

# Protecting your business

## Cheshire Fire & Rescue

Cheshire Fire & Rescue Service is committed to working closely with businesses to reduce the risk of them being affected by fire and other emergencies. The Service's Community Fire Protection team provide advice and support to employers regarding complying with Fire Safety legislation and meeting the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The team proactively works to promote fire protection systems and safe practices in the workplace and reduce Arson and Unwanted Fire Alarm Signals (false alarms from automatic fire alarms).

For further information regarding fire safety in your workplace, contact your local Community Fire Protection office at Cheshire West & Chester on **01244 322222** or email [fireadvicecheshirewestandchester@cheshirefire.gov.uk](mailto:fireadvicecheshirewestandchester@cheshirefire.gov.uk)



# Contacts

## Jobcentre Plus

For more information about Jobcentre Plus services, contact the Jobcentre Plus telephone helpline on **0845 601 2001**.

## Business Link

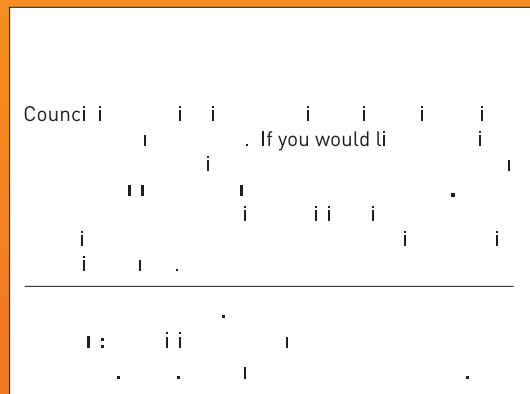
To speak to a business adviser who will be able to point you in the right direction for free expert advice and guidance call **0845 00 66 888**, email [info@businesslinknw.co.uk](mailto:info@businesslinknw.co.uk) or visit [www.businesslink.gov.uk/northwest](http://www.businesslink.gov.uk/northwest)

## Cheshire West and Chester Council

For more information on the services provided by Cheshire West and Chester Council contact Caroline Thomas, Employment Strategies Senior Officer, on **0151 356 6637** or email [Caroline.thomas@cheshirewestandchester.gov.uk](mailto:Caroline.thomas@cheshirewestandchester.gov.uk)

## Further Education and Higher Education

West Cheshire College employer hotline call **01244 670499** or [employers@west-cheshire.ac.uk](mailto:employers@west-cheshire.ac.uk)  
Mid Cheshire College call **01606 720643/605** or email Carole Timperley, Head of Employer Services [ctimperley@midchesh.ac.uk](mailto:ctimperley@midchesh.ac.uk)  
University of Chester contact Jackie Tickle on **01244 51 2212** or Berni Hunt on **01244 51 3344**, or alternatively email [eecontact@chester.ac.uk](mailto:eecontact@chester.ac.uk)



# Local Employer Services Guide

for businesses in Cheshire West and Chester

West Cheshire **TOGETHER** 

Working in partnership for local people

# Recruitment Services

## Jobcentre Plus

Jobcentre Plus offers a free service that can help you advertise a vacancy quickly and effectively so that it reaches thousands of individuals who are looking for an opportunity to work. This includes Employer Direct online that enables you to manage your recruitment needs at a time that's convenient to you. Registering with Jobcentre Plus means you can inform, check, update or remove your vacancies at any time.

## Business Link

Employing staff throws up a range of issues that businesses must be equipped to deal with. Business Link Northwest offers a range of simple guides that will help you navigate everything from taking on new staff and the details of employment contracts to handling discipline and grievances.

## Cheshire West and Chester Council

For small scale recruitment, Cheshire West and Chester Council will match an employer's needs with the skills of local residents and introduce suitable candidates for interviewing. For larger scale recruitment, they offer a customised two week pre-recruitment course, developed with employers in return for a guaranteed interview. They also offer post-employment support ensuring a smooth transition into an organisation.

## Further Education

Further Education colleges such as West Cheshire College offer a vacancy matching service for Apprenticeships and pre-employability programmes to ensure the right skills are found to meet employer needs.

# Workforce Development

## Business Link

Business Link Northwest delivers a Skills Brokerage Service which provides advice and support to help employers access the training their business needs to succeed. Specialist Skills Advisers can help you identify staff training needs, source the appropriate training providers, and access any funding you may be eligible for to reduce the overall cost to your business.

## Cheshire West and Chester Council

Support is available to small businesses to help promote growth and efficiency. A range of networking events, seminars and training opportunities are available focusing on recruitment, training and topics identified by the local business community. The Council offer a range of funded Apprenticeships and NVQs in a variety of sector skill areas, as well as Skills for Life (Literacy and Numeracy) programmes, essential for effective working in today's business environment.

## Further Education and Higher Education

The Business Solutions team at West Cheshire College delivers world-class training tailored to meet employer needs. Commercial Advisers plan training solutions that will develop staff and improve business performance. Flexible in their approach, training solutions fit employers' requirements and provide real measurable outcomes.

The University of Chester's Employer Engagement Department works with employers to develop training programmes across a range of disciplines. Custom designed courses, using up-to-date technology and teaching methods can be delivered in manageable stages to suit the needs of the business. Learning packages are cost-effective, work-based, modular and lead to nationally acknowledged, Higher Education accredited qualifications. Existing 'in-house' corporate training can be built into accredited qualifications of all sizes including Professional Certificates and Foundation Degrees.

# Downsizing your Workforce

## Jobcentre Plus

If you are considering making redundancies, Jobcentre Plus can provide support and advice for you and your employees. This includes identifying transferable skills, job-related training and support to take up a new job, for instance help with initial travel or childcare costs.

## Business Link

The Business Link Northwest website has interactive guides designed to help you consider any alternatives to redundancy and to make sure you are aware of the surrounding rules and regulations if you do decide it is the right option for your business.

## Cheshire West and Chester Council

An extensive 3-stage model of support for employees facing redundancy is available through Cheshire West and Chester and its partners.

First, a briefing session from key benefit and guidance agencies is arranged. Then a 'Market Place' event that draws together organisations offering advice and practical support services, including training providers, recruitment agencies and other employers seeking to recruit. The final stage is the opportunity for individual and workshop sessions focusing on topics including CV development, interview techniques, application form completion and business start-up.

## Further Education

West Cheshire College has a team of dedicated advisors and specialists to help employers who are considering making redundancies. As well as access to funding to support training programmes that enable staff to develop skills to improve their CV, the College has links to other employment opportunities and can provide training for remaining staff in managing change, stress management and business improvement techniques leading to further efficiencies.