

Attachment 2: Data Specification Version 2

On using this data specification to map social enterprises:

This data specification is a modified version of the specification used in the report “social enterprise in Brighton and Hove: A profile of the sector with implications for future support and development”. It has been developed specifically to map social enterprises in East Sussex, in collaboration with East Sussex Social Enterprise Network and Action in Rural Sussex.

In line with the “open source” approach taken, we would like to invite any interested party to develop this specification for their own purposes. However, we would like to request that the following apply:

- Brighton and Hove Business Community Partnership and the University of Brighton are credited with the development of the methodology.
- Any improvements, suggestions comments and adaptations that are of general relevance are fed back to improve the methodology for everyone.
- Please contact Oliver Maxwell on Oliver.Maxwell@bhbc.org.uk for more information

Developing the BCP survey technology and website “front-end”.

A searchable social enterprise directory can be found here: <http://se.bhbc.org.uk>. This was developed using a database system developed by the Business Community Partnership and our technical partners, Cubeworks. The system can be easily adapted to meet the requirements of any organisation looking to map social enterprises. We would like to invite anyone looking for advice on developing the system to get in touch to discuss adapting this technology.

Example specification follows:

East Sussex Social Enterprise Network

Social Enterprise Mapping – March 2007

Welcome to the first Social Enterprise Identification and Mapping Survey

If you think you may be a Social Enterprise we would ask that you take a few minutes to complete this questionnaire.

The East Sussex Social Enterprise Network is seeking to identify all social enterprises across East Sussex with a view to strengthening the networking between social enterprises and identifying their support needs. We would also like to raise the profile of social enterprises in East Sussex among funders, government bodies and potential customers.

It is our intention to share the information that we receive and to ensure that support and development needs are addressed as soon as possible.

You will also be able to use this data yourselves for fundraising, market research and business development. Just a few minutes of your time will benefit all the organisations in East Sussex.

We would like potential and aspiring social enterprises to complete this survey as well as those that are already established.

The details collected in this survey will be held by the East Sussex Social Enterprise Network and will only be used to support the development of the East Sussex Social Enterprise Network. There are more details about the East Sussex Social Enterprise Network at the end of the survey.

If you wish to know more please contact _____

Thank you for completing the survey

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1. Characteristics of Social Enterprise

The following definitions help you to understand what we mean by social enterprise. (If you wish to discuss please contact Clive or Teresa as specified on the front page)

Is your organisation a social enterprise?

Please tick all that apply to you or will apply to you in the near future. If you can answer yes to at least five of the following six criteria, we would like to include you in the mapping of social enterprises.

- ✓ **Trading activity** – Are you directly involved in producing goods or providing services to a market?
e.g. run a shop, sell goods or services, including to public sector organisations, provide training, or generate a membership
- ✓ **Social Aims** – Do you have explicit social, community and/or environmental aims such as training, the provision of local services or facilities or job creation?
- ✓ **Trading surplus re-invested** - Are your profits/surpluses principally reinvested to achieve your social objectives?
- ✓ **Partnership based** – Are you currently engaged in or intending to develop partnerships with businesses, statutory / public organisations or community groups? Do you receive in kind resources from other organisations, businesses or public sector bodies? You may have a particular arrangement with local government such as reduced rates or leases.

- ✓ **Enterprise Orientation** – Are you intending to increase your trading activity in the next 3 years? Do you have a culture that is business orientated?
Your enterprise activities may be very small now but you may have ambitions to develop these.
- ✓ **Local** – Are your social beneficiaries and business activities in the same geographical area?
This question is intended to ensure that we can distinguish between local social enterprises and those that are national and international organisations.

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2. Name and location

- 2.1 Name of organisation
- 2.2 Name of key contact
- 2.3 Job title
- 2.4 Email address
- 2.5 Telephone number
- 2.6 Address of organisation
- 2.7 Postcode
- 2.8 Website address

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3. Legal form + Governance

- 3.1 Legal Status (Single select drop down box)
 - Community Interest Company
 - Company Ltd by Guarantee
 - Company Ltd by shares
 - Co-operative
 - Industrial and Provident Society
 - Public Ltd Company
 - Sole Trader
 - Unincorporated Association
 - Other (please specify)
- 3.2 Year founded (number)
- 3.3 Are you are Registered Charity Yes or No

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4. Social Aims/beneficiaries

- 4.1 What is the primary social purpose of your organisation? {Single select please}
 - To provide advice or guidance to individuals or organisations (including mediation and counselling)

To provide community facilities or services
To advocate for the rights of a particular group
To provide education or training
To promote sustainable use of the environment (Including recycling)
To provide employment/ skills training for disadvantaged or excluded groups
To provide services for people with disabilities
To provide services for particular groups / people
Childcare, Young People’s services
Community Development (including citizenship and cohesion)
Health promotion (including food and health issues)
To promote the arts and cultural development
Transport
Other (please specify)

4.2 Who are the social beneficiaries of your organisation. Please select all that apply.

Alcohol, Drug and Substance abusers
Black and Minority Ethnic People
Children and Young People
Community wide
People with Disabilities
Older People
Families
Homeless People
Lesbian, Gay, Bi, Transgender People
Disadvantaged Men
People with Mental Health Problems
Prisoners and Ex-Offenders
Refugees and Asylum Seekers
Rural Community
Unemployed People
Disadvantaged Women
Other organisations
Other

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5. Income source and business activity

5.1 In which business sector does your primary income raising activity take place? (Please select a maximum of three areas)

Advice
Agriculture, Horticulture
Care
Construction, Engineering, Architecture
Culture
Education and Training

Entertainment
 Environmental Services
 Financial Services, Banking Accounting (including credit unions)
 Food and Drink
 Graphic design
 Health
 Housing and Property
 IT and web design
 Legal
 Manufacturing
 Mediation
 PR, Marketing, Media
 Publishing and Printing
 Religion
 Retail
 Sport and Leisure
 Tourism
 Transport
 Waste and recycling services
 Other

5.2 What is your total approximate annual turnover (drop-down list)

Less than £25,000
 £25,000-50,000
 £50,000-£100,000
 £100,000-£150,000
 £150,000-£200,000
 £200,000-£250,000
 £250,000-£500,000
 £500,000-£750,000
 £750,000 - £1 Million
 More than £1 Million

5.3 What is the approximate breakdown of your total income (to the nearest 5 %).

Source	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
Grants																					
Loans																					
Contracts / Service Level agreements																					
Sales of goods / services or Fees (direct trading)																					
Donations from the public and/or companies																					
Investments																					
Endowment																					

Funds																				
Income from property holdings																				

5.4 Do you expect trading income to increase in the next year? (yes / no)

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6. Staff and Volunteers

6.1 How many full time staff work in your organisation?

6.2 How many part-time staff work in your organisation?

6.3 How many volunteers work in your organisation?

6.4 How many volunteer posts are there in your organisation?

6.5 How many paid staff from an under-represented group work in your organisation?

6.6 Please specify which groups these staff come from: (drop down multi-select)

Disaffected young people (16-25)

Older people (50+)

Ethnic Minorities

Homeless people

People with disabilities

Ex-offenders

Refugees

Substance misusers

People living in deprived areas

Women

Other (please specify)

6.7. How many volunteers from a disadvantaged group work in your organisation?

6.8 Please specify which groups these volunteers come from: (drop down multi-select)

Disaffected young people (16-25)

Older people (50+)

Ethnic Minorities

Homeless people

People with disabilities

Ex-offenders

Refugees

Substance misusers

People living in deprived areas

Women

Other (please specify)

6.9 Do you offer work-placements or work experience? Y/N

6.10 How many places per year? (number)

6.11 Do you offer formal qualification training?

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7. Partnerships, Networking, directories

7.1 Which membership organisations are you involved in? (Drop down multi-select)

- Action in rural Sussex
- Council for Voluntary Services (CVS)
- Chamber of Commerce
- Co-operatives UK
- Charity Shop network
- ProfitNet
- Sussex Enterprise
- Soil Association
- NCVO
- Community Recycling Network
- Community Development Association
- ChangeUp
- Other (specify)

7.2 Would you be interested in involvement with the East Sussex Social Enterprise Network? (Y/N)

7.3 Are you interested in involvement in a social enterprise directory? (Y/N) (This will be for clients and customers in East Sussex, as well as a procurement guide for local businesses and statutory bodies).

7.4 If yes, please include a 50-word description of your organisation:

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8. Your support needs

Answer to be on a 4 –point scale:

(Yes, now, Yes, in the future , No, Don't know)

8.1 Do you need support in understanding and accessing procurement and contracting from the public sector?

8.2 Do you need support to developing appropriate legal or management structures and corresponding good practice?

8.3 Do you need support in measuring and promoting your social impact?

8.4 Do you need support with business planning and/or business development?.

8.5 Do you need support to provide or manage work placements?

8.6 Do you need support to build partnerships with businesses and other social enterprises?

8.7 Do you have any other comments regarding support for your organisation.

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9. Thank you for your support.

I am happy for this information to be used in the development of a East Sussex Social Enterprise Network..

Please keep this information confidential

I would like to be informed of the results of this survey.

If you have any further questions, please contact: