Essex County Council
Adult Social Care

Help guide to becoming a Community Micro-enterprise

If you have an idea for a small business, that can offer a service to support people in your local area, we can help you become a Community Micro-enterprise.

There are lots of people that either receive funding from Essex County Council or use their own money to pay people to support them.

If you have an idea for a small business, that can offer a service to support people in your local area, we can help you become a Community Micro-enterprise.

We also can help already established businesses become a Community Micro-enterprise if they:

- have 8 or fewer full-time staff or volunteers

- are independent of any larger organisation.

- are set up as a sole trader/ partnership/small business/ social enterprise/charity/ voluntary organisation

Benefits to becoming a Community Micro-enterprise

- **Working for yourself**
- **Setting your own flexible hours**
- **Earning whilst helping those that need support within your community**
- **Work life/family life balance**
- **Access to free support and training**
- **Advertise for free**

What is a Community Micro-enterprise?

A Community Micro-enterprise is a small, local business, that offers a service to support:

- Older people
- People with a disability
- People that want to improve their mental health & wellbeing

A Community Micro-enterprise gives people more choice about their care, as it offers something different to traditional support services.

They can offer a wide variety of services to help meet people's needs:

- **Support at home** - personal care, meals, cleaning, shopping, running errands

- **Support getting out and about in the community** - activities, hobbies, therapies, learning new skills, day services, peer support

Community Micro-enterprises are flexible and personalised to help fit around what people want and need.

How do I find clients?

Tribe

Essex County Council are using the **Tribe Platform** to help connect people running Community Micro-enterprises with people who need support.

You can join Tribe for free by contacting our team.

You will be given support relevant to you and go on to receive your invite.

You can set up a profile for your Community Micro-enterprise on Tribe for free.

Tribe lists services that are available to local people.

Some are chargeable and some are free.

Customers will find you by running a search, by entering their location.

Results appear on a map and information about each CommunityMicro-enterprise is accessed by clicking on their individual profiles.

From here, customers can read your profile and learn what you offer and go on to contact you if they feel you and your services are suitable to meet their needs.

To find out more about joining Tribe please contact **micro.enterprise@essex.gov.uk**

What to do if you would like to become a Community Micro-enterprise

The first step is to reach out to us by email at **micro.enterprise@essex.gov.uk**

From here, there are just 3 steps to take for both new and already established enterprises to become Community Micro-enterprises.

1. Fill out our enquiry form

Explore ideas:

- what support you offer/ would like to offer
- how you want to offer it

2. Sign up to the Doing It Right Standards

This code of conduct sets out the quality standards expected of a Community Micro-Provider to be part of the Community Micro-enterprise Programme and join the Tribe directory.

Once the 3 steps are completed, we will send you an invite to join Tribe, where you can advertise your Community Micro-enterprise for free

3. Complete our development programme

This is to ensure you offer safe and quality services to people in your community.

The programme goes at your speed and is tailored to you, so you will only need to cover what is relevant to your Community Micro-enterprise.

If required, we will go through the basics that you need such as:

- ✓ A Disclosure and Barring Service (**DBS**)
- ✓ Insurance
- ✓ Safeguarding Training

We also cover, business start-up support, training, policies & procedures, documentation, marketing, terms and conditions, risk assessments, invoicing, signposting to funding, troubleshooting.