

Ellesmere Port

The Employment

Toolkit

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visiting/our_place](http://cheshirewestandchester.gov.uk/visiting/our_place)



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Robert Mee, Chair
Ellesmere Port
Development Board

Foreword

As chair of the Ellesmere Port Development Board, I welcome you to the Ellesmere Port Employment and Enterprise Toolkit.

Ellesmere Port is a town with a great industrial past and an exciting future at the forefront of the 21st century economy.

The town has many advantages in securing its future role as an attractive place to live, work and invest in with:

- A range of employment sites and development properties available.
- A strong local partnership with a shared vision for Ellesmere Port.

- A diverse business base with companies based locally such as EA Technology that are market leaders in innovation within their own sectors.

Local partners are aware of the challenge facing the town and its local communities. If local residents are to reap the benefits of the town's future economic growth – worklessness and low skills must be addressed in the neighbourhoods across Ellesmere Port.

Major investments in new education facilities from schools start age through to Higher Education levels are now taking place. Facilities such as the new Academies and West Cheshire College campus in the town will play a crucial role in equipping local residents with the skills demanded in the modern workplace.



PURPOSE OF THE TOOLKIT

The Toolkit offers a guide to the main employment and enterprise routes available to Ellesmere Port residents.

It also gives details of the key contacts for support agencies working locally to help local people find the right advice and support. You can also find details of the range of services available for residents to access from simple job search support, to help with starting your own business.

Also covered is advice for businesses, such as recruiting the right people to your workforce, accessing commercial opportunities, and complying with statutory regulations in areas such as health and safety and the National Minimum Wage.

the Toolkit

CONTENTS OF THE TOOLKIT

The Toolkit is divided into two sections:

Section One provides direct information and advice regarding employment opportunities and enterprise advice available for local residents, with details of key contacts for the range of support agencies currently working across Ellesmere Port.

Section Two looks at issues facing all businesses based in the town, and how the Council and its partners are working together to deliver the right solutions to help your company grow.

Employment and enterprise support services for residents in Ellesmere Port

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All Residents of Ellesmere Port have access to a wide range of support services to assist in looking for help to find a job or advice on starting your own business. Cheshire West and Chester Council works with a large number of agencies, to support local people find the right help and advice at the right time. This section provides details of the key agencies and direct contacts who can help you take the next steps in your future.

MAKING WORK PAY

There is a common myth that says: “you are better off on benefits – than working”.

You should actually earn more money in work - than you currently receive in Benefits. You may also still be able to claim some Benefits such as Tax Credits while in work and continue to receive support with your Housing and Council Tax bills. There are a number of organisations, whose advisors can provide free in-work Benefits advice.

SUPPORT BEFORE LOOKING FOR WORK

Cheshire West and Chester Council’s Employment Skills and Learning Team offer free support and one-to-one coaching to help you write a winning Curriculum Vitae (CV) and prepare for interviews. The Team runs a number of programmes in Ellesmere Port throughout the year, contact them to find out more!

NEIGHBOURHOOD SERVICES: HHEET CENTRE (Westminster)

Housing Health Employment Enterprise and Training (HHEET) Centre

The HHEET Centre has been established to bring together advice on housing, employment and welfare issues under one roof!

Local experts are on hand to offer you support on whatever you need to find employment and also to deal with any family issues or situations that you feel need to be resolved to enable you to do so.

The Centre provides a range of activities including IT training, Work Clubs, taster education courses and a drop-in Internet café. HHEET can support any resident in Ellesmere Port to improve their confidence and skills to enter the jobs market, while bringing together relevant local agencies to ensure that individual barriers to progression or ability to access employment, education or training are removed.

CONTACT DETAILS

HHEET Centre

2-6 Church Parade, Ellesmere Port CH65 2ER
Tel: 0300 123 8 123

In-work Benefits Advice

Citizens Advice Bureau, 1 Whitby Road, Ellesmere Port CH65 8AA. Tel: 0151 355 3428 or 08444 111 444

Jobs and Benefits Advice

Job Centre Plus, 1-3 Mercer Walk, Port Arcades, Ellesmere Port CH65 0AP Tel: 0151 522 8800

SELF EMPLOYMENT OR THINKING OF STARTING A BUSINESS

Cheshire West and Chester Council provide a range of services that are available to local people thinking of starting their own business.

Its Economic Development Team is your first point of contact when taking your early steps in business. They can offer support for networking, advise on funding and small grants available and can put you in touch with other local specialist agencies to suit your exact business needs.

Blue Orchid is an organisation offering business mentoring and support to budding entrepreneurs in Ellesmere Port. Their team of Business Advisors work in venues across the town throughout the year. Contact Blue Orchid to find out what they can do to get your business idea moving.

If you are thinking of setting up a social enterprise or want to find out more about them Cheshire and Warrington Social Enterprise Partnership (CWSEP) have specialist advisors who can help you with all aspects of setting up and managing a social enterprise.

NEW ENTERPRISE ALLOWANCE

The New Enterprise Allowance (NEA) is a new program aimed at helping people on Job Seekers Allowance (JSA) to get some support in starting up their own business.

Blue Orchid are working in partnership with the DWP and Job Centre Plus to deliver the program in Cheshire East and West, Warrington Central and Greater Manchester.

The program provides eligible people (people claiming JSA for between 6-12 months) with a program of support to develop a business plan for their business idea, if this is approved by Blue Orchid the customer can sign off JSA and on to NEA.

They will receive a weekly allowance (£65 per week for the first 13 weeks and £33 per week for the following 13 weeks) and access to a £1000 loan. A business mentor is also appointed to work with them in the start up / post start up phase.

CONTACT DETAILS

Pre-Employment Support:

Cheshire West and Chester Council, Employment Skills and Learning Team, **Tel:** 0300 123 8 123

Business Start - Ups: Cheshire West and Chester Council, Business Support Team **Tel:** 0300 123 8 123

Business Link: **Tel:** 0845 600 9006

Blue Orchid:

Liverpool office: **Tel:** 0151 284 7728;
Manchester office: **Tel:** 0161 485 4949
Email: info@theblueorchid.co.uk
www.theblueorchid.co.uk

Chamber of Commerce: **Tel:** 01244 669 988

Cheshire and Warrington Social Enterprise Partnership: **Tel:** 0333 577 5370

DEVELOPING YOUR BUSINESS PLAN

Whether you are using your own money or getting a loan or grant from other sources, it is always a good idea to plan out your business, the money you might need to not only get started but also to run your business at first and the key steps to keep your business on track.

WHAT YOUR BUSINESS PLAN SHOULD COVER

- A summary of your business activity.
- A clear idea of what you are selling and your market i.e. who you think your customers will be.
- A forecast for cash flow i.e. incomings and outgoings.
- A description of the key people in your business.
- An operational plan - business premises, information systems, etc.
- Financial forecasts, based on planned sales, costs, and revenues.

FINANCIAL HELP FOR YOUR BUSINESS

Cheshire West and Chester Council's Economic Development Team is a good starting point in your search for financial support with your business.

You may be eligible for a £500 development grant to take forward your business idea to the next stage, whether you are a sole trader or a larger business that has traded for less than three months.

Blue Orchid offer one to one business support, coaching and training across Ellesmere Port, with regular workshops and training sessions run by their team of Business Advisors working in the town.

Their advisors can work with you to identify suitable sources of loans and start-up finance to kickstart your business.

CONTACT DETAILS

Cheshire West and Chester Council Economic Development Team: www.cheshirewestandchester.gov.uk/businesssupportandlicensing/businesssupport/startingabusiness.aspx

Blue Orchid: Liverpool office: **Tel:** 0151 284 7728; Manchester office: **tel:** 0161 485 4949

Business Link: **Web:** www.businesslink.nw.co.uk

CHILDCARE AND SUPPORT

FAMILY INFORMATION SERVICE

Looking for childcare? Need help or advice on a family matter? Want to know about flexible working?

The Family Information Service offers a free and confidential quality service to parents, carers and health professionals, providing information on available childcare and childcare options.

Every parent in Ellesmere Port can apply for up to 15 hours per week free childcare, once your child starts the school term after their third birthday.

We can provide detailed, accurate, impartial information on a wide range of childcare options including registered childminders and private nursery providers.

We can also supply you with names of organisations offering advice on specific topics such as family mediation, bed wetting, legal issues, asthma, mental health etc. or leaflets and information sheets.

CHILDREN'S CENTRES

Children's Centres support families across Ellesmere Port, providing a range of free services including:

- Child and family health (including antenatal) services.
- Family support information.
- Advice and guidance to support parents / carers.
- Specialist support for children with additional needs.
- A range of activities that support parents / carers to access training and employment which include close working with JobCentre Plus.

CONTACT DETAILS

Childcare Support:

Cheshire West and Chester Council's Family Information Service: **Tel:** 0300 123 8 123

Web: www.cheshirewestandchester.gov.uk/familyinformationservice

Children's Centres in Ellesmere Port:

Stanlaw Abbey Children's Centre, Portside Children's Centre, Parklands Children's Centre, Woodlands Children's Centre who can all be contacted through the main Council number **Tel:** 0300 123 8 123

SUPPORT FOR YOUNG PEOPLE

Developing the skills and talents of young people across Ellesmere Port is critical to the town's future prosperity. Help is on hand through a number of local agencies, who can point you in the right direction to take the next steps in your career.

CONNEXIONS SERVICE

Connexions can offer support to anybody aged between 13-19. Their Advisors can help you to find out more about the jobs, training, and education options open to you, while offering support in areas such as housing, money management, and health.

Connexions also works closely with local schools, in delivering personal development programmes that promote positive life choices and outcomes for young people at key stages in their lives.

The packages of support for schools and colleges include:

- Encompass - careers education and guidance service.
- Education Business Plus - linking schools to local businesses.
- Outdoor education activities.

CONTACT DETAILS

Connexions Cheshire and Warrington Ltd,
Partnership Office, 2 The Stables, Gadbrook Park,
Northwich. CW9 7RJ. **Tel:** 01606 305 2000

Cheshire West and Chester Council: 14-19 Services,
Tel: 0300 123 8 123

EARN WHILE YOU LEARN: APPRENTICESHIPS

Apprenticeships are a great way for people of all ages to earn money while working towards a qualification that will improve your future job chances.

Apprentices earn a wage while gaining real work experience and training. To qualify for an apprenticeship programme of any type, you must be aged 16 or over and not in full-time education.

Apprenticeships can take between 1 and 4 years to complete, depending upon the type of apprenticeship, your previous experience and the industry sector in which you are completing your programme.

WHAT YOU GET AS AN APPRENTICE

As an apprentice you will receive:

- A wage of at least £2.60 per hour.
- Qualifications linked to particular types of jobs.
- On the job experience.

APPRENTICESHIP OPTIONS

There are three levels of Apprenticeships:

- **Standard Apprenticeships** are equivalent to 5 GCSE passes. Apprentices work towards a work-based learning programme at NVQ Level 2, Key Skills and relevant job-based qualifications such as a BTEC.
- **Advanced Apprenticeships** are comparable to 2 A Level passes. Advanced Apprentices work towards a NVQ Level 3, Key Skills and a BTEC. Applicants need 5 GCSE passes to qualify for an Advanced Apprenticeship.
- **Higher Apprenticeships** work towards a NVQ Level 4 qualification, and in some cases a Foundation Degree.

WHAT APPRENTICESHIPS COVER

All apprenticeships must include the following elements:

- A competencies qualification that shows you have the necessary skills in the trade or occupation to which the framework relates.
- A technical knowledge qualification demonstrating achievement of the technical skills and understanding of the industry and its market relevant to the skills.
- Either Key Skills (e.g. working in teams, problem-solving, etc.) or Functional Skills (e.g. Maths and English) qualifications or a GCSE with enhanced content.

LOCAL PROVIDERS

The Council recruits 40 people each year to its apprenticeship programme, with participants given a 6 to 12 month contract and a chance to work in different departments.

This programme offers a choice of apprenticeships in occupations such as accounting, business administration, ICT, and customer services.

West Cheshire College offers a wide choice of courses and training in a range of job types and at all levels of attainment. Apprenticeships delivered through the College are open to 16-18 year olds, 19-25 year olds and adults.

CONTACT DETAILS

Cheshire West and Chester Council:

Tel: 0300 123 8 123

West Cheshire College: Tel: 01244 670 600

National Apprenticeships Service:

Web: www.apprenticeships.org.uk

BASIC SKILLS SUPPORT

Basic skills involve having a good grasp of the key elements of numeracy, literacy and ICT and are essential in any job.

There are lots of ways of improving your basic skills at a pace and time that suits you. Cheshire West and Chester Council's Skills for Life team can point you in the right direction to a range of opportunities available in Ellesmere Port.

You can learn at home, in local community centres, the library, West Cheshire College and lots of other places!

Improving your Basic Skills can be an essential first step for those looking to move onto higher level learning.

VOLUNTEERING IN YOUR COMMUNITY

Volunteering is a great way to help out in your area, have fun and meet new people! You can support local charities, youth projects, schools, and outdoor schemes. Volunteering allows you to build your CV, pick up new skills and boost your confidence.

Ellesmere Port and Neston Association of Voluntary and Community Organisations (EPNAVCO) are based in the Indoor Market at Market Square in Ellesmere Port town centre, and can point you in the right direction for voluntary work that suits you.

You can volunteer for as long as you want and still receive Benefits so long as you are still available for job interviews if required.

CONTACT DETAILS

Basic Skills: Cheshire West and Chester Council Skills for Life Team: **Tel:** 0300 123 8 123

West Cheshire College: Ellesmere Port campus, **tel:** 01244 677 677

Volunteering: EPNAVCO: **Tel:** 0151 356 7358

FAMILY LEARNING

Most parents want their children to do well at school, but many don't have the confidence to know how to help their children's learning.

Family Learning programmes can help you to find out how things are taught in your child's school, and share ideas and make friends with other parents and carers while developing your own skills.

Family Learning opportunities in Ellesmere Port include:

- Early Years Family Literacy.
- Help your Child with Reading.
- Family IT.
- Family Numeracy.
- Family Finance.
- First Aid.
- 'You Can Do It', a confidence-building course that identifies your transferable skills that can be applied to the world of work.

ADULT LEARNING

Do you want to learn a new skill, take up a new hobby or get some support with looking for a job? There are plenty of places for you to join adult learning classes in Ellesmere Port.

Classes are friendly and fun, with a huge choice of subjects on offer including art and craft, IT, Health and Fitness, Literacy and Numeracy, Starting Your Own Business to name but a few.

New courses are available every September, so keep in touch with the Adult Learning Team to find out what is on offer in your area!

CONTACT DETAILS

Cheshire West and Chester Council, Adult Learning Team: Tel: 0300 123 8 123

WEST CHESHIRE COLLEGE

West Cheshire College continues to invest in the future of Ellesmere Port with its new Creative and Service Industries campus now open to students.

The new campus provides a world class learning experience for College students and a choice of vocational learning options covering everything from Performing Arts and Music, Childcare, Computing and IT, Tourism, Media and Games Development, Business Studies, and Accounting.

All of the courses delivered at the College are work-related, giving learners the practical hands-on skills to compete for jobs in the future.

Opportunities are available from entry level requiring few or no previous formal qualifications through to advanced level learning.

FINANCIAL SUPPORT WHILE LEARNING

West Cheshire College offers financial support to many learners facing hardship. For 16-19 year old learners, the College provides Bursary Funds for certain students, e.g. those in care or leaving care, or in receipt of Benefits such as Income Support or the Employment Support Allowance.

For teenage parents looking to continue their learning, the College Finance and Welfare team can advise you on getting support with childcare costs.

Many adult learners (aged 19 and over) may also be eligible for free or reduced course and exam fees subject to their personal financial circumstances.

CONTACT DETAILS

West Cheshire College: General course enquiries:
Tel: 0151 356 7800 **Web:** www.west-cheshire.co.uk

Finance and Welfare team: Tel: 0300 123 8 123

TRAINING IN ELLESMERE PORT

There are a number of Training Providers in the Ellesmere Port area, many of them have their own specialisms. A number of these are listed below.

For independent and individual careers, skills and learning advice we recommend Next Step (the National Careers Service from March 2012)

Simply visit www.direct.gov.uk/nextstep or call **0800 100 900**.

Providers:

West Cheshire College: The largest provider of training in the Ellesmere Port area is West Cheshire College that has a state of the art campus in the town with extensive facilities that are open to the general public. NVQ's and Apprenticeships, Work-based Training Provider and much more.

Ellesmere Port Campus

Off Sutton Way, Ellesmere Port CH65 7BF

Chester Campus

Eaton Road, Handbridge, Chester CH4 7ER
By phone or minicom

General Enquiries: 01244 677 677

Course Information Hotline: 01244 670600 or
0151 356 7800

Employer Hotline: 01244 656460

Minicom (for deaf or hard of hearing only):
01244 670668

First4Skills (was Protocol): NVQ's and Apprenticeships, Work-based Training Provider covering Business Administration, Customer Service, Warehousing, Children's Care Learning, Hairdressing, Foundation Learning, Contact centre operations

Aldford House Lloyd Drive, Ellesmere Port, Cheshire CH65 9HQ

Tel: 0151 373 7700

Web: www.first4skills.com

Stella Marisse Social Enterprise: NVQ's and Apprenticeships, Work-based Training Provider covering City and Guilds Level 2 QCF training in Health and Social Care, technical certificates and practical care training and Advanced Level 3 QCF Apprenticeship package for those who are more experienced in the Health and Social Care Sector.

Bridge House

313 Chester Road, Little Sutton, Ellesmere Port, Cheshire CH66 3RF

Tel: 0151 348 0227

Web: www.stellamarisse.co.uk

TTE Training Ltd: NVQ's and Apprenticeships, Work-based Training Provider working within the Petroleum and Chemical Industries; TTE offer a vast range of training programmes specialising in Health and Safety, NVQ Programmes, Engineering Skills and Leadership and Management which can be tailored to your specific requirements.

TTE Training Limited

New Horizons House, New Bridge Road, Ellesmere Port CH65 4LT

Email: BusinessSupport@ttetraining.ltd.uk

Tel: 0151 357 6100

Fax: 0151 357 6111

TNG: TNG delivers, through its large number of Government contracts, a tailored training and mentoring service linked to local labour market needs to support people from welfare into work.

TNG also deliver training to employed individuals who wish to gain vocational qualifications, and works with businesses to meet the needs of both individuals and their organisations

St Thomas House

Whitby Rd, Ellesmere Port, Merseyside CH65 6UW

Tel: 0151 357 1528

YMCA: Foundation learning for young people Post 16.

First Floor Offices

86-88 Whitby Road, Ellesmere Port, Cheshire
CH65 0AA

Tel: 0151 356 1182

IMPACT Ellesmere Port CIC: Enterprise training and confidence-building delivered in Ellesmere Port.

23 Plas Dur

Clayton Road, Pentre Broughton, Wrexham LL11 6BJ

Email: sue.enterprisecoach@googlegmail.com

Tel: 07746 464 545

New Way Learning Ltd CIC: Includes Confidence Building courses on behalf of Cheshire West and Chester Council, delivered in Ellesmere Port.

Unit 1 Winnington Warehousing

Winnington, Northwich CW6 4GX

Tel: 01606 77972

Youth Federation: Youth Work skills courses including Safeguarding training and Health and Safety.

Unit 4a Rossmore Business Village

Ellesmere Port CH65 3EY

Tel: 0151 357 1971

Train to Change UK Ltd: Vocational Training provider and accredited training organisation for: ABC Awards; OCN (open college network); ITSSAR approved Fork Lift Truck Training Organisation

Unit 8, Rossmore Terraced Factories,

Rossmore Industrial Estate,
Ellesmere Port, CH65 3BS

Tel: 0151 3450557

Web: www.traintochange.org.uk

CARERS IN ELLESMERE PORT

Many people in Ellesmere Port have care responsibilities for friends or family members on a full-time basis. This can often restrict their chances of finding and holding down a job and can lead to significant pressures on family life.

LOCAL SUPPORT FOR CARERS

Crossroads Care Cheshire West and Wirral can help any family in Ellesmere Port, who is feeling the strain of coping full-time with the care needs of somebody they know.

If you live in Ellesmere Port and need help with any carer issue, speak to Crossroads about how you may access one of the following services:

- Respite breaks for carers.
- Club / group activities.
- Palliative services.
- Children and young peoples services.

St John's Ambulance Young Carers programme provides support and opportunities to address the physical, emotional and developmental needs of young carers.

CONTACT DETAILS

Crossroads Care Cheshire West and Wirral:

Tel: 0151 343 1960

St John's Ambulance Young Carers programme:

Tel: 08700 104 950

REDUNDANCY SUPPORT

Getting good advice is crucial if you have recently lost your job.

Don't panic! Help is available to try and help you get back to work quickly.

REDUNDANCY SERVICES IN ELLESMERE PORT

Cheshire West and Chester Council's Employment Skills and Learning Team work with local partners in delivering redundancy workshops at Council and business premises across the town.

Such events can help you to:

- Find out about new jobs.
- Build your CV.
- Find out about further support available.

MANAGING YOUR MONEY

Cheshire Neighbours Credit Union is run by local people for anybody living or working in the town, who may need access to financial support at any time.

The Credit Union offers affordable repayment loans and savings accounts to its members, and is a great way of managing your money more effectively

CONTACT DETAILS

Redundancy Support

Cheshire West and Chester Council, Employment Skills and Learning Team Tel: 0300 123 8 123

Job Centre Plus Tel: 0151 522 8800

Cheshire West and Chester Council Skills for Life Team Tel: 0300 123 8 123

Cheshire Neighbours Credit Union
Tel: 0300 111 2150

THE WORK PROGRAMME

Jobseekers in receipt of Benefits in Ellesmere Port can now access support through the Work Programme. The Government expects up to 2.5 million people across the country to be supported through the Work Programme within its first 5 years.

HOW THE WORK PROGRAMME CAN HELP YOU

The Work Programme has replaced previous employment support initiatives such as New Deal and aims to provide whatever support you may need to help get back into work and stay in a job.

Three main providers have been awarded the Work Programme contract in your area. The Council's Employment Skills and Learning Team are working directly with two of these main providers, Avanta Enterprise Ltd. and G4S to support the delivery of Work Programme services in Ellesmere Port.

The expertise of the team alongside other local partners will ensure that knowledge of the local jobs market is built into the delivery of the Work Programme in Ellesmere Port. Support from the Work Programme will be available from venues across the town, including the HHEET Centre and local Children's Centres.

CONTACT DETAILS

Employment Development Manager, Cheshire West and Chester Council Tel: 0300 123 8 123

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Business support services

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Businesses of all sizes often need help and advice on a range of issues, from recruiting the right people for their workforce to finding new premises.

Cheshire West and Chester Council works with a number of partners, to ensure that existing and new businesses in Ellesmere Port have access to high quality support services that help businesses find the right solutions for their specific needs.

This section sets out some of the key issues that face any business and explains how the local network of support agencies can offer business friendly advice and support.

ELLESMERE PORT IS OPEN FOR BUSINESS

Ellesmere Port Development Board

Over 80,000 people live in Ellesmere Port, home to major businesses such as Vauxhalls, Shell, and URENCO. The town boasts major retail and tourist attractions including the National Waterways Museum, Blue Planet Aquarium, Cheshire Oaks, and one of the largest Marks and Spencer stores outside of London.

The Ellesmere Port Development Board is a private sector led body supported by Cheshire West and Chester Council working with local businesses and community agencies.

The Board has begun to develop a long-term vision to implement the town's economic and social revival. The Board has identified a number of sites that are available for development in Ellesmere Port, for a range of commercial, industrial, retail, housing and leisure uses including the following:

- Using Ellesmere Port's waterfront to boost the local economy in a similar fashion to Liverpool's Albert Dock and Salford Quays.
- Development of Further and Higher Education facilities through West Cheshire College and the new Academy.
- Investment and provision of leisure and sporting facilities including a new £11million arena.
- Building new and affordable houses in areas such as Rossfield Park and Ellesmere Quays.
- Promote the town as a quality lifestyle venue through new shops, cafes, restaurants and visitor attractions.

CONTACT DETAILS

Cheshire West and Chester Council

Tel: 0300 123 8 123

Email: ellesmereportsp@cheshirewestandchester.gov.uk

CHESHIRE AND WARRINGTON LOCAL ECONOMIC PARTNERSHIP

Ellesmere Port is a key business location within the sub-regional area of the Cheshire and Warrington Local Economic Partnership (LEP), established in October 2010 with a private sector led board working towards its vision of making the sub-region the best place to do business in the U.K.

Delivery of this vision will be achieved through a number of priorities that the LEP see as driving forward future economic growth across Cheshire and Warrington:

- Facilitating growth through high quality housing and employment sites, utilities and infrastructure network, and the planning system.
- Assisting investment in new and growing businesses, with expert advice and incubation support to start ups, and access to Government for export led businesses.
- Access to a skilled workforce.
- Promoting the area as a great place to live, work, and invest.
- Developing the potential of the low carbon economy across the sub-region.

CHESHIRE AND WARRINGTON ECONOMIC COMMISSION

The Cheshire and Warrington Economic Commission was established in 2001 as the Cheshire and Warrington Economic Alliance, to co-ordinate economic development activity across the sub region. Following the establishment of the Cheshire and Warrington LEP in 2010, the Commission provides professional, technical, and administrative support to the work of the LEP.

CONTACT DETAILS

Cheshire and Warrington Economic Commission
Tel: 01606 738 083

RECRUITING A LOCAL WORKFORCE

Ellesmere Port is a great place to recruit new people to your business. The benefits of recruiting local people into your workforce are clear:

- It provides a pool of flexible and accessible people to suit your business.
- It retains spending power in the local economy that can be spent in other local businesses.
- It promotes a highly motivated and loyal workforce.

Cheshire West and Chester Council works with Job Centre Plus and other local partners, in providing free and bespoke solutions that reduce your recruitment costs, and ensure that you find the right person for your job vacancy.

RECRUITMENT SUPPORT SERVICES

The Council's Employment Skills and Learning Team can deliver support packages that take the burden away from businesses in their search for new employees. The team has experience of major recruitment exercises for blue chip employers such as Sainsburys, Debenhams and the Abode Hotel, and can offer a range of employer services including:

- Identifying and screening local applicants.
- Delivering pre-employment training packages.
- Covering the costs of job specific training where possible.
- Helping unsuccessful applicants to find other opportunities.

CONTACT DETAILS

Cheshire West and Chester Council, Employment Skills and Learning Team Tel: 0300 123 8 123

ACCESSING PUBLIC SECTOR CONTRACTS

Cheshire West and Chester Council is looking to build collaborative partnerships with businesses, to ensure that local supply chains grow and local residents have full access to jobs and skills opportunities created from public sector investment.

The Council already uses the planning system through Section 106 agreements to secure local economic benefits linked to local developments.

The Council will develop its policy in response to new legislation within the Apprenticeships and Skills (Public Procurement) Bill, setting out minimum obligations for the public sector and its business partners to promote local economic benefits from public sector contracts.

SUPPLIER CHECKLIST

To work as a commercial partner to the public sector, you may consider how you can deliver local economic benefits by:

- Recruiting local labour to your workforce.
- Inter-trading with local suppliers to grow the supply chain.
- Improving the skills of your workforce to improve your business competitiveness.

PROCUREMENT OF GOODS AND SERVICES WITH LOCAL AUTHORITIES

Businesses can register with The Chest. It's easy and free and only needs to be done once to access numerous of contract opportunities with Cheshire West and Chester Council and other North West authorities. Any business can register, just visit: cheshirewestandchester.gov.uk/procurement

The Chest is the new online sourcing/e-tendering service.

When registering you will be asked to specify the goods / services that you provide and the areas / Councils that you wish to provide to. If any RFQ's or ITT's are posted that match the criteria that you have entered when registering you will automatically receive an email notification advising you of the details and deadlines for the required service - you are not obliged to provide quotations or tender if you do not wish to.

CONTACT DETAILS

Council Procurement

Email: centralprocurement@cheshirewestandchester.co.uk

The North West Chest

Web: www.thechest.nwce.gov.uk

GET YOUR BUSINESS SOME CHARISMA!

Charisma is a 'go and show' card established in Chester in 2003, offering discounts to residents in over 250 local businesses. Charisma encourages local shopping and discounts for some Council run services such as parking and leisure facilities. Over 40,000 free cards are in circulation across Cheshire West and Chester.

THE BENEFITS OF CHARISMA TO BUSINESSES

For local businesses, the benefits of Charisma are that it:

- Is free to join.
- Encourages people to spend locally.
- Enables you to market and promote your business to a wide audience.
- Offers discounts to card holders.

COUNCIL SUPPORT TO CHARISMA BUSINESSES

The Council's Economic Development Team will promote Charisma businesses through the scheme's website, with the aim of increasing the number of card holders in the area and working with partners to develop the card as a smart multi use card.

CONTACT DETAIL

Cheshire West and Chester Council

Web: www.ourcharisma.com

Tel: 0300 123 8 123

ELLESMERE PORT - THE IDEAL BUSINESS DESTINATION

Ellesmere Port is a fantastic business location with great road, rail and air links and a choice of employment land and premises to meet the needs of Small and Medium sized Enterprises through to major international companies.

Cheshire West and Chester Council's Economic Development Team can support you in identifying premises either owned by the Council or other property owners.

This portfolio is available to search online and includes premises with flexible terms for new business starts, through to large scale sites for use by companies seeking to expand or relocate to the area.

DEVELOPMENT OPPORTUNITIES IN ELLESMERE PORT

Ellesmere Port has a number of employment sites for development in all business sectors. Cheshire West and Chester Council is already working with developers such as Peel Land and Property and is interested in meeting any other businesses looking to invest in the development of employment sites across the town.

WORKFORCE DEVELOPMENT

Improving the skills base of your workforce is critical to business success. Cheshire West and Chester Council's Skills Development Team can advise your business on accessing business-led training solutions in all economic sectors.

CONTACT DETAILS

Business Premises

Cheshire West and Chester Council Enquiries:
Tel: 0300 123 8 123

Commercial Sites and Premises Database

Web: <http://ppilot.cheshire.gov.uk/west/pages>

Development Sites

Cheshire West and Chester Council Special Projects Team

Email: ellesmereportsp@cheshirewestandchester.gov.uk

ACAS EMPLOYER SUPPORT SERVICES

ACAS is the national Advisory, Conciliation and Arbitration Service whose aim is to improve employment relations in all businesses. ACAS offers high quality employer support and training services to businesses on all aspects of employment relations.

EMPLOYER SERVICES AVAILABLE THROUGH ACAS

ACAS can provide training and support services to any employer in Ellesmere Port covering topics such as:

- Disputes and mediation in the workplace.
- Redundancy and notice periods.
- Stress management.
- Parents.
- Pay and reward.
- Health, wellbeing and managing attendance.
- Recruitment and retention.

CONTACT DETAILS

ACAS Customer Service team

Tel: 08547 363 738

THE CRIMINAL RECORDS BUREAU

The Criminal Records Bureau (CRB) is a 'one stop shop' for businesses that need to check Police records and data held by other statutory bodies on individual employees. **There are two levels of CRB checks:**

Standard: covering anybody working with children or vulnerable adults as well as certain other specified professions set out in law. Standard disclosures show current and spent convictions, cautions, reprimands and warnings held on the National Police Computer.

Enhanced: The highest level of check for anybody regularly involved in caring for, training, supervising or in sole charge of children or vulnerable adults. Enhanced Disclosures have the same level of information as Standard checks, but with additional data held by local police forces.

THE NATIONAL MINIMUM WAGE

The National Minimum Wage (NMW) is the minimum hourly payment that most workers in the U.K. are entitled to from their employer and are currently:

- £6.08 for employees age 21 and above.
- £4.98 for employees between the ages of 18-20.
- £3.68 for workers age 16-17 above the school leaving age but below 18.
- £2.60 for apprentices age under 19 or those age 19 and above and in the first year of an apprenticeship.

CONTACT DETAILS

Criminal Records Bureau

Tel: 0870 9090 811

National Minimum Wage

Web: www.direct.gov.uk

HEALTH AND SAFETY IN YOUR BUSINESS

Every employer is responsible for ensuring that their business complies with all relevant health and safety information. The Health and Safety Executive (HSE) offers guidance to all employers on work-related health, safety and illness issues.

EMPLOYER RESPONSIBILITIES

Regardless of the size or type of your business, you must by law:

- Decide who will oversee health and safety issues within your business.
- Ensure your business has a written health and safety policy.
- Consult employees on any workplace changes.
- Provide access to health and safety training where required.
- Make arrangements to deal with workplace accidents.
- Get the right type of insurance for your business i.e. public liability.

BUSINESS LINK SUPPORT SERVICES

Business Link is government's online resource for businesses and contains essential information, support and services for you and your business – whether you work for a large organisation or are on your way to starting up.

Simple to use, up to date and practical, Business Link is the first place to go to find guidance on regulations and to access government services. It also has a number of useful online tools, calculators, and best practice case studies and provides access to funding options, as well as wider support.

SUPPORT WITH STATUTORY ISSUES

All businesses need support in dealing with statutory issues such as planning consent and business rates.

Speaking to the right people at the right time is crucial in reducing the time and effort your business spends in dealing with such issues.

The Council's Business Support Team can signpost you to the right contacts within the Authority in dealing with such matters.

CONTACTS DETAILS

Statutory Business Issues

Cheshire West and Chester Council Economic Development Team: Tel: 0800 123 8 123

Business Link:

Web: www.businesslink.gov.uk/northwest

Workplace Health and Safety

Health and Safety Executive: **Web:** www.hse.gov.uk

SOCIAL ENTERPRISES

A social enterprise is a business with a social or environmental purpose. Over 60,000 social enterprises operate across the U.K., well known examples of which include The Big Issue and Jamie Oliver's restaurant Fifteen.

LOCAL SUPPORT NETWORKS

Support is available to all social enterprises in the Ellesmere Port area through the Cheshire and Warrington Social Enterprise Partnership.

The Partnership supports over 100 businesses offering support to social enterprises, ranging from start-ups to larger companies.

The services on offer are wholly business-led and include:

- Pre start-up support.
- Specialist advice.
- Networking opportunities.
- Policy and procedures development.

CONTACT DETAILS

Cheshire and Warrington Social Enterprise Partnership

Tel: 0333 577 5370

BUSINESS MUTUALS

Mutuals or co-operatives are an increasingly significant form of delivery vehicle for public services. Unlike a privately run business, a mutual is run for the benefit of its current and future members.

This can include:

- Current and former employees.
- Service users.
- Customers of the business.

EXAMPLES OF BUSINESS MUTUALS

The most well known form of mutual in the U.K. is the Co-operative Movement, involved in delivering a range of retail and financial services.

Other prominent examples include building societies, housing associations, credit unions and community development trusts.

The Government wants to see more mutuals develop within the public sector, alongside current examples such as NHS foundation trusts and co-operative schools.

This may take the form of current public sector employees forming mutuals with colleagues to deliver services in sectors such as health, social care and education.

CONTACT DETAILS

The Co-operative Group

Web: www.co-operative.coop

The Our Place partnership



Our Place Area Management Team

4 Civic Way, Ellesmere Port CH65 0BE

Tel: **0151 356 6450**

Visit: cheshirewestandchester.gov.uk/visiting/our_place