

Business Development Support in Fife – a guide to services

'Making Fife the best place to do business'

In response to a request for improved literature on the specialist support services offered to businesses by Fife Council and key stakeholders, Fife Council's Economic Development team has produced a 'Guide to Services' for stakeholders and partners to help signpost businesses to sources of support and guidance.

Supporting the growth of dynamic business

Business Gateway Fife provides practical help, advice and support for new and growing businesses in Fife. Business skills workshops are available to help with the skills required to run a successful business. Expert Help for specific projects to achieve business recovery or growth ambitions is also available for businesses. Register for the monthly electronic newsletter, email: success@bgfife.co.uk. For information visit www.businessgatewayfife.com or call Business Gateway on **01592 858333**

Scottish Enterprise is Scotland's national economic, enterprise, innovation and investment agency. Scottish Enterprise works with public and private sector partners to develop the business environment and deliver a range of dedicated support services locally, nationally and internationally. For information visit www.scottishenterprise.com

Scottish Development International (SDI) is an organisation which helps overseas businesses tap into Scotland's key strengths in knowledge, high level skills, technology and innovation and also helps Scottish companies do more business overseas and to promote Scotland as a good place to live and work. It is jointly operated by the Scottish Government and Scottish Enterprise. For information visit www.sdi.co.uk

In conjunction with Business Gateway Fife, the **Prince's Trust Enterprise Programme** aims to provide essential financial and professional support to young people in Fife aged 18-25 and 26-30 for those unemployed or working less than 16 hours per week, so that they can set up and run their own businesses. For information visit www.princes-trust.org.uk, contact marissa.yassen@princes-trust.org.uk, or call Marissa Yassen Tel: **01592 858334** Mobile: **07753 186048**

Business Loans Scotland is a consortium of Scotland's Local Authorities working together to provide loan finance up to £100,000 to new and growing businesses throughout Scotland. For information visit: www.bls.scot, contact fundmanager@bls.scot or call **01592 858333**

Led by Business Gateway Fife on behalf of Fife Council Economic Development, **Financial Support to Business** can help with funding to encourage small companies in Fife to invest and grow their business. It can help with plant and machinery, property improvements, product development, process improvement, training and market development and your company may be eligible for assistance if you employ up to 50 people in manufacturing, business to business services or tourism. For information contact a business adviser at Business Gateway Fife on **01592 858333** or email success@bgfife.co.uk.

Support for Social Enterprise

BRAG Enterprises deliver, on behalf of Fife Council Economic Development, services to those wishing to start and run a Social Enterprise in Fife. For help and advice on starting and running a Social Enterprise contact Susan Oak on **01592 860296** or e-mail susanoak@brag.co.uk or Graeme Ferguson on **03451 55 55 55 Ext 44 24 16** or by e-mail Graeme.Ferguson@fife.gov.uk



Business Development Support in Fife – a guide to services

'Making Fife the best place to do business'

Developing a modern business infrastructure

Business Property

Fife Council's Business Property Team manages a portfolio of premises to lease containing almost 300 industrial and office premises at locations throughout Fife. We can also assist in a search for business property within Fife, with access to a comprehensive list of availability within Fife. For information contact: Business Property Team on **0345 6001359**

Email: business.property@fife.gov.uk

Employment Land for Business

Fife Council maintains a portfolio of land which contributes to the available supply of employment land across Fife. The portfolio offers a range of quality sites in terms of location and size for office, manufacture, storage and distribution uses. For information contact: Ronnie Hair **03451 555555** Ext **492200** Email: Ronnie.Hair@fife.gov.uk

Growing business and employment in key sectors

Green Business Fife is a free environmental network that provides an integrated support mechanism to assist Fife businesses in realising resource efficiency gains, minimising their environmental impact and identifying new business opportunities. For information visit www.greenbusinessfife.co.uk

Fife Chamber of Commerce supports businesses of all sizes across the Kingdom. As a local, independent, organisation with a national voice (through its affiliation to Scottish and British Chambers of Commerce), it represents the interests of members and makes their views heard in the right places at local, national, UK and European levels. It provides a range of business services and information, and organises events to bring businesses together through an extensive programme of networking meetings, business seminars and training courses. For information and local contact details visit www.fifechamber.co.uk

The **Federation of Small Businesses (FSB)** is the largest business membership group in Fife with over 1400 members. As well as being a powerful lobbying group representing the interests of small businesses both locally and nationally the FSB offers an unrivalled portfolio of benefits. For information visit www.fsb.org.uk or contact garry.clark@fsb.org.uk

Enterprise Hub Fife is designed to provide enterprising individuals, start-ups with growth aspirations and growing businesses access to a unique facility which encourages collaboration, networking and business growth.

This flexible workspace in Glenrothes offers modern, professional and affordable offices, together with modern events space, easily accessible co-working areas and private meeting rooms. For more information contact the team on **0800 254 5200** Email: enquiries@enterprisehubfife.co.uk or visit www.enterprisehubfife.co.uk

Invest in Fife provides tailored solutions to businesses looking to locate or expand in Fife. Our business and consultancy services are extensive and include advice on finance, property, training, business and personal development and regulator processes. We work closely with other Fife Council departments as well as partner organisations such as Scottish Enterprise and Scottish Development International. For information contact the team on **01592 583539** or e-mail: enquiries@investinfife.co.uk



Business Development Support in Fife – a guide to services

'Making Fife the best place to do business'

Fife Council Trade Development

Delivered by Fife Council's Economic Development team, the Trade Development Programme offers a practical and effective way for Fife companies to easily participate in events and trade shows. We organise group stands and visits for major UK and international exhibitions and conferences including provision of a range of support services from advice and information to customised training programmes. As part of the Fife Economy Partnership in conjunction with Fife Council Economic Development, Fife Chamber of Commerce, Business Gateway Fife and Scottish Development International support and advice is available for businesses looking to consider trading in new markets, but also for those already exporting but wishing to improve current processes and expand further. For Information contact: Dot Smith **03451 555555 Ext 492175** Email: **Dorothy.Smith@fife.gov.uk**

Fife Council Economic Development in partnership with **The Supplier Development Programme (SDP)** aims to assist businesses in Fife to improve their performance in winning contracts with Scottish Public and Private Sector Organisations. SDP offers information, support, news, events and workshops covering procurement issues to help you unravel the tendering process. For information contact Dot Smith **03451 555555 Ext 492175** Email: **Dorothy.Smith@fife.gov.uk** and to register for events visit: **www.sdpscotland.co.uk/fife**

Fife Tourism Partnership's aim is to work together to increase the number of visitors and tourism spend for Fife and to encourage the delivery of good quality visitor experiences. Members are able to benefit from a wide knowledge base, learn from each other in practical ways and participate in collaborative, promotional and training activities. For information visit: **www.fifetourismpartnership.org**

Centre for Engineering Education and Development (CEED) is a community of businesses and academics who have joined together to pool their talents, expertise, experience and resource in the pursuit of operational excellence. Their aim is to improve operational efficiency and effectiveness - that will impact the bottom line. For information visit: **www.ceed-scotland.com**, email **dnicholson@ceed-scotland.com**, or contact **07539 922495**

Scottish Manufacturing Advisory Service (SMAS) helps Scottish manufacturers, large and small, to grow sales, reduce costs, maximise efficiency and become more successful. Their tailored manufacturing improvement support can help you develop new products, services or processes and/or improve existing ones. For information email Gerry Borge on **Gerry.Borge@scotent.co.uk** or visit **https://www.scottish-enterprise.com/industry-support/manufacturing**

Improving our knowledge and skills opportunities

The Culture of Enterprise (CoE) Framework creates a climate to provide a strong platform focused on enterprise and employability for developing young people's skills for learning life and work. CoE provides support to teachers and young people to create opportunities to embed enterprise into their learning. Partnership working ensures a cohesive and evolving programme that aligns to the outcomes of Developing the Young Workforce. For information please contact Sandra Robb **03451 555555 Ext 447130** or **sandra.robb@fife.gov.uk**

Opportunities Fife is the partnership of Fife Council, Skills Development Scotland, Fife College, Job Centre Plus, NHS Fife and Fife's Third Sector organisations, whose aim is to work together to tackle worklessness in Fife through effective employability measures and also help tackle work related issues of poverty, income inequality and health. For information visit: **www.opportunitiesfife.org**



Business Development Support in Fife – a guide to services

'Making Fife the best place to do business'

The aim of **Developing the Young Workforce** is to create a rich variety of high quality learning opportunities, linked to skills needs and employer demand, taken up by young people who are informed and empowered to make smart decisions about the best route to work for them. For more information contact: Ray Fernie on **03451 555555** Ext **444324** or email: dyw.Fife@fife.gov.uk

University of St Andrews world class research finds applications in a wide range of organisations. This can be assisting in economic development, advice on policy issues, or various forms of cultural engagement. Staff and students are encouraged to develop their research for possible commercial exploitation, and some staff offer consultancy based on their research. The university provides means by which inventions and copyrightable materials may be developed for application, patented, and utilised. For information contact ktcdesk@st-andrews.ac.uk

Fife College

Fife College boasts first-class facilities, expert teaching and a wide range of courses suited to the needs of local and national industry. With five campuses across the region and a host of local learning centres the College is within easy reach of the Fife community making learning even more accessible than ever before. Fife College delivers over 1,000 education and training courses for over 22,000 students studying at a range of levels from introductory and access programmes, through craft and intermediate levels to higher diplomas, degrees and post-graduate studies. For more information visit www.fife.ac.uk

Scotland's Rural College (SRUC) is a specialist horticultural and agricultural institution. Based at the Elmwood Campus in Cupar, SRUC plays a national strategic role in serving the needs of the rural land based sector and more significantly has become the premier training provider to Scotland's growing golf industry and recognised as a Centre of Excellence in golf related studies. For more information visit: www.sruc.ac.uk/

Planning, building and environmental services

Planning

Fife Council's Planning team delivers a professional service to customers including processing of applications, breaches of planning and pre application advice. For information email development.central@fife.gov.uk, or contact **03451 55 11 22**

Building Standards and Safety supports all applications to build and ensures they meet certain standards to make sure they are safe for people to use, save energy and provide facilities for people with disabilities. For information email bss.info@fife.gov.uk, or contact **03451 55 11 22**

Environmental Services are responsible for public protection, food safety, trading standards and health and safety enforcement in a wide range of businesses. The service is committed to provide high quality advice and assistance to any new or existing business to enable them to comply with any relevant legislation including internet trading. A considerable amount of advice is readily available via www.fifedirect.org.uk or by contacting **03451 55 00 22** or h&s.advice@fife.gov.uk / food.advice@fife.gov.uk

Fife Trusted Trader Scheme was launched in January 2011 and is led by Fife Council Trading Standards. It's a membership scheme which uses an online directory of local trades who have made a commitment to treat their customers fairly. Trusted Trader is designed to: help customers avoid rogue traders, help customers make a more informed choice when choosing a trader and promote good business practice. To apply to become a part of the scheme or to search for a trusted trader visit www.fifedirect.org.uk/trustedtrader

www.fifedirect.org.uk/business



University of St Andrews

