

GUIDE TO SERVICES

**Discover what Dundee can offer
your business**



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Dundee's Guide to Services outlines the specialist support services available to businesses in the city. This guide can be used by all stakeholders and partners for information and also as a tool to signpost businesses to sources of support and guidance.

Invest in Dundee is our primary resource for promoting investment in Dundee across all sectors, providing information and advice for businesses looking to locate in the city. We offer a comprehensive package of assistance covering finance, property, training, relocation of staff and an ongoing aftercare service.



www.investindundee.com



info@investindundee.com

Supporting Business Growth

Business Gateway Tayside offers a range of professional resources, support and tools to help you learn new skills, create new opportunities and develop sustainable strategies for growth. The service offers assistance and impartial advice through a combination of online support, workshops, events and access to experienced business advisors.



01382 843085



www.bgateway.com



dundee@bgateway.com

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.



www.scottish-enterprise.com

Scottish Development International (SDI) exists to support investment in Scotland, helping businesses access opportunities, markets and ventures. SDI provides a range of services including: training and development of staff; finance capital investment, innovation and research and development; improve manufacturing and energy efficiency and developing the skills base. In addition, SDI provides long-term support to help businesses settle, expand and thrive in Scotland.



www.sdi.co.uk

Skills Development Scotland's Skills for Growth is an invaluable source of support, fully funded and aimed at supporting businesses to grow. If you employ between 5 and 250 staff, a specialist advisor will visit you, undertake a full assessment and analysis of your business to identify an action plan for growth. You will be linked up with the most relevant help available, which can be for a wide range of requirements including skills gap analysis, succession planning, strategic alignment, leadership development, culture and values, improving performance & efficiency and staff morale.



www.ourskillsforce.co.uk

Abertay University – Bell Street Ventures supports current Abertay University students and staff, as well as recent graduates. Bell Street Ventures offers co-working space, hot desking, meeting space, workshops, and access to a wide network of business contacts.



www.abertay.ac.uk/business/bell-street-ventures/

Dundee & Angus Chamber of Commerce is the fastest growing chamber in the British Chambers of Commerce network. 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.



www.dundeeandanguschamber.co.uk

The **Federation of Small Businesses (FSB)** is a UK business organisation representing small and medium sized businesses. Membership allows access to a wide range of vital business services including legal advice, financial expertise, support and a powerful voice in the UK Government.



www.fsb.org.uk

The Interface team are based regionally throughout Scotland from the South of Scotland to the Highlands & Islands. The team will work with your business, public or third sector organisation to understand your goals and turn them into reality. Once they identify your needs, they will search through all of Scotland's universities and research institutions to find the best match for you.



www.interface-online.org.uk

Funding for Business

Start-Up Loans – loans available to businesses yet to launch or those that have been trading for up to 36 months. This personal loan is normally up to a maximum of £25,000 for up to 5 years at a competitive rate of interest. The scheme, run by British Business Bank, provides free business planning prior to taking in monies ensuring applicants are in the best possible solution to receive funding.



www.startuploans.co.uk

Michelin Development in the UK offers financial support, as well as business expertise and advice, to small and medium sized enterprises (SME's) that employ up to 250 people. Applicants are able to choose financial help, business expertise/advice or both.



www.michelindevelopment.co.uk

The FSE Group - IFS (Investment Fund for Scotland) Debt Finance - Debt Finance from £100,000 to £2m. As businesses grow, larger amounts of finance can be needed to move them to the next level. Funding might be for hiring a new team, launching a new product or service, funding marketing costs or purchasing new machinery or equipment. Debt finance is designed for companies that can demonstrate growth potential.



www.thefsegroup.com

Business Energy Scotland, funded by the Scottish Government, provide free, impartial support and access to funding to help small and medium sized enterprises save energy, carbon and money. They help local businesses identify and implement energy saving projects and provide local support covering all of Scotland.



0808 808 2268



www.businessenergyscotland.org

Growing our Key Sectors

BioDundee is a partnership that exists to promote the growth of life sciences and healthcare sectors in Dundee and the wider area, bringing together the public, private, academic and third sector organisations.



01382 434913



www.biodundee.co.uk



info@biodundee.co.uk

Forth & Tay Offshore (FTO), one of eight UK offshore wind clusters, was established to drive the growth of offshore energy on the east coast of Scotland. Seeking to build upon the area's well-established strengths by developing its supply chain and workforce in support of the commitments in the Offshore Wind Sector Deal. Their vision for 2030 is for the region to become home to a thriving, comprehensive, internationally competitive offshore energy supply chain serving local, national and international projects.



www.forthandtayoffshore.co.uk

Digital Dundee is a portal for the creative, digital, and tech sectors of Dundee and the wider Tay Cities region. This is a service based at Dundee City Council collaborating with the local, national and international tech ecosystem and the many sectors enabled by tech to help develop a dynamic, innovative and competitive city region.



www.digitaldundee.co.uk



info@digitaldundee.co.uk

Techscaler is a programme for creating, developing and scaling tech startups. They offer tailored support for everyone across Scotland with the ambition to build a startup, at every stage of the journey. Techscaler connects you with expert industry operators and experienced mentors, teaches you world-class playbooks and courses, and hosts spaces and events for people in startups to come together.



<https://www.techscaler.co.uk/workspace/dundee-tayside>

UK Games Fund is run by UK Games Talent and Finance CIC and supports the UK's early-stage games development and digital interactive business and creative ecosystem.



 www.ukgamesfund.com

TayScreen is the screen office for Dundee, Fife and Tayside promoting the region to attract all kinds of media and digital production and inward investment and providing free support including helping projects to source their needs including locations, services and expertise.



 01382 432483  www.tayscreen.com  info@tayscreen.com

Dundee Social Enterprise Network (DSEN) help support people to set up, develop and grow successful social enterprises, both large and small. The team can offer direct practical support and advice to existing and aspiring social enterprises in Dundee.



 <https://socialenterprise.scot/social-enterprise-in-scotland/>

The Circle also provides support for the social enterprise and wider not for profit sectors. The Circle acts as a community hub, and provides services and office space to start-ups, right up to national charities and corporate businesses. It provides training on Social Enterprise and Community Wealth Building and provides opportunities for volunteering and placements.



 www.thecirclecic.org.uk

[Land & Property](#)

Dundee is committed to actively supporting investors, developers and businesses – finding high quality and cost-effective solutions to enable businesses to relocate or expand within the city. Our Economic Growth Team will offer a single point of contact for all property related enquiries, with details to assist potential investors on specific property requirements.



Use the property search facility to view the property options available at www.dundee.gov.uk/property. For commercial property enquiries, contact the Property Team at leasing.enquiries@dundee.gov.uk or on 01382 434900.

 info@investindundee.com

[Planning, Building Standards & Environmental Services](#)

Dundee City Council's Planning Team delivers a professional service to customers including processing of applications, breaches of planning and pre-application advice.



 planning@dundee.gov.uk

Building Standards Team is the verifier for the local area, their function is to administer the building regulations to ensure the health, safety, welfare and convenience of persons in or about buildings. The service is also involved in a variety of public safety issues.

✉ bs@dundeecity.gov.uk



Community Safety and Protection deliver a range of services, designed to keep people who live in, work in and visit Dundee safe and healthy.



🌐 www.dundeecity.gov.uk/dundee-community-safety-team/community-safety

The Food Safety & Standards service enforces legislation which aims to ensure that food sold and supplied in the city is safe to eat. They inspect every food business within Dundee on their hygiene standards and safe production of food. This extends to advice for food businesses.



✉ food.safety@dundeecity.gov.uk

☎ 01382 433710 (Option 6)

The Health & Safety Team aims to protect the health, safety and welfare of employees and to safeguard others, principally members of the public, who may be exposed to risks from work activities.



✉ health.safety@dundeecity.gov.uk

☎ 01382 433710 (Option 6)

The Environmental Compliance Section can offer advice to businesses about the duty of care and the correct disposal of commercial waste.



✉ environmental.compliance@dundeecity.gov.uk

☎ 01382 433710 (Option 6)

Environmental Health aims to monitor and reduce pollution levels in people's everyday life. Officers can advise businesses on how they can meet requirements in relation to noise, air quality, contaminated land and odour control and also liaise with Planning colleagues on potential impacts of new developments.



✉ pollution.control@dundeecity.gov.uk

☎ 01382 433710 (Option 6)

Trading Standards service ensures a fair and safe trading environment within Dundee, protects the interests of local consumers and businesses and is responsible for enforcing a wide range of legislation. Officers can provide advice on how to comply with relevant legislation and an online guide for traders can be found as businesscompanion.info



✉ trading.standards@dundeecity.gov.uk

☎ 01382 436260

Dundee's Trusted Trader Scheme is a local business partnership scheme aimed at increasing consumer confidence, promoting good practice within local small businesses, and helping protect citizens from doorstep crime. The website may help you to find a reputable trader or you may consider joining the scheme once you have been successfully trading for six months.



🌐 www.trustedtrader.info

DCC's **Licensing Section** issues licenses across a range of services, with each online application containing notes of guidance. For more information on activities that require a license, visit [Civic Licensing](#).



 licensing.board@dundeecity.gov.uk

 01382 434444

[Supporting your workforce, recruitment and retention of staff](#)

Local employability providers support employers to find new employees and offer advice, guidance and funding to develop their existing workforce. This includes one-to-one support from a dedicated staff member, introductions to potential employees, developing an employer or sector-specific training course to provide suitable applicants and redundancy support.



 www.discoverworkdundee.co.uk

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability. The support you get will depend on your needs. Through Access to Work, you can apply for: a grant to help pay for practical support with your work; support with managing your mental health at work; money to pay for communication support at job interviews.

 www.gov.uk/access-to-work

Dundee and Angus Business Team works with businesses and organisations of all sizes to develop the skills of your team. They work across the region delivering bespoke training for each organisation to ensure teams are equipped to improve performance and make the most of opportunities. Their local team of advisers work with you to identify and organise high-quality, tailored training to develop the skills of your teams and to help you to deliver these in the most efficient and cost-effective way.



 business@dundeeandangus.ac.uk

 01382 919949

NHS Tayside Health and Work Team provide free support for local workplaces to strive towards and develop good, fair and healthy working conditions and environments. This support is available to workplaces of any sector or size in Tayside. Support includes a focus around the following areas: payment of the Real Living Wage; effective workers voice; workforce development; creating a diverse and inclusive workplace; flexible and family friendly working opportunities; recruitment best practice.



 www.nhstayside.scot.nhs.uk/OurServicesA-Z/PublicHealth/PROD_347558/index.htm

This site provides information on the range of apprenticeships available now and lists the providers in the area. We recommend that you contact at least a couple, to discuss your individual requirements.



 www.apprenticeship.scot