

Welcome to the September eNEWSLETTER from Lochaber Enterprise.

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1. BROADBAND UPDATE

BT has just announced that it is removing the distance related limits for ADSL broadband. This means that if your exchange has been upgraded for broadband, but you were previously too far away from the exchange to benefit, then you might be able to get broadband now! To check, go to www.bt.com/broadband and enter your telephone number.

2. DATA PROTECTION ACT

It has come to our attention that there seems to be another round of bogus notifications being distributed by a range of organisations that state you are required to register with them for Data Protection Act purposes.

Please check that all notification renewals you receive are authentic. You can check this by ensuring that the information has been sent from, and should be returned to, the Information Commissioner's office (see link below for contact details. There is also a section about bogus agencies on their website). A proper notification should cost £35 to renew - charges that are different to this are likely to be bogus.

If you receive a bogus notice, please send it to the trading standards office.

<http://www.informationcommissioner.gov.uk/eventual.aspx>

3. COULD YOU BE A DIRECTOR FOR LOCHABER ENTERPRISE?

Lochaber Enterprise has the remit for economic and social development in an area of over 2000 square miles, and our strategic objectives are growing businesses, developing skills, strengthening communities, and fostering global connectivity. Strategic advice and guidance, as well as advice on larger financial investments, is provided by a non-executive Board.

We will shortly have vacancies for Directors on this board, and seek applications from interested men and women. Applicants should live and work in Lochaber and, by virtue of their personal or business/community experience, be able to add value to our activities. The post of director is not remunerated, although actual travel and subsistence costs associated with carrying out the work of the Board are re-imbursable.

Individuals who would like to be considered as potential directors should send their CVs to [Chief Executive](#), Lochaber Enterprise, St Mary's House, Gordon Square, Fort William PH33 6DY - closing date for receipt of application is 8 October 2004.

4. CALLING ALL ENTREPRENEURS

Lochaber Enterprise is planning a lunch time workshop to develop the entrepreneurial spirit within local businesses. The workshop will be facilitated by Fusion and will aim to assist businesses in creating wealth from innovative business ideas or practices.

A provisional date for this meeting has been set for Monday 4th October. If you feel you can contribute or benefit from this workshop please contact [Robert](#).

5. FOOD & DRINK - IFE EXHIBITION

IFE, one of the top 5 food and drink exhibitions in the world and the largest food and drink trade show in the UK takes place at ExCel, London from 13th-16th March 2005. If you are interested in exhibiting on the Scottish Pavilion contact [John](#)

6. ENERGY & ENGINEERING MISSION TO USA & MEXICO

Scottish Development International (SDI) are organising a mission to the oil and gas centres of USA and Mexico on 28 Nov – 8 Dec 2004.

If you are looking to target the energy market, and have a sound technology based product or service, are “e-enabled” and have the financial resource and the commitment to tackle these markets then this trip will provide you with an opportunity to access, investigate and understand the business potential of these markets. Includes visits to Houston, New Orleans, Lafayette, Villahermosa and Ciudad del Carmen.

SDI will contribute a subvention of up to £650 (on an up to 50% of cost basis) towards travel and accommodation costs for one representative from each company taking part in these market visits. Estimated costs for flights and accommodation are around £1800.

Registration of interest For further information or to register an application for the mission please contact your Business Gateway International office or [Gordon Keir](#) on 0141 228 2882.

7. THE 'ACCESS ALL AREAS' AWARDS

Are you open for business to Britain's 10 million disabled adults? Have you made your services accessible to disabled people? Do you have fewer than 100 employees?

Then you could enter the Access All Areas Awards and gain recognition for ensuring your services are accessible. The Awards are run by the Department for Work and Pensions and supported by Vodafone.

If you have made changes to the way you provide your goods and services so that disabled people can use them, why not get the recognition you deserve?

For an information pack and application form e-mail DDAinfopack@meads-ltd.co.uk or [apply online](#). The closing date for entries is the 30th September 2004.

8. LOCAL BUSINESS FOCUS

A wheely good business!

Sports enthusiast Andy Burton came up with such a "wheely" good idea for a new business that it impressed Lochaber Enterprise.

Wheely Good Bike Guides offers package deals including bike hire, safety equipment and qualified guides with a detailed knowledge of the area.

Andy was helped by the Business Start up Scheme operated by Lochaber Enterprise.

9. WEBSITE OF THE MONTH!

Pensions advice for all.....

The Government has launched a new Pensions Information Pack for employers and aims to clear up confusion about how to advise and support employees making decisions on pension schemes. Secretary of State Andrew Smith said: "Smaller employers are unsure about what they can and cannot say when giving information on their workplace scheme. This new pack is designed to help them with this." The pack will be piloted among 100 businesses to ascertain whether it helps employees to make decisions about pensions.

[Visit the website for more information.](#)

10. BUSINESS INFORMATION

- 25 - A Guide to the Duties of a Director
- 39 - Health & Safety Compliance Checklist
- 116 - A Guide to Minimising & Disposing of Waste
- 200 - A Guide to the Manual Handling Operations Regulations 1992
- 223 - A Guide to the Unfair Terms in Consumer Contracts Regulations 1999
- 232 - Choosing to Lease or Buy Products for Business
- 308 - A Guide to the Electricity at Work Regulations 1989
- 313 - A Guide to Apprenticeships
- 356 - An Introduction to Customer Relationship Management

For copies of the above or any other business information, contact [Donna](#)

11. WHAT'S ON?

Broadband Seminar

Lochaber Enterprise and Highlands & Islands Enterprise are running a series of roadshows across the Highlands, including Lochaber. These roadshows will be specifically designed to help business and home users get online and then to get more from their broadband connection.

The next road show is on Tuesday 28th September 4 – 8pm at Ballachulish Village Hall

You can register [online](#) or by calling 0800 027 23 27

Training course in Lochaber

28 th September	Natural cooking of Scotland demonstrations
30 th September	Making training count
4 th October	Fundamentals VAT & PAYE
5 th October	Elementary food hygiene – practical
6 th October	Elementary food hygiene – theory
7&8 th October	Strategic planning and organisational development
14 th October	Sage Line 50 Advanced Course
22 nd October	Web design – introduction
29 th October	Website design – next steps

for further information [email](#) or telephone 01397 874 874.

12. About this eNewsletter

Please, please send us your comments about our eNewsletter. Our aim is to keep you up-to-date with the support and assistance that we provide, and to inform you about any forthcoming events. Is it interesting? Is it boring? Is it too long? Is it too short? How could it be better? Do you bin it immediately? Did you not receive it??? Or is it absolutely perfect? We don't think so, and are patiently waiting for your feedback.... Please e-mail [Donna](#).

Please feel free to forward our eNEWSLETTER to anyone else who may be interested. If you wish to be added to, or removed from this distribution list, please e-mail [Donna](#).

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DISCLAIMER

Our newsletters are produced to keep our customers and contacts informed on issues affecting the HIE Network and the Lochaber area. Whilst Lochaber Enterprise has taken all reasonable steps to ensure the accuracy of the information contained in this newsletter, the articles are of a general descriptive nature, and are not therefore intended to be exhaustive treatments of the relevant topics and should not be relied upon as such. Please contact Lochaber Enterprise if you require further assistance or information.