



Business Support Handbook

12th Edition

2007-08

CONTENTS

Foreword.....	3
Kingston upon Hull.....	4
Hull City Council	
• Hull Regional Development	5
• Hull City Services.....	13
• Hull Public Protection.....	22
Business Link Humber	24
Department of Trade & Industry	25
Yorkshire Forward.....	28
Humber Economic Partnership.....	32
Learning And Skills Council Humber.....	33
Hull and Humber Chamber of Commerce.....	35
Acorn Fund.....	37
University of Hull	38
Hull Area Business Advice Centre (HABAC)	43
Enterprise Grant Scheme.....	44
YFM Group.....	45
Inland Revenue Business Support.....	48
Job Centre Plus.....	50
Hull CityVenture.....	54
Young Enterprise.....	55
Environmental Related Support	57
Other Sources of Assistance... ..	63
Useful Websites.....	75

FOREWORD

Welcome to the 12th edition of Hull City Council's Business Support Handbook.

Hull continues to assert itself as an important and diverse centre of enterprise and investment. A thriving port, good transport links, a rapidly increasing retail offer and a growing economy make Hull an attractive location for businesses. In the last 5 years, Hull has secured over £675 million of new investment as part of a longer term transformation. Over the next 5 – 10 years, there will be a huge wave of public and private sector investment to renew the City's physical infrastructure. It is vital the City continues to capitalise on the business opportunities such investment brings.

In direct response to these opportunities, the City Council is actively working with key partners to develop a high powered vehicle to support economic development within the City focused on the needs of the investor. It will achieve this by bringing together the organisations involved in economic and physical regeneration under one umbrella organisation.

The basis for that model is a proposed City Development Company (CDC) – Hull Forward - operating on a City-wide basis. It will ramp-up the range and quantity- whilst maintaining the quality of investment opportunities to be delivered across the City. It will build on the growing investment in the City Centre and focus on the recognised growth sectors of ports/logistics, renewable energy and healthcare, ensure the benefits from economic growth are available to the entire community.

Activity will focus on a number of priority sectors, (healthcare, value added ports, renewables and backoffice/shared service centres) as identified by the IBM Competitiveness Assessment Study and subsequent IEDC Action Plan, as well as stimulation and encouraging enterprise for all areas of the community. Hull Forward will be fully operational by April 2008.

Hull City Council has long since recognised the importance of active support for businesses both long-established and new, as well as those who are considering locating in the City for the first time. High on the City Council's agenda and a key policy of the Hull Community Strategy is the crucial role that new business start-ups and successful expanding businesses play in creating employment opportunities and injecting wealth into the City's economy.

To underline our commitment to improving business growth within the City a 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 currently available.

With a comprehensive range of support and advice 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.

Mark Jones
Head of Regional Development
Kingston upon Hull City Council

KINGSTON UPON HULL

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. The proposed Quay 2006 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 rail freight 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.

HULL REGIONAL DEVELOPMENT

Hull Regional Development is part of Hull City Council's Sustainable Communities Directorate. It is a corporate service reflecting the Council's pivotal role in promoting economic, social and environmental well being of the City under the Local Government Act 2000 and planning legislation. The service is the first point of contact in delivering Hull's regeneration solutions and also supports and develops the Council's role and responsibilities as a planning authority.

There are many frequently asked questions which the service receives and are able to provide assistance with.

Who do I contact for information on:

- Bringing a business to Hull?
- Planning and related enquiries?
- Starting up a new business?
- Expanding an existing business in the City?
- Improving my businesses performance in the market place?
- Assistance with training and skills?
- Available land, development sites and property within the City?
- Hull's relationship with Europe?
- European Structural Funds?
- Development and investment proposals?

Hull Regional Development acts as the Council's interface with the business community, with named client officers who, with a supportive development team, offer a seamless service on all aspects of investment.

For more information on how we can assist your business or development enquiry, please read the following pages which includes further details of the specific services Regional Development provides.

Contact: Hull Regional Development
Anchor House
The Maltings
Silvester Street
Hull
HU1 3HA

Tel: (01482) 300300
Fax: (01482) 610620

E-mail: regionaldevelopment@hullcc.gov.uk
Website: www.hullcc.gov.uk/business

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.

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

The team also facilitates links with other local support providers who offer professional advice and assistance from qualified business advisors, ensuring your business receives the maximum support available in Hull.

A programme of company visits is also undertaken by the team 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.

Hull Business Development also provides the following services:

- 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
- Advice and support on you Development and investment proposals
- 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: Paul Burnley
Business Support Manager
Hull Business Development
Anchor House
The Maltings
Silvester Street
Hull
HU1 3HA

Tel: (01482) 612176
Fax: (01482) 612160

E-mail: paul.burnley@hullcc.gov.uk
Website: www.hullcc.gov.uk/business

HULL MANAGED WORKSPACE CENTRES

Managed by the Council's Regional Development Service, 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 provides 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 in 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

Shine – Suites 1 & 2

Located on St Mark Street
Offices
Car Parking
24 hr access
Ideal location for expanding company

The BeSPoKe Centre

Located on Zeals Garth, Bransholme, the centre is home to a variety of businesses, community ventures and events. The meeting rooms are equipped with whiteboards, flipcharts and O.H.P's. Available for group and individual meetings and training purposes, an on-site cafe, a nursery and an after school Kids Club.

Contact: Gill White
Workspace Manager
Louis Pearlman Centre
Goulton Street
Hull
HU3 4DL

Tel: (01482) 331205
Fax: (01482) 331206

Email: gill.white@hullcc.gov.uk

HULL PROPERTY – SHARED SUPPORT SERVICES

Hull Property within Shared Support Services works closely with Regional Development and other Council Services supporting and delivering a range of property design, repairs and maintenance, asset management, development and regeneration initiatives within Hull. The Property Team manages an extensive portfolio of commercial property within the City boundary on behalf of Hull City Council. This includes shops, offices and factory premises available for lease located in all areas of the City.

Hull Property provides strategic guidance on the use and management of the Councils operational portfolio of corporate offices, depots and other property assets including acquisitions and sales in support of various regeneration and partnership initiatives across the city including flagship schemes such as the St Stephens development.

For more information or a full list of commercial properties currently available:

Contact: Hull City Council
Tel: (01482) 300300
Website: www.hullcc.gov.uk/property

INVESTMENT PROGRAMMES TEAM

The primary role of the Investment Programmes is management of the Hull Investment Plan. To this end, the team provides secretariat support to the Hull Investment Planning Group (HIPG), a sub-group of the Jobs & Prosperity theme board of the LSP. The role of the HIPG is to:

- Develop and manage the Hull Investment Plan
- Initiate, support and develop project activity prioritised within the investment plan
- Consider and comment on proposals submitted for endorsement within the Sub-Regional Investment Plan (SRIP)

Working in close cooperation with Yorkshire Forward and their consultants KPMG, the team will provide advice and support to project sponsors wishing to submit projects for Yorkshire and/or European funding through the SRIP process.

The team also provides the City Council's primary link to the Business Improvement District and LIFT projects.

Contact: Bob Ferraby
Investment Programmes Manager
Regional Development
The Maltings
Anchor House
Silvester Street
Hull
HU1 3HA

Tel: (01482) 612163
Fax: (01482) 612160

E-mail: bob.ferraby@hullcc.gov.uk

HULL EUROPEAN TEAM

The European Team is part of the Strategic Programmes function of Regional Development at Hull City Council.

It acts as a Secretariat for the Hull District to manage European Structural Funds (European Regional Development Fund – ERDF and European Social Fund – ESF). The Structural Funds are regional programmes delivering against the Regional Economic Strategy for Yorkshire & the Humber in order to maximise the economic development opportunities, that ERDF and ESF resources can provide.

To achieve this, the European Team works in close partnership at regional level with GOYH and Yorkshire Forward. At sub-regional level we partner with Business Link Humber and our colleagues in the local authorities particularly on the North Bank.

We are doing this:

- by providing funding advice
- by assisting partner organisations with project development
- by carrying out eligibility checks on European funding applications
- by appraising applications from regional partners for GOYH approval
- by monitoring on behalf of GOYH and to report to Jobs & Prosperity at the Local Strategic Partnership (ONE Hull)
- by supporting approved projects to ensure delivery against agreed indicators and spend targets
- by providing information on European issues, EU eligibility guidelines and state aid

During the lifetime of this current ERDF Programme (Objective 2 2000 – 2006) economic development has been strategically aligned with the City Region Investment Plan (CRIP) managed by KPMG on behalf of Yorkshire Forward at the Humber Office and the Humber Economic Partnership (HEP).

This alignment process has led to the decision to transfer management of the next European programme (2007 – 2013 in preparation) to the Regional Development Agency.

Contact: Eva La Pensée, Daphne Robins or Matt Cornall
Regional Development
Anchor House
The Maltings
Silvester Street
Hull
HU1 3HA

Tel: (01482) 612058

Email: eva.lapensee@hullcc.gov.uk
daphne.robins@hullcc.gov.uk
matthew.cornall@hullcc.gov.uk

REGIONAL AND EUROPEAN POLICY TEAM

European and Regional Policy focuses on the Council's corporate priority of the economy in general and "promoting the City Region" in particular. The increasing "regionalisation" of Government policy means that local authorities' policy responses and contributions to delivery have to be considered at a sub regional and regional level.

As the major urban settlement in the Hull and Humber Ports City-Region (which covers the local authority areas of North East Lincolnshire, North Lincolnshire and the East Riding), Hull City Council has a key role to play in ensuring the City and consequently, the City-Region, optimises potential benefits from European and regional policy developments.

Key areas of work include:

The Hull and Humber Ports City Region Development Programme

The Hull and Humber Ports City Region Development Programme was completed in September 2006 and is available from www.thenorthernway.gov.uk. During 2007 work is continuing to ensure the actions described in the City Region Development Programme are taken forward.

Key working relationships for this involve:

- the Humber Economic Partnership (Strategy Team)
- the Hull and Humber Ports Policy Working Group (for which the Regional and European Policy Team acts as secretariat)
- the Northern Way City Region Forum

The Business Case for the Hull and Humber Ports

Following the visit to Hull of the Secretary of State for Communities and Local Government in May 2006, the City Region was asked to prepare a business case in parallel with the City Region Development Programme.

During 2007/08 this work is being taken forward in collaboration with:

- the Humber Economic Partnership (Strategy Team)
- the Humber Unitary Leaders' Group
- Government Office for Yorkshire and Humber
- Yorkshire Forward

Yorkshire & Humber Regional Assembly

Ensuring participation in the work of the Regional Assembly (and its functional boards) is another major area of the Team's work. This work is facilitated by a City Council Regional Officers' Group, the secretariat for which is provided by the Regional and European Policy Team.

The primary remit of the Regional Officers' Group is to ensure that the City Council provides a cohesive response to participation and engagement in regional policy development.

European Policy

During 2007, the Regional and European Policy Team will ensure the City Council's response to the new Operational Programme (ERDF structural funds) for Yorkshire and Humber.

Work will also be completed on the Interreg IIIB Waterfront Communities transnational project and further transnational work; particularly in relation to best practice concerning economic competitiveness is being undertaken.

Yorkshire Cities

The Regional and European Policy Team also handles relationships with "Yorkshire Cities".

This recently formed grouping of major cities in the Yorkshire and Humber works together on urban policy issues of mutual concern, particularly in the fields of:

- Transport
- innovation & creativity
- national policy developments which affect urban areas.

Publications

The Regional and European Policy Team publishes a variety of briefing papers:

- Regional Issues Briefings (occasional)
- Regional Issues Updates (occasional)
- Global Gateway: Hull & Humber Ports Newsletter (quarterly)
- Hull and Humber Ports City Region – Information Notes (occasional)

Contact: Helen Stinson
Economic Strategy Officer
Regional Development
Anchor House
The Maltings
Silvester Street
Hull
HU1 3HA.

Tel: (01482) 612181

Fax: (01482)612160

Email: Helen.stinson@hullcc.gov.uk

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.

Contact: Hull Planning
2nd Floor, Kingston House
Bond Street
Hull
HU1 3ER

Tel: (01482) 300300
Website: www.hullcc.gov.uk/planning

OTHER CITY COUNCIL SERVICES

HULL SKILLS FUND

Are you an employer looking for some extra training for your employees?

Hull City Council has made a £400,000 skills fund available to help local employers. The skills fund has been introduced to help with issues related to training, employment and the growth of sustainable small businesses in Hull. The aim of the fund is to help raise the level of skills of Hull's workforce.

The fund will address two key areas of need:

- basic English and maths training
- higher level management and professional training

It will ensure that employees have the right skills to meet the demands of modern employers, and give a boost to the local economy.

If you're an employer and are interested in the fund, you'll need to pay about half the cost of the training. Small/medium enterprises based in Hull (HU1 – HU9) with a workforce of up to 500 employees or Hull residents employed by small/medium enterprise can apply for funding. There is a limit of £2,000 of funding available per employee.

The employer/company decides which training course would be suitable to meet the needs of both the business and employee, which should result in the most beneficial outcome for the company.

What level of skills is the training aimed at?

- Basic skills training is available and will be fully subsidised
- Higher level skills training is subsidised at a preferred level of 33 per cent, with a match contribution from the employer and employee, but the scheme can provide a grant of up to 50 per cent towards training costs for intermediate and higher level skills training
- Employees could go on day release to college, or trainers could visit your premises to give classes during work time - there are lots of different options

How do you apply?

Application forms, and further information, can be downloaded from the Council's website. Completed forms should be returned to the address below.

Contact: Margaret Woodcock
Skills and Employability
Brunswick House
Strand Close
Beverley Road
Hull
HU2 9DB

Tel: (01482) 300300

Email: skills.fund@hullcc.gov.uk

Website: www.hullcc.gov.uk

HULL SKILLS INITIATIVE

The main aim of the Skills Initiatives Team is to help unemployed people get back into employment. In order to maximise their employability we offer various training opportunities and with some of our programmes, work experience placements and funding towards wages and job-specific training.

We have many years of experience in assisting local employers with their recruitment needs and in addition to the training and work placements offered we can also assist with the recruitment and selection process within your organisation.

Qualifications Available:

- ECDL (European Computer Driving Licence)
- ASET Level 2 qualifications in Customer Service
- Skills for Life qualification numeracy and Literacy levels 1 & 2

Contact: Laura Downs
Hull Skills Initiatives
Kingston House
48 Bond Street
Hull
HU1 3ER

Tel: (01482) 612973

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).*

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 CITY COUNCIL TRAINING

A highly skilled workforce is central to The City's Regeneration strategy. In order to address local skills shortages, the City Council 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
- Advanced Modern Apprenticeships

Courses available:

HULL ITEC (INFORMATION TECHNOLOGY CENTRE)

The centre is an accredited centre with OCR, City & Guilds, EDI and Edexcel to deliver a wide range of qualifications.

Hull ITeC provides apprenticeships in:

- Administration
- Information Technology (both IT practitioners and IT Users)
- Sign Making
- 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.

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
Fax: (01482) 586101

Email itec@hcctraining.co.uk
Website: www.hullitec.co.uk

HULL TEC

Hull Tec offers 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
Website: www.theengineeringcentre.co.uk

HULL REFURBIT

The Refurbit centre 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
- Retail
- Fork Lift Truck Training
- Health & Safety

Contact: Hull Refurbit
Wiltshire Road
Hull
HU4 6PA
Tel: (01482) 565999

Email: refurbit@hcctraining.co.uk Website: 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

NVQ Level One available in:

- Engineering – Motor Vehicles
- Engineering – Gas & Plumbing
- Catering & Hospitality
- Health & Social Care
- Uniformed Services

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

Tel: (01482) 615421

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 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

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.

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 or from your local valuation office which is, 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.

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

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* 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

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

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

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

Tel: (01482) 300300
Email: businessrates@hullcc.gov.uk

HULL PUBLIC PROTECTION & TRADING STANDARDS

Permits, licences and registration

If you want to start trading as a business in Hull, you may well need permit, licence or some form of registration before you can start.

Hull City Council is responsible for monitoring and processing applications business licences, permits and registration. We also offer advice, and can tell business what, if any, kind of permission they will need.

To make a licence application, track an existing application, visit our website and click on the business link, and the permits, licences and registration link.

You will also find information about the following business licences, permits and registrations:

- Animal licences
- Building and construction licences
- Charitable collections
- Food related licenses
- Gambling Act 2005
- Gambling and lottery licences
- Licensing Act 2003
- Retail licences
- Street trading licenses
- Taxi and private hire licences

For more detailed information on these various licences and how to make an enquiry, application please select the appropriate link or contact an officer who will be happy to assist you with your query.

Contact: Democratic Services
Licensing Section
33 Witham
Hull
HU9 1DB

Tel: (01482) 300 300
Fax: (01482) 615 554
Email: licensing.requests@hullcc.gov.uk

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.

Trading Standards

Hull City Council trading standards offers information and advice to businesses in Hull. We can help you with all trading standards legislation.

Contact: Consumer Law Advice Centre
Unit 2 Bond Street
Hull
HU1 3EN

Tel: (01482) 300300
Email: consumerlawadvicecentre@hullcc.gov.uk

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: Ernest Jackson,
Central Reference Library,
Albion Street
Hull
HU1 3TF

Tel: (01482) 210055 Ext: 6853
Fax: (01482) 616858 Fax Ext: 6858

BUSINESS LINK HUMBER

Business Link Humber is a subsidiary of A4e 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 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
Website: www.blhumber.co.uk

DEPARTMENT FOR TRADE AND INDUSTRY

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 £5.6 millions and which are up to five years old. Many business activities are eligible but there are a number of exclusions. Loans are available for most business purposes although there are some restrictions.

Access to the SFLG sectoral restrictions and the participating lenders can be downloaded via the link: www.sbs.gov.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
Website: www.blhumber.co.uk/site/ICT/ukol4b

Companies House

- 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

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.envirowise.gov.uk

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

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
Concept House
Cardiff Road
Newport
South Wales
NP10 8QQ

Tel: 0845 9 500 505
Website: www.patent.gov.uk

YORKSHIRE FORWARD

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
Website: www.yorkshire-forward.com

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.javid@yorkshire-forward.com
Website: www.yorkshire-forward.com

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.

Applications for this grant may be submitted at any time to Yorkshire Forward via the website or address below.

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 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.

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

Contact: Holly Sowden
Project Support Executive (R&D Awards)
Victoria House
2 Victoria Place
Leeds
LS11 5AE

Tel: (0113) 394 9916

E-mail: holly.sowden@yorkshire-forward.com

Website: www.yorkshire-forward.com and <https://www.yfgrd.org>

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.

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

For further details on this and other DTI initiatives visit www.dti.gov.uk/innovate/
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.

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

For further details on this and other DTI initiatives visit www.dti.gov.uk/innovate/

HUMBER ECONOMIC PARTNERSHIP

The Humber Economic Partnership (HEP) [previously known as the Humber Forum] is the strategic partnership for sustainable economic development for the Hull and Humber Ports city region.

The HEP leads on issues that can only be dealt with effectively at a city region level:

- we promote, lobby for and represent the area at all levels of influence
- we coordinate and facilitate strategic partnership working at the city region level
- we deliver key partnership infrastructure activity such as policy advice & research, and promoting trade & investment growth through an external and targeted city region marketing programme

The Partnership covers the whole city region and is made up from leaders of both public and private sectors from both banks of the Humber who believe in the merits and importance of joint action to create the sustainable growth and greater competitiveness of the economy of the area.

The HEP is one of the four Sub-regional Strategic Partnerships covering the Yorkshire and Humber region, working with Yorkshire Forward, the Regional Development Agency, Government Office Yorkshire & Humber, the Yorkshire & Humber Assembly, and other key partners to provide leadership to enable the effective delivery of the Regional Economic Strategy (RES). We champion economic development and regeneration activities and are the independent voice for the Humber Sub Region/Hull and Humber Ports City Region.

Partnership

We are a business-led partnership with an influential and respected Board of Directors, which takes advice from the HEP Council of Members; a body of over 100 senior people from a variety of sectors including local businesses, local authorities, education, health, voluntary organisations, trade unions, employer organisations, etc. The Members represent the wider community, and hold the Partnership responsible to it. The HEP's Executive Team put into practice the Board's decisions.

The HEP's success over the past six years has been down to effective partnership working, and in 2006 we built on this success by establishing the 'HEP Strategy Team', comprising the HEP Executive Team Leader, the four local authority Heads of Economic Development, a Pro-Vice Chancellor from the University of Hull and the Head of the Humber Office of Yorkshire Forward. The Strategy Team is the hub of the partnership approach and is where the detail of joint working arrangements on specific activities is developed and agreed – providing the strategic management for the Executive Team to deliver its Operating Plan.

Contact: Tel: (01482) 596777

Email: info@humberep.co.uk

Website: www.humberep.co.uk

LEARNING AND SKILLS COUNCIL HUMBER

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.

The LSC 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.

Contact: Learning and Skills Council Humber
1st Floor, 4 Earl's Court
Henry Boot Way
Hull
HU4 7DY

Tel: 0845 019 4153

Email: humberinfo@lsc.gov.uk
Website: www.lsc.gov.uk/humber

HULL AND HUMBER CHAMBER OF COMMERCE

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 include:

- 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: business lunches, annual dinners, golf days and business exhibitions
- 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 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
Website: www.hull-humber-chamber.co.uk

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
Website: 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
Website: www.hull-humber-chamber.co.uk

ACORN FUND

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 current 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 £2,500 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 6%. We are currently funded by Hull City Council and therefore applicants must operate within a city post code (HU1-HU8).

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:

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

Tel: (01482) 324976
Website: www.hullbdf.com

UNIVERSITY OF HULL

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

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

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.

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

Amaze Yourself

If you are unemployed, living in the Humber Region and want to start your own business, the Amaze Yourself Project can help you by providing a free training and support programme which includes Start Your Own Business Training, Enterprise Experiences & Workshops and Personal Mentoring & Advice.

The Amaze Yourself Programme is operating throughout Yorkshire (excluding South Yorkshire) and the Humber Region until December 2007. The Centre for Lifelong Learning at the University of Hull is providing the Amaze Yourself programme to residents in the Humber Region with provision in the other areas being met by eight more locally based FE Colleges and Universities.

The Amaze Yourself Project is being led by the University of Bradford and is part funded by the European Social Fund.

The Centre for Lifelong Learning at the University of Hull is being advised and assisted in its programme design and delivery by a range of local collaborative partners, including Business Link Humber and enterprise business owners.

To be eligible to participate in this free programme, you need to be resident in the Humber Region (North & South Banks) including East Yorkshire & unemployed or economically inactive, details as follows:

Young People Aged 16 – 24 Years Old

- Unemployed - registered for Job Seekers' Allowance
- Economically Inactive
- On Income Support
- On Incapacity Benefit or Invalid Care Allowance

People Aged 25 Years & Over

- Unemployed – registered with Job Seekers for a minimum of 6 months
- Economically inactive
- On Income Support
- On Incapacity Benefit or Invalid Care Allowance
- The Over 50's are very welcome!

*Special Groups

A small group of people aged 25+ years are viewed as special categories & are therefore eligible for participation in the project without the need for 6+ months of unemployment, e.g. Offenders & Ex offenders

Excluded Groups

- Postgraduates
- People from new EU Member States

Contact: Tel: 01482 465127
 Email: amazeyourself@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!

HULL AREA BUSINESS ADVICE CENTRE (HABAC)

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

Website: www.habacLtd.co.uk

ENTERPRISE GRANT SCHEME

Thinking of making a financial commitment to improve and develop your business or 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-£1500). This means your total project costs would need to be a minimum £3,600 to obtain a grant of £900 and £6000 to obtain a grant of £1500.

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

Assistance is aimed at businesses which are located within the city boundary of Hull and have been trading for less than 36 months and that have less than 250 staff. The scheme cannot however, 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

YFM GROUP

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 £275 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 Inside Industry 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

Website: www.yfmgroup.co.uk

British Smaller Companies VCT plc

If you're seeking investment funding of up to £5 million, we have a wide range of funds at our disposal, backed by the expert knowledge of the most active investment team in the UK. And if it's business development support you need, we can offer manufacturing companies in the Yorkshire & The Humber region outstanding expertise through the schemes we run. You'll find us approachable and ready to listen. Our services are flexible and efficient, because we've had over 20 years' experience helping UK businesses to grow and prosper

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

Tel: (0113) 2945055

Email: leeds@yfmgroup.co.uk

Website: www.yfmprivateequity.co.uk

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.
- 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
Website: 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 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
Website: www.partnershipif.co.uk

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: zuzana.mcmillan@yfmgroup.co.uk
Website: www.yhef.co.uk

INLAND REVENUE BUSINESS SUPPORT

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.

The Team can help provide advice and assistance on the following areas:

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.

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: Pauline Kinrade
Business Support Team
Inland Revenue North
Regian House
James Street
Liverpool
L75 1AB

Tel: (01512) 428287

E-mail: Pauline.kinrade@hmrc.gsi.gov.uk
Website: www.inlandrevenue.gov.uk/bst

JOBCENTRE PLUS HULL

Within the Hull & East Riding District, we have 6 Jobcentres.

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
- 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
- Issue of application forms on your behalf
- Provision of interviewing facilities

The above is a taster of the range of assistance we can provide without charge, 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.

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 Outreach Team

Outreach Advisers are based within the community across the Hull area. They 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: Employer Engagement Team
Jobcentre Plus
Britannia House
2 Ferensway
Hull
HU2 8NF

Tel: (01482) 584633
Fax: (01482) 584688

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 his or her 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: Janet Matthews (Manager)
Jobcentre Plus
Hull & East Riding Disability Service Team
Crown House
16 Ferensway
Kingston upon Hull
HU2 8NZ

Tel: (01482) 332904
E-mail: janet.matthews1@jobcentreplus.gsi.gov.uk

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
Website: www.bradford.gov.uk/euroinfocentre

Leeds Satellite Office: Tel: (0113) 283 3126
E-mail: eic@scci.org.uk

Sheffield Satellite Office: Tel: (0114) 201 2595
E-mail: eic@syitc.com

HULL CITYVENTURE

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.

If you have a project that you would like us to consider, please contact us to ensure that funding is still available and that you are eligible. We are particularly keen to support projects that could commence on site within the coming year. All projects must be completed by October 2008. 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 Team and Conservation Advisor. 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: Katherine Clarke or Rick Millward
Cityventure Ltd
Suffolk Chambers
Scale Lane
Hull
HU1 1LA

Tel: (01482) 320021

Email: katherinec@cityventure.co.uk
richardm@cityventure.co.uk

Website: www.cityventure.co.uk

YOUNG ENTERPRISE

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.

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

Contact: Janet Brumby
Area Development Manager
7 Sykes Close,
Swanland,
East Yorkshire
HU14 3GD

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

Email: jebyoungent@aol.com
Website: www.young-enterprise.org.uk

ENVIRONMENTAL RELATED SUPPORT

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.envirowise.gov.uk

ARC

arc is the 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 harness the benefits of good design and environmentally aware practice.

arc has a varied learning and event programme aimed at a diverse audience of young people, communities, adults and professionals. We have already worked with organisations including architects, manufacturing industries, community groups and schools, helping them to achieve excellence in both design and environmental practice.

We run free workshops based on the importance of good design and understanding what makes quality design, symposiums on environmental matters, activities with young people promoting an understanding of the built environment as well as talks, walks and visits aimed at inspiring and engaging individuals.

Contact: Judith Hall
Environmental Business Support Officer
Arc
Blanket Row
Hull
HU1 1UG

Tel: (01482) 327675
Email: Judith@arc-online.co.uk

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
Website: www.nisp.org.uk

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.

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

Interest Free Loans

Energy-Efficiency Loans from the Carbon Trust are a cost effective way to replace or upgrade your existing equipment with a more energy efficient version.

Being more energy efficient makes sound economic sense because using less energy lowers operating costs. From an environmental perspective, it's an effective way for business to cut carbon emissions.

Small or medium-sized enterprises (SMEs) in England and Scotland, or all businesses in Wales* that have been trading for at least 12 months, could borrow from £5,000 to £100,000. It is unsecured, interest free and repayable over a period of up to 4 years. There are no arrangement fees and applying is straightforward.

*Subject to eligibility. Regional variations apply.

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
Website: 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

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

Grantham Cartwright and Associates

Grantham Cartwright and Associates Ltd (GC) is a progressive environmental consultancy who perform work under three broad headings Environmental Management, Waste Management and Contaminated Land.

GC understand that, for the benefit of all, businesses need to conform to ever more stringent environmental standards, and it is our aim to help businesses remain competitive while conforming to these standards. GC works for international Plcs, local SMEs and public sector organisations, and boasts a high level of return clients and referrals from existing clients.

A number of term contracts with UK government departments and their intermediaries enables GC to offer some consultancy services at no charge to UK companies. GC delivers funded services for organisations such as: the Manufacturing Advisory Service, Envirowise, Yorkshire Forward, Recycling Action Yorkshire, and WRAP.

Contact: Grantham Cartwright and Associates Ltd
Europarc Innovation Centre
Innovation Way
Grimsby
North East Lincolnshire
DN37 9TT

Tel: (01472) 361361

Why Waste

Why Waste is a free waste exchange managed by Bradford Environmental Action Trust (BEAT). BEAT is a registered charity and company limited by guarantee. Our aim is to work towards a healthy sustainable environment, which improves the quality of life of all people.

Why Waste covers the whole of the Yorkshire and Humber region and is still free for businesses.

The project is funded by Yorkshire Forward, The European Regional Development Fund, DEFRA, Neighbourhood Renewal Fund and Bradford District Council.

Why Waste is working in partnership with [Eastex](#), The East of England Materials Exchange. The two schemes are now linked and use the same database developed by Eastex over the last five years. Users of Why Waste and Eastex can now access resources over an area stretching from just north of London right up to North Yorkshire although local exchanges are obviously preferable.

The Why Waste free services

- On-line waste listings – the opportunity to register your waste or resource requirements on line or browse through materials wanted and waste available
- Staff time to make exchanges happen
- On-site visits – to assess waste and give advice on options
- Information on suitable recyclers in conjunction with Recycling Action Yorkshire

Contact: 140-148 Manningham Lane
Bradford
BD8 7JJ

Tel: (01274 718420/1
Web: www.whywaste.org.uk

OTHER SOURCES OF ASSISTANCE

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.

- 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

Website: www.sirius-hull.co.uk

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
Website: www.bdu.org.uk

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

Tel: (01482) 449877
Fax: (0870) 122 8899

E-mail: jon@humbersidecda.info
Website: www.humbersidecda.info

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
Website: www.princes-trust.org.uk

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

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.

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

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

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.

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
Website: www.invest.hull-college.co.uk

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
Website: www.durban-uk.com

Graduate Link

Graduate Link is part of the regional Graduates Yorkshire initiative. Graduate Link offers a comprehensive graduate recruitment service to employers, including free vacancy advertising 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
Website: www.graduatelink.com

BVCA (British Private Equity and Venture Capital Association)

The BVCA is the industry body for the UK private equity and venture capital industry. Our membership of over 400 members, represents the overwhelming number of UK-based private equity and venture capital firms and their advisers. The BVCA has over 24 years of experience representing the industry, which currently accounts for 51% of the whole of the European market, to government, the European Commission and Parliament, the media, regulatory and other statutory bodies at home, across Europe and around the world. We promote the industry to entrepreneurs and investors, as well as provide services and best practice standards to our members.

Contact: BVCA
3 Clements Inn
London
WC2A 2AZ

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

Email: bvca@bvca.co.uk
Web Site: www.bvca.co.uk

Connect Yorkshire

Connect Yorkshire is the fast track to growth for Yorkshire & Humber 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 and business acumen.
- Conferences and events where up-and-coming technology companies gain mentoring in how to refine their proposition, before presenting their pitch 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 bringing together young technology companies with investors looking for growth. Our bi-annual Investment Forums provide a platform for this opportunity and as a result over £14M has so far been raised in international investment.

If your technology company is looking for financial input in order to grow but can't find the right medium then contact us for information regarding our 2007 Forums on 20 June and 28 November.

Fast Invest: This initiative allows the most promising enterprises to employ a first class executive. For start-up companies who need financial help bridging the gaps in their management team, the Fast Invest loan means they can employ someone for a significant period. As a result of this, the companies are often 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

Career Development Loans

A Career Development Loan (CDL) is a deferred repayment bank loan which can help an individual gain the experience, training and qualifications needed to improve their job skills or launch a new career

A person who is 18 or over can borrow anything between £300 and £8,000 to help fund up to two years of learning plus (if relevant) up to one year's practical work experience where it forms part of the course

A CDL can be obtained through three participating high street banks, Barclay's, The Co-operative Bank and The Royal Bank of Scotland. The Learning & Skills Council (LSC) pays the interest on the loan whilst the student is learning and for up to one month afterwards. The individual must then repay the loan to the bank over an agreed period at a fixed rate of interest.

For further advice or to order an application pack please call **the CDL Information Line** on **freephone 0800 585 505** from 8.00 am to 10.00 pm seven days a week or go to the CDL website www.direct.gov.uk/cdl.

The Lean Manufacturing Foundation

National Centre of Excellence for Lean Manufacturing in the Food Industry

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 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.

Peter Rowley Limited's expertise in implementing lean techniques in food and drink manufacturing was recognised by Improve in 2006.

The award of National Centre of Excellence for lean manufacturing for the food industry is testimony to the expertise and national profile of the company.

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: info@peterrowleyltd.co.uk
Website : 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.

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) 2053800
Equality Direct helpline: Tel: (0845) 6003444
Website: www.acas.org.uk.

PROTOTYPING, PATENTING AND LICENSING

Are you preparing to develop a new product? Please feel free to benefit from the wealth of information posted on our web site. From time to time we will post more information in response to your most popular enquiries. As established Innovators we draw from our own live case studies of real products, and not from books, we hope that the information will assist you through your own process of prototyping, patenting and licensing. We provide assistance with strategic and technical matters to enable you to map-out your optimum course of action. Our work is recognised as being very special in nature and complementary to the work of other business support organisations across the city and the region.

If you need to think through a Product Strategy and a Development Plan, take a look at some real life examples of:

Prototyping - From concept to production, consider 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 - Search-results from within in the Prior Art archives of more than 40 million documents, will provide clues as to how these are used to focus the development resource, defer expenditure and identify new opportunities and covert strategies. The archives can also reveal Search Reports with their accompanying documents, responses from Examiners, clues about costs and time lines, etc;

Licensing - Remember 'Planning' is only a part of the story, Chance is often a major 'Decider'. Consider how you will ever meet up with those essential third parties, how they can be profiled, and how you will build confidence perhaps over months with meetings, phone calls, letters, faxes & emails. Think about the importance of Solicitors at both ends of the chain and the Agreements that you might need, for example Confidentiality, Assignment, Heads of Agreement, Technology Transfer, Distribution, Collaboration, Co-operation, Shareholders, etc.

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: info@innovationdesk.org
Mike Brown DIM, LTI - Co-ordinator

Innovation Desk
Unit 1
Shine Knowledge & Innovation Park
St Mark Street
Hull
East Yorkshire
HU8 7FB

Tel: 07743 915384

Website: www.innovationdesk.org

Dart + New Directions

- Are you are an established business in Hull, Grimsby or Immingham?
- Do you employ less that 250 people and have a turnover of less than £34M?
- Do you want your business to grow?

If you want to exploit an opportunity and initiate a step change in your organisation and are a small or medium sized business registered in Hull then you may be eligible for funding support to help your business grow.

The New Directions Programme - Strategic Marketing Support

The New Directions Programme is part funded by the European Regional Development Fund (ERDF), which means that up to 29% of your project value may be eligible for Grant support up to a maximum of £3,000 per project.

The New Directions Programme works with experienced marketing consultants to deliver a thorough and comprehensive programme of marketing support and business consultancy to develop your organisation. Eligible marketing activities can include; PR & Promotion, Market Research, Corporate Identity & Branding, Website & E Business Development, Strategic Marketing & Planning.

The New Directions Programme is not able to fund direct print or advertising costs. Retail or personal services are not eligible for assistance.

The DART Programme - Business Growth

The DART Programme gives you the opportunity to access high calibre and experienced staff with the skills and knowledge you need. In today's highly competitive and demanding business environment, developing new market opportunities, product innovation and improving business operations are crucial to future success. However finding the time and resources to work on these opportunities and keep your business running day to day is rarely easy.

DART is designed to help you find the right people and the appropriate expert support that you need to tackle the strategic demands of your business and drive it forward.

DART also provides access to a comprehensive level of technical and management support for your company and is able to offer ERDF grants up to a maximum of £15,000 per project to help fund eligible project costs which could include: Strategic Consultancy & Mentoring, Recruitment & Selection, Project Management, Staff Training, Salary & Employment Costs.

The New Directions Programme

Contact: Ben Delaney
Tel: (01482) 481111

Email: ben@newcustomers.org.uk
Website: www.newcustomers.org.uk

The Dart Programme

Contact: Wendy Clarke
Tel: (01482) 382048

Email: wendy@dartnet.org.uk
Website: www.dartnet.org.uk

USEFUL WEBSITES

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

Acas.....	71
Acorn Fund.....	37
Arc.....	58
Access to Work.....	51
Annual Chamber Expo.....	36
British Smaller companies VCT plc.....	45
British Venture Capital Association (BVCA).....	69
Business Development Unit (BDU).....	63
Business Link Humber.....	24
Career Development Loans (CDL).....	70
Chamber Training (Humber) Ltd.....	36
Connect Yorkshire.....	69
Department of Trade and Industry.....	25
Design Enterprise Centre (DEC).....	39
Development Control.....	12
Durban Limited.....	68
Enterprise Grant Scheme.....	44
Environmental Energy Programmes.....	26
Environmental Technology Centre of Industrial Collaboration (CIC).....	39
Envirowise.....	57
Euro Info Centre.....	52
European Assistance.....	9
Export and Overseas Development.....	26
Federation for Small Businesses.....	65
Graduate Link.....	68
Grant for Research and Development.....	30
Grantham Cartwright Association.....	61
Hull and Humber Chamber of Commerce.....	35
Hull Area Business Advice Centre (HABAC).....	43
Hull Business Development.....	6
Hull Business School.....	40
Hull Careers Choices Centre.....	18
Hull City Council Training.....	16
Hull City Services (Hull Business Rates).....	20
Hull Investment Programme Team.....	8
Hull Regional Development.....	5
Hull European Team.....	9
Hull Itec.....	16
Hull Tec.....	17
Hull Learning Services – Hull Central Reference Library.....	23
Hull Managed Workspace Centres.....	7
Hull Refurbit.....	17
Hull Skills Initiatives.....	14
Hull Public Protection.....	22
Hull Youth Enterprise Partnership.....	19
Humber Economic Partnership.....	32
Humberside Co-operative Development Agency (HCDA).....	64

Inland Revenue Business Support.....	48
Invest Business Training Solutions.....	67
Jobcentre Plus Hull.....	50
Job Introduction Scheme.....	52
Knowledge Transfer Partnership (KTP).....	40
Latitude.....	66
Learning and Skills Council.....	33
Local Authority Business Growth Incentive Scheme (LABGI).....	21
New Deal.....	50
Nisp.....	58
Painting and Decorating Centre.....	72
Partnership Investment Finance (PIF) Scheme.....	47
Patent Information Unit.....	27
Preston Road NDC.....	61
Prince's Trust.....	65
Shell Livewire.....	56
Sirius.....	63
Selective Finance for Investment (SFI).....	29
Small Business Rate Relief.....	21
Small Firms Loan Guarantee Scheme.....	25
The Carbon Trust.....	59
The Business Community and Knowledge Exchange.....	38
The DTI Manufacturing Advisory Service (MAS).....	46
The Humber Resource Efficiency Centre.....	60
The Lean Manufacturing Foundation.....	70
The Logistics Institute.....	40
Townscape Heritage Initiative (THI).....	54
UK Online for Businesses.....	25
University of Hull.....	38
Useful Websites.....	75
Work Trials.....	51
Why Waste.....	61
Yorkshire Forward.....	28
Yorkshire & Humber Equity Fund (YHEF).....	47
YFM Group.....	45
Young Enterprise.....	55