

enterprising creative design competitive space
innovative international visionary water
opportunity dynamic collaborative inspiring
free-thinking distinctive quality cultural green



South Gloucestershire Council

Business support agencies

Your guide to comprehensive business support from South Gloucestershire Council



www.southglos.gov.uk



Advisory Conciliation and Arbitration Service (ACAS)

ACAS aims to improve organisations and working life through better employment relations. The role of ACAS is to help parties with an industrial relations dispute to reach agreement through discussion and negotiation.

The Waterfront, Welsh Back, Bristol, BS1 4SB

■ 08457383736

■ www.acas.org.uk

Bristol and Avon Enterprise Agency (BRAVE)

BRAVE is an independent, not-for-profit organisation based in Bristol, providing support to: trading businesses looking to develop and grow, business needing solutions to problems, start-up businesses and those thinking about starting a business or becoming self employed for the first time. At the Coach House in central Bristol, we have a range of small offices to let at reasonable rents. The meeting rooms can hold from 2 up to 40 people and are available by the half or full day.

The Coach House, 2 Upper York Street, Bristol BS2 8QN

■ 01179445330

■ www.brave.org.uk

■ info@brave.org.uk

Bristol & Bath Enterprise Network (BEN)

BEN is the membership organisation of Science City Bristol Ltd, which aims to help make the Bristol and Bath region a great place to start and grow science and technology businesses.

We have more than 2,000 individual members consisting of entrepreneurs, academics, investors, industry leaders and professional service providers. We also have over 1,000 organisation members. Membership is free. Our core activity is a series of evening networking events and workshops. Expert speakers address the opportunities and challenges faced by tech businesses, as well as key technology themes. BEN is a member of Business Navigator - the support access service of the West of England Local Enterprise Partnership.

Science City Bristol Ltd, SPark One, Bristol and Bath Science Park, Dirac Crescent, Emersons Green, Bristol, BS16 7FR

■ 01173707788

■ www.sciencecitybristol.com

Bristol Enterprise Development Fund (BEDF)

BEDF provides start-up and expansion loans to small businesses in the former Avon area. BEDF is part of South West Business Finance, a partnership of agencies across the region.

Unit 3, The Coach House, 2 Upper York Street, St Paul's, Bristol BS2 8QN

■ 01179444700

■ info@bedf.co.uk

■ www.bedf.co.uk

Business Council for Sustainable Development United Kingdom (BCSD-UK)

The focus of BCSD-UK is on the practical implementation of sustainable development as a key to world-class business standards and new business opportunities.

The Arch, Unit F3, 48-52 Floodgate Street, Birmingham, B5 5SL

- 01216938338
- davidm@ebc-info.co.uk
- www.bcsd-uk.co.uk

Business West

Business West is a powerful voice for business. All companies can benefit from the range of information, advice, networking events and international trade support that is available from Business West. Delivering essential Chamber of Commerce services in Bristol, Bath and Gloucestershire to almost 2,000 members enables Business West to speak with authority on the issues that matter to business. As an effective link between the private and public sectors, it ensures the interests of commerce are taken into account when key decisions are made at local, regional and national levels.

- 01275373373
- www.businesswest.co.uk
- info@businesswest.co.uk

Centre for Sustainable Energy

The Centre for Sustainable Energy offers advice on sustainable energy solutions.

3 St Peter's Court, Bedminster Parade, Bristol, BS3 4AQ

- 01179341400
- info@cse.org.uk
- www.cse.org.uk

Companies House

When setting up a limited company it is necessary to conduct a check on the proposed company name. New company names must be registered with Companies House.

Crown Way, Maindy, Cardiff, CF14 3UZ

- 03031234500
- enquiries@companies-house.gov.uk
- www.companieshouse.gov.uk

Department for Business Innovation and Skills (BIS)

The Department for Business, Innovation & Skills (BIS) is building a dynamic and competitive UK economy by creating the conditions for business success; promoting innovation, enterprise and science; and giving everyone the skills and opportunities to succeed. To achieve this we will foster world-class universities and promote an open global economy.

- 02072155000
- enquiries@bis.gsi.gov.uk
- www.bis.gov.uk

Disclosure and Barring Service

The Disclosure and Barring Service, previously called the Criminal Records Bureau, aims to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society

- 08709090811
- www.homeoffice.gov.uk/dbs

Enterprise Europe Network South West

Enterprise Europe Network South West provides free business support and advice on trading in Europe; access to hundreds of business opportunities across all sectors through the Partner Alert Service; a direct route to feedback your business issues to the European Commission and support in accessing European funding.

c/o Business West, Leigh Court Business Centre, Abbots Leigh, Bristol, BS8 3RA

- 01275370997
- info@enterpriseeuropesw.org.uk
- www.enterpriseeuropesw.org.uk

Environmental Sustainability Knowledge Transfer Partnership

The Environmental Sustainability Knowledge Transfer Network (ESKTN) is accelerating the UK's transition to a low carbon, resource and energy efficient economy by connecting businesses, universities, other research organisations and government agencies, and catalysing innovation across a wide range of environmental technologies. For free ESKTN membership details, please visit www.innovateuk.org/sustainabilityktn

c/o University of Oxford, Earth Sciences, Kidlington, Oxford, OX5 1PF

- 01865610500
- esktn@earth.ox.ac.uk
- www.innovateuk.org/sustainabilityktn

Federation of Small Businesses (FSB)

The FSB is non-profit making and non-party political. It is the UK's largest campaigning pressure group promoting and protecting the interests of the self-employed and owners of small firms. In addition to lobbying the Government on legislation and regulation affecting small businesses, the FSB provides a range of benefits to members including access to a 24hr, 365-days-of-the-year legal advice line, free banking, financial services and a lot more. There are also networking opportunities. FSB is organised on regional lines and the South Gloucestershire branch forms part of the Gloucestershire and West of England region.

Gloucestershire and the West of England Region Office

- 01285740550
- region.office119@fsb.org.uk
- www.fsb.org.uk
- Twitter: @FSBGlosandWoE

HM Revenue & Customs

HM Revenue business advisors offer a range of free workshops to help local businesses as well as payroll support to new and small businesses. For queries relating to personal tax, please dial 0845 9000 4444.

Bristol and North Somerset Area, Business Support Team, Norfolk House, Temple Street, Bristol BS1 6HR

- 01179072581
- www.hmrc.gov.uk

Improving Your Resource Efficiency (IYRE)

The improving your resource efficiency (IYRE) service is a programme aimed at small and medium sized enterprises aspiring to make environmental efficiency improvements and boost their profits. The service offers a variety of specialist support to eligible businesses including advice, site visits, identification of cost savings, events, and help with environmental management systems. For more information and to contact a specialist adviser, please call the Business Link gateway.

■ 01275376233

■ www.businesswest.co.uk/iyre

Institute of Directors (IoD)

Institute of Directors (IoD) membership offers support for entrepreneurs and Directors to maximise personal potential and enhance business performance. Successful companies need solid, strategic frameworks and the IoD provides this information through business networking, training and advice.

Orchard Street Business Centre, 14 Orchard Street, Bristol BS1 5EH

■ 01179055050

■ iod.southwest@iod.com

■ www.iod.com/southwest

Intellectual Property Office

The Intellectual Property Office is responsible for the registration of patents, trade marks, designs and copyright.

■ 03003002000

■ information@ipo.gov.uk

■ www.ipo.gov.uk

Business Navigator

Businesses need support to grow, and the West of England area is full of resources. Whether you're a new business or a new social enterprise, growing or looking to become more sustainable, there's support available to help you make it happen – and Business Navigator will help you to find it. Business Navigator was originally created by the West of England Local Enterprise Partnership (LEP) as a hub to signpost business support for Bristol, Bath and beyond. It is still supported by the LEP at arm's length, but is now owned and operated by a private company.

■ www.businessnavigator.org.uk

Jobcentre Plus

Jobcentres can offer employers a complete recruitment process from the issue of application forms through to candidate sift and shortlist. Jobcentres can also help and advise on employment legislation, training, rates of pay, equal opportunities, specialist types of employment and employing people with disabilities. Jobcentres have the facility to circulate vacancies nationally and internationally if employers are having difficulty filling them locally. Jobcentres can also offer support to employers who are facing redundancies; providing information on local job vacancies, Benefit one-to-one, Housing Benefit, Tax Credits, CVs, Career advice and one-to-one support for staff.

■ www.businesslink.gov.uk/jobcentreplus

Low Carbon South West

Low Carbon South West is a partnership of businesses, academia, investors, local authorities, regional and national agencies promoting the growth of the environmental technologies and services sector in the South West. Membership is open to any business in the South West with an interest or involvement with the Environmental Technologies Sector. Benefits of membership include invitations to networking events and seminars, mailings of news, events and projects, and a profile in the searchable membership directory.

28 Queen Square, Bristol, BS1 4ND

■ 01179458730

■ info@lowcarbonsouthwest.co.uk

■ www.lowcarbonsouthwest.co.uk

Managed Workspace

In partnership with New Work Trust the council provides almost 80 managed workspace units (industrial and offices) at Station Road Workshops in Kingswood. The units are self contained and range in size from 100 sq.ft. to 2,500 sq.ft. Units are offered on a short or long term basis for an inclusive licence fee which includes rent, business rates and water / sewerage.

Greg Lovell, Manager, Station Road Workshops

■ 01179575577

■ newworktrust@btconnect.com

■ www.newworktrust.co.uk

Manufacturing Advisory Service South West

Manufacturing Advisory Service in the South West (MAS-SW) provides advice and hands-on support for small and medium-sized manufacturers to help improve productivity, increase competitiveness, develop strategic direction and support product innovation. Much of the support available is either free or subsidised.

**Unit 3 Twigworth Court Business Centre,
Tewkesbury Road, Twigworth, Gloucester,
GL2 9PG**

■ 08456083838

■ info@swmas.co.uk

■ www.mas.bis.gov.uk/south-west

National Apprenticeship Service

The National Apprenticeship Service (NAS) has end to end responsibility for apprenticeships in England. The NAS has been designed to increase the number of apprenticeship opportunities and provide a dedicated, responsive service for both employers and learners. We are simplifying the process of recruiting an apprentice through Apprenticeship Vacancies, an online web-based matching service.

**Cheylesmore House, Quinton Road,
Cheylesmore, CV1 2WT**

■ 08000150600

■ www.apprenticeships.org.uk

National Industrial Symbiosis Programme (NISP)

NISP is a free business opportunity programme that delivers environmental, social and economic benefits and is the first industrial symbiosis initiative in the world to be launched on a national scale.

NISP South West, 44 Imperial Court, Kings Norton Business Centre, Pershore Road South, Birmingham, B30 3ES

- 08450949019
- southwest@nisp.org.uk
- www.nisp.org.uk

REGEN SW

Regen SW helps speed up the transition to a low carbon economy in the South West. It unlocks sustainable energy business opportunities, gives independent advice to decision makers, acts as a sounding board for developers, supports demonstrator projects across a range of technologies and stimulates an informed public debate about sustainable energy.

The Innovation Centre, Rennes Drive, Exeter, EX4 4RN

- 01392494399
- admin@regensw.co.uk
- www.regensw.co.uk

SETsquared at Bristol University

SETsquared accelerates early stage, high-tech, high growth business from inside and outside the University. It provides subsidised office space, mentoring, coaching, workshops, investment readiness training, investment showcase events and access to an extensive network of investors, entrepreneurs and professional advisers.

SETsquared Business Acceleration Centre, Bristol University Gate East, Park Row, Bristol BS1 5UB

- 01179031100
- bristol@setsquared.co.uk
- www.setsquared.co.uk

Solutions for Business

The services deliver one-to-one assistance through over 100 of the top independent business coaches based in the region. You'll benefit from their extensive boardroom experience and a carefully planned combination of advice, workshops, business strategy and finance guidance. Support is long-term and targeted to the exact requirements of your business.

Leigh Court Business Centre, Abbots Leigh, Bristol, BS8 3RA

- info@growthsouthwest.co.uk
- www.growthsouthwest.co.uk

Sustainability South West

Sustainability South West is an advisory and awareness-raising charity that works with businesses to future-proof their activities.

2 Rivergate, Temple Quay, Bristol, BS1 6EH

- 01179001909
- info@sustainabilitysouthwest.org.uk
- www.sustainabilitysouthwest.org.uk

The Design Programme

Design Programme transforms businesses through the effective use of design. Our independent, experienced design advisers provide tailored advice, information and support. We can help your business in a range of areas including: company literature; websites and communications; developing products or services and refreshing or creating new brands.

WSX Enterprise Ltd, Wates House, Fareham, Hampshire, PO16 7BJ

- 01983400867
- info@thedesignprogramme.co.uk
- www.thedesignprogramme.co.uk

The Environment Agency

The Environment Agency is responsible for regulating industrial pollution, land quality, radioactive substances, waste management and water quality.

South West Regional Office, Manley House, Kestrel Way, Exeter, Devon, EX2 7LQ

- 03708506506
- enquiries@environment-agency.gov.uk
- www.environment-agency.gov.uk

The Green Register of Construction Professionals

The Green Register is a training and membership organisation bringing together all disciplines in the construction industry with a commitment to sustainable building practices. The network includes architects, engineers, builders, surveyors and construction trades and provides a vital link between these professionals and their clients.

The Create Centre, Smeaton Road, Bristol, BS1 6XN

- 01173773490
- mail@greenregister.org.uk
- www.greenregister.org.uk

The Health and Safety Executive (HSE)

The Health and Safety Executive has responsibility for health and safety in nuclear installations and mines, factories, farms, hospitals and schools, offshore gas and oil installations, the safety of the gas grid and the movement of dangerous goods and substances, railway safety, and many other aspects of the protection of workers and the public. Local authorities are responsible to HSE for enforcement in offices, shops and other parts of the services sector.

4th Floor, The Pithay, Bristol, BS1 2ND

- 01179886000
- www.hse.gov.uk

The Prince's Trust

The Prince's Trust provides support to unemployed young people aged 13-30 to progress into employment, education or training. This includes self employment and employability courses, personal development programmes and engagement courses.

South West Regional Office, 9 Marsh Street, Bristol, BS1 4AA

- 01179292300
- generalsw@princes-trust.org.uk
- www.princes-trust.org.uk

The University of the West of England (UWE) RBI

The Research, Business and Innovation Department at UWE provides access to UWE services for business and the community whilst promoting collaboration and commercialising the outcomes of university research and expertise in innovation. Service areas include: Continual Professional Development; consultancy; business start-up and incubation; collaborative research including Knowledge Transfer Partnerships; innovation and enterprise support including technology transfer, public engagement projects and work-based learning.

Research, Business and Innovation, University of the West of England, Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY.

- 01173282039
- rbi@uwe.ac.uk
- www.uwe.ac.uk/business

The University of the West of England (UWE)

The University of the West of England (UWE) is a modern, growing university in the thriving city of Bristol. UWE is one of Britain's most popular universities, with more than 30,000 students and 3,000 staff and is the largest provider of higher education in the South West of England. Students come to Bristol UWE from all parts of the UK, as well as a significant and growing number of international students from over 140 countries worldwide.

Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY

- 01179656261
- www.uwe.ac.uk

UK Trade & Investment

We work with UK-based businesses to ensure their success in international markets, and encourage the best overseas companies to look to the UK as their global partner of choice.

International Trade Centre - South West, Leigh Court Business Centre, Abbots Leigh, Bristol, BS8 3RA

- 08456060969
- enquiries@uktisouthwest.org
- www.ukti.gov.uk

West of England Aerospace Forum (WEAF)

WEAF's overall aim is to facilitate the future competitiveness and growth of the aerospace industry in the South West.

- 01275872353
- enquiries@weaf.co.uk
- www.weaf.co.uk

West of England Carbon Challenge

The West of England Carbon Challenge supports organisations in the region to reduce their emissions. Membership is free, and members receive advice, tools and practical support to measure, manage and reduce their CO2 emissions. For more information and to sign-up, see:

■ www.westofenglandcarbonchallenge.org

WRAP (Waste and Resources Action Programme)

Find out about how to recycle at work and which recycling companies are active in your area:

■ www.wrap.org.uk/content/how-recycle-work

Preparing for climate change impacts

Climate change is happening now and it will impact in some way on almost every business in the UK. Climate change may present both challenges and opportunities for businesses. Increased frequency of extreme weather events (such as heat waves, floods and droughts) may cause disruption to businesses. For example, extreme weather events could cause loss of productivity by disrupting transport services, supply chains and staff travel. However, climate change may also provide opportunities for new markets for products, technology and service. The Department for Environment, Food and Rural Affairs can help you plan ahead.

■ www.defra.gov.uk/environment/climate/sectors/business

South Gloucestershire Business Directory

If you would like your business to enjoy the same benefits as the thousands of companies already registered, submit your details by registering online at:

■ www.burrows.co.uk/southgloucestershire

Your business must be located in South Gloucestershire. You can also keep your organisation's details up-to-date, just find your entry and click "Update your Company details" link. This will ensure that your potential customers have access to accurate information about you.

To support businesses to prosper and grow, South Gloucestershire Council provides practical support to its town centres, high streets and economic hubs. This helps contribute towards their resilience against economic uncertainty. Innovative techniques of increasing footfall in town centres and high streets are crucial to improving the vibrancy and vitality of town and district centres. The latter is highlighted as a priority in the Council Plan.

South Gloucestershire Council has helped facilitate the start-up of new business groups in town centres and high streets where none existed. As well as supporting these groups, it also provides support to existing groups in the area including business parks, trading estates and industrial sites. The council works closely with members of the South Gloucestershire Economy & Skills Partnership and introduces them to business groups so relevant support can be accessed.

To find out more about how your business can receive support and what South Gloucestershire Council is doing to improve the vibrancy and vitality of your town centre/high street or commercial hub, contact your local business group or search online:

Thornbury Chamber of Commerce

■ www.thornburychamber.org.uk

Bradley Stoke Small Business Forum

■ www.bssbf.co.uk

Sodbury Chamber of Commerce

■ www.visitchippingsodbury.com

Sodbury & Yate Business Association

■ www.sodburyandyate.biz

Downend Business Community

■ www.downendbusiness.org.uk

Staple Hill Chamber of Trade

■ www.staplehill.co.uk

Kingswood Business Association

■ www.mykingswood.co.uk/KBA

Hanham Business & Community Partnership

■ www.hanhamtraders.co.uk

Patchway & District Chamber of Trade

■ www.patchwaychambers.org

Filton Chamber of Trade

■ **Follow us on Facebook or LinkedIn**

For more information, email

■ business@southglos.gov.uk

or visit

■ www.southglos.gov.uk/business

Information correct at time of print (January 2013) if you have any comments, please email

■ business@southglos.gov.uk

If you would like this information in a different format or language,
please contact ☎ **01454 868009**.