

# Hull 2010

## Business Support Handbook

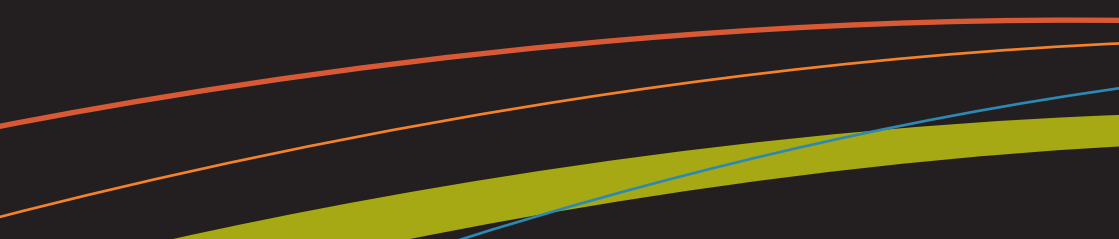


**Hull City Council** working in partnership to support Hull businesses



**Hull**  
City Council

**Hull** Business Support Handbook 2010



# Foreword

Welcome to the 2nd edition of Hull City Council's Business Support Handbook.

There is clearly a tremendous range of support and advice available to businesses within the City and I hope you find this handbook useful in signposting you to the right provider.

We are all determined to work together to enable your business to survive and prosper during and after the current economic downturn. The Council and partners are determined to provide you with a responsive and dynamic service, to help you to continue to make a valuable contribution to the economic development of the City.

To underline our own commitment, the City Council has recently recapitalised the highly successful Acorn Fund and introduced the GROW programme, a package of employment support to enable and encourage employers to recruit unemployed residents of the City.

As cabinet member with responsibility for business, I am particularly keen to ensure that support provided matches business needs. Should you think there are services that could be provided that are not currently, please feel free to contact me so we can work together to make sure Hull businesses have the best offer possible.



**Councillor Calvin Neal**

Portfolio Holder for Business Engagement  
Kingston upon Hull City Council



## Acorn Fund

The Acorn Fund is a registered Community Development Finance Initiative, funded by Hull City Council, Yorkshire Forward and Working Neighbourhood Fund and specifically formed to provide financial support for those businesses who find themselves unable to raise their finance from traditional sources.

We now provide a mixture of loans, grants and mentoring. Also whilst loans are for capital purposes grants can be used for both capital and working capital. Grants are not always available throughout the year and our website should be checked before applying for grant funding. Applicant businesses must reside in HU1-HU9 and projects must be capable of producing and/or safeguarding jobs. All applicants must produce a business plan and financial projections. Turnaround times are quick.

Please refer to our website for an application form or contact us on the number below.

### contact details

**Peter Sykes,  
Fund Manager or Mags Meyers,  
Personal Assistant**

Hull Business Development Fund Ltd  
34-38 Beverley Road Hull

Tel: 01482 324976

or [www.hullbdf.com](http://www.hullbdf.com)

Email [p.sykes@hullbdf.com](mailto:p.sykes@hullbdf.com)



# Business Link

Business Link Yorkshire is the first point of contact for anyone wanting to start or grow a business. Our aim is to make business support more straightforward to understand and easier to access.

## **Our services include:**

**Business general health check** - a quick but effective online business health check is designed to help you take stock and take action to ensure your business is ready for the challenges ahead in the current economic climate.

**Business financial health check** - we are working with local accountants to deliver our financial health check which provides a more in-depth review of your business finances and critical strategic issues.

**Call us** - We have a team of trained advisers who will help identify your needs and research solutions on your behalf.

**Attend our events** - We run hundreds of free workshops on a range of topics. These are usually quite small so that you can ask questions, network and share ideas with others.

**Business advisers** - Your local business adviser can work with you on a one to one basis to help your business adapt, survive and be ready for the upturn.

## **contact details**

To find out more about Business Link:

Call: 08456 048 048

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

Visit: [www.businesslinkyorkshire.co.uk](http://www.businesslinkyorkshire.co.uk)



## Consortium for Learning (CfL)

Consortium for Learning (CfL) is a registered charity working with and supporting the local network of Work Based Learning providers. CfL aims to raise the profile, standards and quality and to increase participation in work based learning, including Apprenticeships.

The network comprises a range of organisations, including colleges, charities, group training associations, local authorities and private training companies. This network, through CfL is creating a new and improved approach to the delivery of learner and employer centred Work Based Learning, Workforce Development and Lifelong Learning. Opportunities available to employers includes a wide range of occupational areas and specialisms and access to government funding through Apprenticeships, Entry to Employment, and Train to Gain in addition to competitive commercial activity.

CfL provides information on the broad employer offer available through the network and is positioned to respond to work based learning related enquiries from employers, young people and intermediary organisations.

### contact details

**Dave Thompson Paul Robinson  
Steve Roe Tammy Aldred**

Melton Court, Gibson Lane, Melton,  
East Riding of Yorkshire. HU14 3HH

Tel: 01482 638508

Fax: 01482 638500

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

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



**Federation of Small Businesses**  
*The UK's Leading Business Organisation*

## The Federation of Small Businesses

The Federation of Small Businesses (FSB) is the UK's largest campaigning pressure group promoting and protecting the interests of the self-employed and owners of small firms. Formed in 1974, it now has 215,000 members across 33 regions and 230 branches. The FSB is non-profit making and non-party political.

It aims to raise the profile of the owners of small business and those who are self employed so that the wider community recognises, values and adequately rewards their endeavours. Small businesses account for over 50% of the UK's Gross Domestic Product and employ more than 50% of the private sector workforce. The FSB works on their behalf to further the interests of enterprise, wealth creation and jobs.

The FSB's lobbying arm – led by a Press and Parliamentary office based in the heart of Westminster – applies pressure on MPs, Government and Whitehall and puts the FSB viewpoint over to the media.

In addition, the FSB has a range of high quality, good value commercial membership services which it is committed to delivering to its members to assist them in minimizing their operating costs and increasing the effectiveness of their businesses.

### **contact details**

**Neville Martin**  
**Regional Organiser**

Tel: 0114 261 7132

Mobile: 07917 628922

Email: [ro.southandeastyorks@fsb.org.uk](mailto:ro.southandeastyorks@fsb.org.uk)

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



## The GROW Programme

The GROW Programme consists of a range of projects designed to help local businesses recruit, train and retain the workforce they need. The GROW Programme is funded using Working Neighbourhoods Fund through One Hull, Yorkshire Forward Single Pot and European Regional Development Fund through Yorkshire Forward, and Future Jobs Fund from the Department of Work and Pensions.

- **GROW – Local Work Guarantee** provides local unemployed people with guaranteed employment opportunities in a community setting, followed by generous wage subsidies to employers who will provide appropriate training opportunities.
- **GROW – Employment Sustainability** provides workplace mentoring and other support to help employers retain their staff, along with expert professional advice for businesses facing redundancy or downsizing issues.
- **GROW – Into Work Into Business** is a flexible fund to help employers retain local staff.
- **GROW – Redundancy Response** provides professional advice on business resilience and redundancy issues to employers, as well as providing community based employment advisers,
- **GROW – Future Jobs Fund** provides temporary employment opportunities for long term unemployed people in Hull.

### contact details

Call: 01482 612020

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

Visit: [www.growinhull.co.uk](http://www.growinhull.co.uk)



## Hull Forward:

We are Hull Forward - the city's Economic Development Company - delivering lasting change.

We work with both existing and potential businesses to encourage investment, create new employment opportunities and safeguard existing jobs.

We assist businesses in many ways:

- Guide through the regulatory issues associated with local government;
- Advise on site availability, as well as the availability of grants and financial support;
- Provide a signposting service to other organisations as appropriate;
- Work with businesses to understand their needs and ensure any opportunities for development are maximised.

In our role in transforming Hull City Centre, we also work with leading private sector developers and end users facilitating new employment opportunities, homes, offices, retail and leisure sites.

We also manage the city's acclaimed Bondholder scheme - businesses all united by their passion to see Hull succeed and to raise the city's profile.

### contact details

#### Hull Forward

48 Queen Street  
Hull HU1 1UU

Tel: 01482 387450 Fax: 01482 387400

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



## Hull & Humber Chamber of Commerce

The Hull & Humber Chamber of Commerce, with a membership of 1600 organisations, represents a more diverse cross-section of companies than any other business organisation in the Humber. Our primary objective is to promote and encourage commerce, industry and shipping in the Humber region, whilst protecting and serving the interests of our Members locally, regionally and nationally.

We organise networking events and produce publications, helping to raise the profile of our Members' companies. Also we provide training services through our own training company - Chamber Training (Humber) Limited. Our International Trade Centre assists companies with their exporting projects and organises Trade Missions abroad. We also represent our Members by lobbying on their behalf to regional and national policy makers.

The Chamber is there to help you make your business successful. In today's busy and highly competitive business environment, companies need to take advantage of every form of assistance available.

### contact details

**Bruce Massie, Membership & Business Manager**

34-38 Beverley Road

Hull

HU3 1YE

Tel: 01482 324976

Fax: 01482 213962

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

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



**Hull**  
City Council

## Economic Development and Regeneration

Economic Development and Regeneration is part of the Chief Executive's Strategic Core in the City Council.

The Service's purpose is to lead on promoting the long-term economic prosperity of the City and City-Region, through providing the strategic environment, programme management and delivery capacity to enable the Council's partners to address need and provide opportunities for the creation of wealth and rewarding employment. The service is responsible for Planning and Building regulations, Transport Policy, Economic Development, Employment Support, Business Support, Archaeology, and Regeneration Projects

Economic Development and Regeneration has a business support team which offers advice and assistance to businesses throughout the City. The team is able to offer advice on local, regional, national and European financial assistance and a funding search facility. It also operates a range of Managed Workspace Centres, ideal for start-ups businesses.

### **contact details**

#### **Economic Development and Regeneration Hull City Council**

Tel: (01482) 300300

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

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



## Hull Skills Fund

Hull City Council has made a funding grant available to help local employers pay for the cost of training of their employees.

The fund is designed to raise the level of skills of Hull's workforce and help with issues related to training, employment and the growth of sustainable small businesses in the City.

It ensures that employees have the right skills to meet the demands of modern employers and thereby boost the local economy. The scheme provides a subsidy towards higher level skills of employees within the City.

Small to medium enterprises (SME's) based in Hull (HU1 – HU9) with a workforce of up to 500 employees, or Hull residents employed by a small/medium company can apply for funding.

Skills training is subsidised at four levels – if your business has less than 10 employees you could receive 70% funding up to £3,000 per person. If you have between 10 and 49 employees in your business, you could receive up to £2,500 per person. 50 – 249 employees would entitle you to 50% funding up to £2,000 per person and if you have 250 – 500 employees you could receive 40% funding up to £1,000 per person.

**If you would like more information about the skills fund, please contact Vicky Riseham on 01482 616344.**

### contact details

#### Skills and Employability

Brunswick House, Strand Close, Beverley Road  
HULL HU2 9DB

Tel: 01482 616344

## Jobcentre Plus

Jobcentre Plus can offer you free access to a range of practical measures and financial support that will help you recruit the right people for your workforce – saving you time and money.

Local Employment Partnerships enable us to work with you to unlock the talent available in your local community. We can help you meet your recruitment needs by providing job ready candidates, with the help of a host of options from pre-employment training to Work Trials to check suitability.

For a limited time, Jobcentre Plus is offering £1,000 for every person that you recruit, who has been claiming Jobseeker's Allowance for six months. Redundancies are challenging for everyone involved. We can work with a range of partners to provide tailored solutions that minimise the impact and provide help and advice when redundancies occur.

The enthusiasm and potential of young people will be vital moving out of recession so we need to give them the chance to flourish. Backing Young Britain is a rallying call to businesses, charities and government bodies to create more opportunities for young people to ensure that the valuable skills and experience of our young people aren't being wasted.

To get involved in or find out more about Backing Young Britain call 01482 584488.

To find out more about Jobcentre Plus Services, call our Employer services Team on 01482 584778 or visit [www.businesslink.gov.uk](http://www.businesslink.gov.uk).

To place a vacancy now telephone 0845 601 2001 or Textphone 0845 601 2002.



## ONE HULL Business Forum

Funded by the Local Strategic Partnership, the ONE HULL Business Forum plays a pivotal role in providing private sector input into the regeneration and economic development of Hull. It is the main vehicle for the business sector to become an active partner in the LSP and has been recognised nationally as an example of best practice for LSP private sector engagement.

The Forum hosts quarterly open meetings for local businesses and elects and supports private sector representatives to the ONE HULL partnerships enabling businesses large and small to have a direct say on the priorities for Hull's development.

The Forum brings together over 700 businesses and works closely with the Chamber of Commerce, the Federation of Small Businesses and the Institute of Directors to ensure Hull's private sector is playing a full and positive role in the LSP.

Membership of the ONE HULL Business Forum is completely free.

### contact details

**Nick Pontone**  
**Manager**

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Email: [n.pontone@hullbusinessforum.com](mailto:n.pontone@hullbusinessforum.com)

[www.hullbusinessforum.com](http://www.hullbusinessforum.com)

[www.hbfconnect.com](http://www.hbfconnect.com)



## Sirius

Sirius is a registered Enterprise Agency set up by BP in 1999, as one means of providing continuing support to the local economy. Its target market is those individuals wanting to start-up or grow their businesses in Hull and Holderness.

Whether you are just considering an idea, or you have fully researched your new business and are ready to launch, the staff at Sirius would love to help with advice on business planning, finance, property, marketing - in fact anything to help you turn your business into a success. Sirius can also offer business loans for local people seeking to establish a business in the area, or to expand an already successful business

If you are considering starting up your own business, make Sirius your first 'port of call', and take advantage of their ten years of expertise in our area.

### contact details

**Alan Gordon-Freeman**

8 St Augustines Gate  
Hedon  
East Riding Of Yorkshire  
HU12 8EX

Tel: 01482.890146

Fax: 01482.899253

[www.sirius-hull.co.uk](http://www.sirius-hull.co.uk)



Supported by:



## Train to Gain

**Train to Gain:** Every day, 1.3 million people go to work without the skills they need to do their jobs well. With Train to Gain businesses, in both the public and private sector, can invest in skills and see real benefits.

Employers can meet a Skills Broker, college or training provider, who'll offer expert skills advice at no cost to their business. It helps:

- get the skills to boost performance
- improve efficiency and increase profits
- staff grow in motivation and confidence

### contact details

Call 0845 600 9006 to arrange a meeting or visit [www.businesslink.gov.uk/traintogain](http://www.businesslink.gov.uk/traintogain)

**Enhancement Fund:** Additionally the Enhancement Fund has also been set up by the Learning and Skills Council to fill the gaps in supporting skills and development training which cannot be funded through the Train to Gain service.

There is £50 million available which can be used for both accredited and non-accredited activity. The fund will be administered through 3 separate routes:

- Single Business Application
- Commissioned Activity
- Provider Route

All routes will support training at a rate of 40% for accredited learning and 42% for non-accredited learning with the remainder being provided by the company.

### contact details

Call 01422 399339 or visit [www.enhancementfund.co.uk](http://www.enhancementfund.co.uk)

## University of Hull

The University of Hull has world-class expertise and an extensive range of high quality services that can help transform your business. With just one telephone call or e-mail to the University's Knowledge Exchange you can access skills and facilities including:

- Business School - in the top 20 in the UK
- Logistics Institute - among the leading such facilities in the world
- Enterprise Centre - a flagship facility for would-be entrepreneurs
- Engineering Innovation Institute - a regional centre of excellence
- Environmental Technologies Centre for Industrial Collaboration – a solutions centre for environment and renewable energies
- Institute for Chemistry into Industry - dedicated to solving chemical problems
- .... and much, much more

### **We offer:**

- Contract research
- Consultancy
- Facilities and equipment
- Higher level skills and training
- Knowledge Transfer Partnerships

**We can often secure funding to help you pay for the services too!**

### **contact details**

Contact [knowledge-exchange@hull.ac.uk](mailto:knowledge-exchange@hull.ac.uk)  
visit [www.hull.ac.uk/business](http://www.hull.ac.uk/business)  
or telephone (01482) 464900.



## World Trade Centre Hull & Humber

World Trade Centre Hull & Humber connects into a global network of over 300 World Trade Centres in more than 90 countries, serving 800,000 businesses.

Bringing the region's international trade services under one roof, it provides expertise, practical support and contacts to help local companies exploit market opportunities overseas. Services range from free trade advice and access to financial assistance for international trade activities, market research, as well as access to international legal, tax and financial services and language and cultural advice.

Set in Humber Quays, Hull's new waterfront business district, our meeting and conference space has been designed to provide an unrivalled resource for local companies, with stunning views of the Humber Estuary. Whether you need a break from the office for some creative thinking, to create a good impression with clients, somewhere to pick up emails and print off reports, or host your event in an impressive venue, we have the facilities to suit your needs.

### **contact details**

**Leahann Mollon, Operations Manager**

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This document can be made available in other formats (large print, audio and Braille). Please telephone (01482) 300 300.

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