

### **Marketing Strategies**

After finance the most important part of your business development, even if you have adequate finance, without clients you will still not have a developing business. Northern Business Group will assist you to create your strategy, and then help you to implement it.

### **Mailing House/Contact Centre**

We offer a diverse mailing service, whether it is small or large quantities, we also help businesses take advantage of Royal Mail discount postage services. Database maintenance services are offered to keep data clean and postage costs down. After mailing is completed what better way to measure your customers' response than to make a telephone call and gather valuable information for your marketing projects in the future or call them first to ascertain that your data is correct before mailing.

### **Virtual Office Support**

If you do not need the expense of an office, why not link into Northern Business Groups Virtual support. The comprehensive service support will allow you the freedom to develop your business whilst they look after every aspect of the 'office'. Telephone, email, snail mail, facsimile can be linked direct when you require it, leaving Northern Business Group to deal with the routine. Secretarial, accounting and personnel support and a computer and a desk when you need it.

**Contact:** Northern Business Group,  
99 Spring Bank,  
Hull,  
HU3 1BH

Tel: 0870 755 0600  
Fax: 0870 755 0605

Email: info@northernbusinessgroup.co.uk  
Website: www.northernbusinessgroup.co.uk

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## **Innovation Desk**

### **Prototyping, patenting & licensing**

Are you preparing to develop a new product? As established Innovators we can draw from a wealth of our own case study material and guide you through the process of prototyping, patenting and licensing. My colleagues and I provide assistance with strategic and technical matters, both across and from within each of these disciplines. This is a commercial service available; across the desk, via e-mail and through demonstration. Your business support organisation will be able to confirm if financial assistance is available for your project.

**We can help you to optimise your Product Strategy, Development Plan and Development Budget, by examining the detail from real life examples of:-**

#### **Prototyping**

From concept to production why prototypes are necessary for each stage of a project, their construction and costs, third party contributions, how long it takes and what is achieved for each participant, etc;

#### **Patenting**

Searches within the Prior Art archives of 40 million documents, how these are used to focus the development resource, defer expenditure, identify new opportunities and reveal covert strategies. Search Reports why we need them and their accompanying documents. Correspondence with Patent Attorneys and Examiners, Responses, costs and time lines, etc;

#### **Licensing**

How third parties are identified, profiled and introduced, how confidence is built over months with meetings, phone calls, letters, faxes & emails, the importance of Solicitors at both ends of the chain, Agreements e.g.; Confidentiality, Assignment, Heads of Agreement, Technology Transfer, Distribution, Collaboration, Co-operation, Shareholders, etc.

When your project goes 'live' we can guide you through the process of prototyping, patenting and licensing.

**We believe that by this approach, we can make a material difference to your thinking and help you to get more from your specialist providers.**

*Contact:* Mike Brown DIM, LTI – Technology Consultant  
Innovation Desk  
Suite 1, Shine Knowledge & Innovation Park  
St Mark Street  
Hull  
HU8 7FB

Tel: 01482 331436  
Fax: 01482 331432

Email: [info@innovationdesk.org](mailto:info@innovationdesk.org)  
Website: [www.innovationdesk.org](http://www.innovationdesk.org)

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## Invest Business Training Solutions

Invest Business Training Solutions is the business to business training arm of Hull College. We offer training to organisations in the private, public, community and voluntary sectors across our region. Our deliverers have relevant and recent industry backgrounds and experience. We are based at the KC Stadium where we offer excellent professional facilities as well as delivering for many clients on their own sites.

We draw down funding from a range of sources to support local businesses. For example, we can provide access to *FREE* level 2 qualifications in such as management development, customer service and retail (simple eligibility criteria apply). Wherever possible we will access relevant funding to reduce your costs.

We offer a broad portfolio of training and development, providing qualifications to national standards as well as bespoke training and development for individual organisations. We offer training, development and support in the following areas:

- Management Development – from Team Leader to Senior Management, including strategic business management
- Training and Development – including Train the Trainer, A1 and V1 NVQ awards, CIEH Professional Trainer Certificate
- Personnel Development – including CIPD Certificates in Personnel Practice and Training Practice
- Health and Safety – NEBOSH, IOSH, CIEH, and customised courses
- Retail and Customer Service – including NVQs to level 4 and customised training
- Information Technology – bespoke short courses around Microsoft packages
- Professional Studies in Purchasing & Supply
- Medical Terminology – Specialised training for the Healthcare Sector
- Health and Social Care – NVQs to level 4, Registered Managers Award
- Food Safety – Basic, Intermediate, Advanced and HACCP
- Short Courses e.g. Project Management, Communication Skills, Managing People and many more.
- Bespoke Courses tailored to meet your individual business needs

The Invest team will also visit your company to offer a personal service and to support you in identifying your business objectives, training needs and the support required to meet them.

We also have access to the resources and support of Hull College. On substantive courses clients can use College facilities such as the library. It also means we have direct contacts in College to help us deliver what ever an organisation needs – for example, engineering, manufacturing, Stevedoring, and administration.

If you are not sure where to go – pick up the phone or email us – we can usually help and we pride ourselves on providing a high level of customer service to all our clients.

*Contact:* Judith Warnes  
Invest Centre  
Kingston Communications Stadium  
The Circle  
Anlaby Road  
Hull  
HU3 6HU

Tel: (01482) 598855  
Fax: (01482) 598780

E-mail: [invest@hull-college.ac.uk](mailto:invest@hull-college.ac.uk)  
Website: [www.invest.hull-college.co.uk](http://www.invest.hull-college.co.uk)

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## **Durban Limited**

With over 30 years experience in the field of Business Support, Durban Limited are the sponsor company for the 'Women's Enterprise in the Humber' project.

The project is free to participants, and is part funded by the European Regional Development Fund (ERDF). Providing comprehensive support for women who wish to start up in business or, have been trading for less than 36 months.

Support includes the assistance with developing and implementing elements of the Business Plan, including Marketing, Finance and Grant support. One 2 One mentoring, diverse workshops and networking opportunities are all available to ensure every woman has the chance to develop a growth business in the Humber area.

*Contact:* Maureen Foers O.B.E.  
Managing Director  
Durban Limited  
Carr House  
East Carr Road  
Hull HU8 9LP

Tel: 08707 550513

Mobile: 07947 808735

Email: [mfoers@durban-uk.com](mailto:mfoers@durban-uk.com)

Website: [www.durban-uk.com](http://www.durban-uk.com)

## **PROBE (Hull) Ltd.**

The Enterprise team assist residents of the East Hull area with assistance in writing business plans, providing a business mentoring scheme and possible grant assistance. The grant scheme is based on residency in a particular post code area (i.e. HU9 3xx & HU9 5xx).

*Contact:* Sandra Ackroyd  
Enterprise Manager  
Employment House,  
PROBE (Hull) Ltd,  
406 Southcoates Lane,  
Hull.  
HU9 3TR

Tel: (01482) 714242

Fax: (01482) 719930

Email: [Sandra.ackroyd@employmenthouse.org](mailto:Sandra.ackroyd@employmenthouse.org)

## **Yorkshire Association of Business Angels**

Yorkshire Association of Business Angels (YABA) is a unique regional forum which brings together the finance and business expertise of business Angels with entrepreneurs and their new business ideas.

Conventional financing often fails to serve the smaller 'higher risk' investment opportunities. Business Angels are now widely accepted as a vital source of funding that bridge the gap in the equity market.

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Since its inception in 1995, membership has grown steadily to over 100 members and associates. YABA meets regularly at various venues throughout the Yorkshire and Humber region. Entrepreneurs have the opportunity to present their ideas to a highly receptive audience and also network with some of the most influential business leaders in the region.

Experience shows that some ten per cent of ideas receive financial support from Angels. This investment, in turn, often releases further investment from financial institutions or grants.

YABA is non – profit making, charging only a modest membership fee to Angels and a small administration charge to entrepreneurs. YABA takes no commission whatsoever from funds raised. Entrepreneurs not only have the chance to personally present their ideas at the YABA meeting but also have their ‘opportunity’ circulated by post to all the members.

YABA is supported by Yorkshire Forward – the regional development; South Yorkshire Investment Fund: the Small Business Service, Business Link West Yorkshire and Business Link Humber.

*Contact:* 1 Hornbeam House  
Hornbeam Park  
Hookstone Road  
Harrogate  
HG2 8QT

Tel: (01423) 810149  
Fax: (01423) 810086

Email: [admin@yaba.org.uk](mailto:admin@yaba.org.uk)  
Website: [yaba.org.uk](http://yaba.org.uk)

### **British Venture Capital Association (BVCA)**

The British Venture Capital Association represents virtually every major source of venture capital in the UK. Its full members are venture capital firms which provide equity funding to growing unquoted companies and account for over 95% of formal venture capital investment in the UK.

The BVCA is dedicated to promoting the venture capital industry for the benefit of entrepreneurs, investors, venture capital practitioners and the economy as a whole. One of the ways they achieve this is by providing information to those seeking venture capital.

There is a wide range of types and styles of venture capital available in the UK. The primary sources are venture capital firms and business angels. In targeting prospective sources of finance and business partners, as in any field, it works best if you know something about how they operate their structure and their preferences.

*Contact:* BVCA  
3 Clements Inn  
London  
WC2A 2AZ

Tel: (020) 7025 2950  
Fax: (020) 7025 2951

Email: [bvca@bvca.co.uk](mailto:bvca@bvca.co.uk)  
Website: [www.bvca.co.uk](http://www.bvca.co.uk)

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## Connect Yorkshire

Connect Yorkshire is the fast track to growth for Yorkshire's technology companies. We nurture new enterprise by matching innovative young companies with investors looking for growth. Our dynamic network of sponsors and partners, drawn from an international business community and technology sector, promotes the development of ideas and the exchange of valuable experiences through one-to-one executive support. Connect has the backing of industry and commerce, the Regional Development Agency and universities, all committed to working together to open doors to multi million pound deals. We are the experts in our field, passionate about priming technology start-ups for investment opportunities through:

- One-off workshops and seminars designed specifically to meet the needs of technology companies, expanding their knowledge of business subjects.
- Conferences and events where up-and-coming technology companies from throughout the Yorkshire region refine and then present their business pitches to potential investors.
- An investor readiness programme which grooms entrepreneurs and innovative companies for success, helping them to consider all aspects of their business.
- Dedicated executive management through "Fast Invest", giving young technology companies the experience to succeed.
- Our all-important partnership with entrepreneurs, investors, key business contacts, technology specialists, universities and business service providers.

**Investment Conferences:** One of the key ways in which Connect Yorkshire nurtures new enterprises is by matching entrepreneurial young companies with investors looking for growth. Our bi-annual Investment Forums provide this unique opportunity and fuse together business angels and investors with the wealth of innovation the region has to offer.

If your technology company is looking for financial input in order to grow but can't find the right platform then contact us for information regarding our 2006 Forums on 7 June and 29 November.

**Fast Invest:** This initiative allows the most promising enterprises to hire a first class executive. For start-up companies unable to find a team with the right breadth of experience, skills and knowledge from the outset, Fast Invest allows these companies to bridge the gaps in their managerial teams, giving them the acumen and contacts which turn passion into reality. As a result of this, the companies are then able to raise their chance of investment, quicken the company's pace of growth and reach new markets.

*Contact:* Connect Yorkshire  
Leeds Innovation Centre  
103 Clarendon Road  
Leeds  
LS2 9DF

Tel: (0113) 384 5640  
Website: [www.connectyorkshire.org](http://www.connectyorkshire.org)

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## City Centre Training

Funded by the European Social Fund, City Centre Training is a free service that offers help to improve your profit, acquire new skills and improve your business, introduce you to like minded people, support you whilst on our programme and access grants for employing staff.

### Business Development Programme

This programme has been designed for the construction / craft industry to improve the profitability of your business, by equipping you with the necessary skills to be able to employ the right calibre of staff and to comply with all the relevant legislation.

It will also provide you with up to date information about all subsidies and grants which are available. As an active participant of the project you will also be invited to join our FREE Business Club and network with other business people.

#### *Eligibility Criteria*

- Small / micro business manager
- Self employed
- Small / micro business owner
- Craft related industry
- Looking to take on new staff

*Contact:* City Centre Training  
63 Beverley Road  
Hull  
HU3 1XL

Tel: (01482) 219006  
Fax: (01482) 224560

Email: [info@citycentraining.net](mailto:info@citycentraining.net)  
Website: [www.citycentraining.net](http://www.citycentraining.net)

### Career Development Loans (CDL)

Career Development Loans (CDLs) are deferred repayment bank loans which the Learning and Skills Council (LSC) operates in partnership with three high street banks - Barclays, The Co-operative and The Royal Bank of Scotland. Individuals can borrow between £300 and £8,000 to pay for vocational courses lasting up to two years plus, if relevant, up to one year's practical work experience where it forms part of the course. Applicants must be ordinarily resident in Great Britain and have an unlimited right to remain in the United Kingdom. They must intend to work within the European Union or in Iceland, Norway or Liechtenstein once they have finished their course.

*Contact:* Tel: (024) 7682 3515

For further details on the CDL programme, click on the following link:  
<http://www.lifelonglearning.dfes.gov.uk/cdl>

To view the white paper "Opportunity for all in a world of change" click on:  
<http://www.dti.gov.uk/opportunityforall/whitepaper.html>

The Learning and Skills Council Consultation Paper on Fees, Funding and Learner Support in Further Education can be viewed at:  
<http://www.lsc.gov.uk/National/Media/PressReleases/feesconsultation.htm>

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## **The Lean Manufacturing Foundation**

The recently opened Lean Manufacturing Foundation at the Shine Knowledge and Innovation Park is a brand new training and conference suite. The foundation is used primarily for the delivery of training courses by manufacturing training consultants, Peter Rowley Limited, aimed at educating local manufacturers in lean manufacturing.

The Lean Manufacturing Foundation represents a fantastic opportunity for the revival and regeneration of the region's manufacturing base. The courses available offer companies the chance to educate their senior management and supervisors in the principles and techniques of lean manufacturing, the world class manufacturing system that looks to eliminate waste in all of its forms and places a premium on quality. The results of this approach are increased productivity, quality, profitability, better customer service and an all round more competitive company, able to survive and prosper in a hostile and competitive global marketplace.

These unique courses are accredited by the Institute of Leadership and Management and have proved extremely successful over many years with countless manufacturers, consistently producing rapid and substantial performance improvements and financial benefits. Through the Lean Manufacturing Foundation, manufacturers also have access to assistance with the implementation of the lean ideas and techniques in their own organisation.

This is a major leap forward for the region's manufacturers and together we can secure the regeneration and growth of manufacturing in Yorkshire and the Humber.

*Contact:* The Lean Manufacturing Foundation  
Suite 2  
SHINE Knowledge and Innovation Park  
St Mark Street  
Hull  
HU8 7FB

Tel/Fax: (01482) 325363

Email: [lmf@peterrowleyltd.co.uk](mailto:lmf@peterrowleyltd.co.uk)  
Website: [www.peterrowleyltd.co.uk](http://www.peterrowleyltd.co.uk)

## **Acas**

Every year Acas helps employers and employees from thousands of workplaces. That means we keep right up to date with today's employment relations issues – such as discipline and grievance handling, preventing discrimination and communicating effectively in workplaces. Make the most of our practical experience for your organisation – find out what we can do for you.

### **We inform**

We answer your questions, give you the facts you need and talk through your options. You can then make informed decisions. Contact us to keep on top of what employment rights legislation means in practice – before it gets on top of you

### **We advise and guide**

We give you practical know-how on setting up and keeping good relations in your organisation. Look at our publications on the website or ask our helpline to put you in touch with your local Acas adviser. Our Equality Direct helpline advises on equality issues, such as discrimination.

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**We train**

From a half-day session on the key points of new legislation or employing people, to courses specially designed for people in your organisation, we offer training to suit you. Look on the website for what is coming up in your area and to book a place or talk to your local Acas office about our tailored services. Call the local office for Yorkshire and Humber or visit the website for more information.

**We work with you**

We offer hands-on practical help and support to tackle issues in your business with you. This might be through one of our well-known problem-solving services. Or a programme we have worked out together to put your business firmly on track for effective employment relations. You will meet your Acas adviser and discuss exactly what is needed before giving any go-ahead. Call the local office for Yorkshire and Humber for more information.

*Contact:* Helpline: Tel: 0845 7474747

Yorkshire & Humber office: Tel: (0113) 205 3800

Equality Direct helpline: Tel: 0845 6003444

Website: [www.acas.org.uk](http://www.acas.org.uk).

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## ENVIRONMENTAL RELATED SUPPORT

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### Envirowise

Envirowise is a government funded programme, dedicated to helping UK companies to be more profitable, and boost national competitiveness by minimising waste and promoting sound environmental practices. The programme is totally independent and its waste minimisation advice, reference and best practice sharing products and service are absolutely free.

Alongside Fast Track company visits, the Environment and Energy Helpline provides front line support from a panel of experts. Case studies, best practice guides and datasheets provide in depth information on hot topics and recent successes and are available on the web site.

Envirowise also promotes the sharing of best environmental practice amongst regional and local companies by supporting waste minimisation clubs.

### What is a Fast Track Visit?

Envirowise's consultants spend a full day on site to provide expert advice on waste minimisation in all areas of the business, based on best practice waste minimisation methods.

Envirowise's consultants aim to highlight immediate savings by identifying low cost, high value solutions. They work with the person you nominate as a waste minimisation champion and with your finance team to develop achievable waste minimisation plans. They can also help with any specific concerns you may have and advise on regulatory issues and legislation.

At the end of the Fast Track visit, you will be provided with a report on the day's findings, as well as a suggested action plan. You can also request a software tool to help you monitor progress and keep track of savings.

### What we need from you

Envirowise needs only one thing from companies wanting to take advantage of our free FastTrack visits: commitment. If you are genuinely interested in minimising waste and are committed to tackling this issue, we need you to show your commitment with four things:

Dedicated resources - You will need to nominate a waste minimisation champion who we can speak to in advance, to plan the site visit and prepare for your specific concerns.

Finance – A Pre arranged meeting with your finance team or finance director is essential. They hold the key to understanding the real cost of avoidable waste and their buy in is essential to the success of the visit.

Information about your company – So we can adequately prepare for the visit, it is essential that we know how many employees you have and the size of your operations (be it in terms of output units measure of service).

Information about your waste – we will also need information about your annual waste and effluent bills. This information can easily be derived from your utility bills. With this information, our consultant will be able to prepare for your Fast Track visit, and ensure that the day is a success.

Contact: John-Mark Zywko

Tel: (0113) 2058200

Website: [www.envirwise.gov.uk](http://www.envirwise.gov.uk)

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## Hull Improveit Campaign

The Hull Improveit campaign is an initiative to:

- Identify improvements that can be made to the physical environment and social conditions of local communities in and around Kingston upon Hull.
- To provide expertise, practical assistance and financial means to make those improvements
- To actively manage each improvement project to ensure all goals and objectives are achieved and properly completed

All projects that comply with one or more of the Landfill Tax Credit Scheme (LTCS) objectives will be accepted. Landfill tax credits must be spent in compliance with the landfill tax regulations which set out project objectives for the LCTS: (see website for details)

Priority will be given to projects that improve, renew or regenerate public buildings, facilities, land and amenities that directly help assist and improve local communities.

Projects must genuinely bring people together, create community spirit and integrate the various elements of a community, especially for children and those regarded as underprivileged.

Contact: Fax: 020 7900 2501  
Website: [www.GEMTrust.org](http://www.GEMTrust.org)

## arc

arc is the new architecture centre for Hull and the Humber region dedicated to promoting best practice in design and business operation. Our aim is to educate rather than dictate, enabling individuals and businesses to make their own informed decisions to make the changes necessary in order to save money as well as the environment.

We understand how busy our clients are and always endeavour to work to their time. Because of this we offer flexible packages of support dependant on your own particular needs. This can range from one-to-one consultancy to a series of learning-based events relevant to your business requirements.

This free support, totalling two days, is available to SME's (small to medium sized enterprises with 250 employees or less) in the HU1 to HU9 postcode areas of Hull and is funded by the European Regional Development Fund (ERDF).

We have already worked with organisations including architects, manufacturing industries, community groups and voluntary sector organisations, helping them to achieve excellence in both design and environmental practice.

Contact: Judith Hall  
Environmental Business Support Officer  
arc  
Blanket Row  
Hull  
HU1 1UG  
  
Tel: (01482) 327675  
Fax: (01482) 327475  
  
Email: [judith@arc-online.co.uk](mailto:judith@arc-online.co.uk)

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## **Nisp**

NISP is the first industrial symbiosis initiative in the world to be launched on a national scale and is at the forefront of industrial symbiosis thinking and practice globally.

NISP is a business led initiative. It facilitates links between industries from different sectors to create sustainable commercial opportunities and improve resource efficiency.

Since April 2005 the programme has helped to divert more than 183,636 tonnes of waste from landfill sites and created 98 new jobs. Nationally we've seen a reduction of 273,350 tonnes of CO2 with an estimated £28,307,311 in cost savings to Industry. More than 222 jobs have been safeguarded across the UK as a direct result of the programme and it has also seen £7,246,000 of private capital investment in reprocessing/ recycling with £13,300,125 made in additional sales.

*Contact:* Yorkshire & Humber  
c/o North Lincolnshire Council  
Church Square House  
PO Box 42  
Scunthorpe  
DN15 6XQ

Tel: (01724) 297016  
Fax: (01724) 297462

E-mail: [yorkshirehumber@nisp.org.uk](mailto:yorkshirehumber@nisp.org.uk)  
Website: [www.nisp.org.uk](http://www.nisp.org.uk)

## **Groundwork UK**

The Groundwork Trusts in the Yorkshire and Humber region have recently embarked on an exciting new project to help businesses in the region improve their profitability and increase their productivity. All this while helping the environment!

This project will seek to regenerate neglected business and industrial parks (Wincolmlee in Hull) by securing funding that will enable the residents to participate in improvements to their own environment.

Improving site appearance through thoughtful landscaping, reducing crime by developing site security and improving site access and signage will be the first steps in creating a "Green Business Park".

Participating business parks will receive information on methods to reduce their running costs. Developing an environmental policy can help businesses identify inefficient practices and offer viable alternatives in order to maximise profits.

Some of the benefits businesses have experienced through other Green Business Park projects throughout the UK include :

- Access to funding
- Support for developing site-wide cost reducing strategies
- Access to training for staff
- Improved market position
- Access to Up-to-date information on the latest environmental legislation

Make sure you are doing the best for your business, and for the environment.

*Contact:* Tel: (0113) 238 0188

Email: [claire.ruddy@groundwork.org.uk](mailto:claire.ruddy@groundwork.org.uk)  
Website: [www.ygbp.co.uk](http://www.ygbp.co.uk)

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## **The Carbon Trust**

The Carbon Trust works with businesses and the public sector to help them reduce their carbon emissions and so minimise the long term effects of climate change. We offer a wide range of services, including a unique bank of knowledge on the commercial, legislative and technological impact climate change is likely to have on the business community.

With climate change now a boardroom issue, we are helping organisations of all sizes, from all sectors to develop coherent and practical strategies for dealing with it. There are a range of measures that all organisations should be considering, for which we can provide all the necessary professional support. This ranges from simple energy saving advice for small companies to developing carbon management strategies with multi-nationals.

Companies often worry that environmental concerns can hurt their profitability. In fact, it is more likely to be beneficial, with no-cost or low-cost measures producing energy savings of up to 20 per cent, or even more. Looking further ahead, there is the potential for new low-carbon products and services which promise further savings.

How the Carbon Trust can help?

Our primary aim is to help businesses implement programmes that reduce carbon emissions through:

- Free energy saving advice tailored to your business, through our publications, Helpline and expert Energy Surveys
- Financial support – interest-free loans for SMEs and access to Enhanced Capital Allowances for energy saving investments
- Our Carbon Management programme – considering wider carbon related issues such as emissions trading, renewable energy, and non-energy emissions.

*Contact:* The Carbon Trust  
8th Floor,  
3 Clement's Inn  
London  
WC2A 2AZ

Tel: 0800 085 2005  
Fax: 020 7170 7020

Email: [info@thecarbontrust.co.uk](mailto:info@thecarbontrust.co.uk)  
Website: [www.thecarbontrust.co.uk](http://www.thecarbontrust.co.uk)

## **The Humber Resource Efficiency Centre Ltd**

More commonly known as HREC, is a non-profit organisation created to help businesses benefit from environmental and energy issues. We are experienced in working with many different types of organisation, including large and small companies, local authorities and universities.

As environment & energy advisors we gain satisfaction from turning environmental concerns into business opportunities.

There are many ways that business benefits can be obtained at the same time as environmental benefits. Examples include:

- 
- Reducing waste
  - Recycling
  - Reducing effluent
  - Reducing energy use
  - Reducing water use
  - Reducing the chance of an environmental incident

We are based in the Humber Region and offer our services throughout Yorkshire, Lincolnshire, North and North East Lincolnshire and the surrounding areas of the Midlands and Northern England.

We can tailor our service to meet your individual needs and offer full environmental and energy advice to all types of business.

The best course of action can be selected from the following options:

Elements can cover:

- Free introductory site visit
- Review of waste, energy or legal requirements
- Audit of activities
- Identification of opportunities to make savings
- Working with staff to make changes happen
- Training of staff
- Help with establishment of environmental management system ISO14001

The establishment of good business practice will benefit both business and the environment through:

- Cost savings from reduced waste and energy use
- Meeting legal requirements
- Providing competitive advantage
- Meeting customer requirements for environmental performance
- Planning for forthcoming legislation changes
- Reducing insurance and banking cost

*Contact:* Terry Lander  
11 Holly Drive  
Cottingham  
East Yorkshire  
HU16 5JL

Tel: (01482) 844408  
Email: info@hrec.co.uk

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## USEFUL WEBSITES

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Advisor Locator	<a href="http://www.advisorlocator.org">www.advisorlocator.org</a>
Bank of England	<a href="http://www.bankofengland.co.uk">www.bankofengland.co.uk</a>
Benchmarking Index	<a href="http://www.benchmarkingindex.com">www.benchmarkingindex.com</a>
Better Payment Practice Company	<a href="http://www.payontime.co.uk">www.payontime.co.uk</a>
British Chamber of Commerce	<a href="http://www.britishchambers.org.uk">www.britishchambers.org.uk</a>
British Standards	<a href="http://www.bsi.org.uk">www.bsi.org.uk</a>
British Venture Capital Association	<a href="http://www.bvca.co.uk">www.bvca.co.uk</a>
Business Crime Check	<a href="http://www.crimecheck.co.uk">www.crimecheck.co.uk</a>
Business Link	<a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a>
CBI	<a href="http://www.cbi.org.uk">www.cbi.org.uk</a>
Cobweb Information and News	<a href="http://www.cobwebinfo.com">www.cobwebinfo.com</a>
Companies House On-line	<a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>
Competitiveness Unit	<a href="http://www.greatplacetowork.gov.uk">www.greatplacetowork.gov.uk</a>
Connect Yorkshire	<a href="http://www.connectyorkshire.org">www.connectyorkshire.org</a>
Corporate Venturing UK	<a href="http://www.corporateventuringuk.org">www.corporateventuringuk.org</a>
Credit licensing	<a href="http://www.ofc.gov.uk">www.ofc.gov.uk</a>
Customs and Excise	<a href="http://www.hmce.gov.uk">www.hmce.gov.uk</a>
Department of Trade and Industry	<a href="http://www.dti.gov.uk">www.dti.gov.uk</a>
Design Council	<a href="http://www.design-council.org.uk">www.design-council.org.uk</a>
Development Control	<a href="http://www.hullcc.gov.uk/planning/developmentcontrol">www.hullcc.gov.uk/planning/developmentcontrol</a>
DTI Business Security Survey	<a href="http://www.securitysurvey.gov.uk">www.securitysurvey.gov.uk</a>
Durban	<a href="http://www.durban-uk.com">www.durban-uk.com</a>
Employing Staff / Good Practice	<a href="http://www.acas.org.uk">www.acas.org.uk</a>
Enterprise Areas	<a href="mailto:sbs@gsi.gov.uk">sbs@gsi.gov.uk</a>
Environment Agency	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
Ethnic Business Support Programme	<a href="http://www.ebsp.ltd.uk">www.ebsp.ltd.uk</a>
European Commission	<a href="http://www.europa.eu.int">www.europa.eu.int</a>
European Info Centres	<a href="http://www.euro-info.org.uk">www.euro-info.org.uk</a>
Export Credit Guarantee Department	<a href="http://www.ecgd.gov.uk">www.ecgd.gov.uk</a>
Export Market Info	<a href="http://www.dti.gov.uk/ots/emic">www.dti.gov.uk/ots/emic</a>
Factors and Discounters Association	<a href="http://www.factors.org.uk">www.factors.org.uk</a>
Federation of Small Businesses	<a href="http://www.fsb.co.uk">www.fsb.co.uk</a>
Forum for Private Business	<a href="http://www.fpb.co.uk">www.fpb.co.uk</a>
Health and Safety Executive	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
Hull Development and Renewal Services	<a href="http://www.hullcc.gov.uk/business">www.hullcc.gov.uk/business</a>
Humber Resource Efficiency Centre Ltd	<a href="http://www.hrec.co.uk">www.hrec.co.uk</a>
Incorporation	<a href="http://www.companies-house.gov.uk">www.companies-house.gov.uk</a>
Inland Revenue	<a href="http://www.inlandrevenue.gov.uk">www.inlandrevenue.gov.uk</a>
Innovation Unit	<a href="http://www.innovation.gov.uk">www.innovation.gov.uk</a>
Innovation Desk	<a href="http://www.innovationdesk.org">www.innovationdesk.org</a>
Institute of Business Advisors	<a href="http://www.iba.org.uk">www.iba.org.uk</a>
Investment Advice for Small Businesses	<a href="http://www.investmentreadiness.co.uk">www.investmentreadiness.co.uk</a>
Labour Government	<a href="http://www.labour.org.uk">www.labour.org.uk</a>
Latest Government Press Release	<a href="http://www.coi.gov.uk">www.coi.gov.uk</a>
Latitude	<a href="http://www.thehumandimension.org">www.thehumandimension.org</a>
MINTEL Market Research	<a href="http://www.mintel.com">www.mintel.com</a>
National Business Awards	<a href="http://www.nationalbusinessawards.com">www.nationalbusinessawards.com</a>
New Deal	<a href="http://www.newdeal.gov.uk">www.newdeal.gov.uk</a>
Northern Business Group	<a href="http://www.northernbusinessgroup.co.uk">www.northernbusinessgroup.co.uk</a>
Office of National Statistics	<a href="http://www.ons.gov.uk">www.ons.gov.uk</a>
Overseas Trade Services	<a href="http://www.dti.gov.uk/ots">www.dti.gov.uk/ots</a>
Patent Office and Trade Marks	<a href="http://www.patent.gov.uk">www.patent.gov.uk</a>
Small Business Service	<a href="http://www.sbs.gov.uk">www.sbs.gov.uk</a>
Tenders Electronic Daily	<a href="http://www.ted.eur-op.eu.int">www.ted.eur-op.eu.int</a>
Tender notices from Official Journal	<a href="http://www.mytenders.com">www.mytenders.com</a>

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