



## Annual Enterprise & Employment Initiative Report (March 2015/April 2016)

End of Project report

<b>Project Title:</b>	Enterprise Development & Employment Action
<b>Date:</b>	April 2016
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### Overview/ Main aims of the project

1. To support BAMEs in Bristol and surroundings with Enterprise Development assistance, including business workshops, advice & counselling, mentoring, develop business plans, budgets, cash flow forecast, to include: New Business start-ups, and existing business development.
2. To support BAMEs in Bristol and surrounding with Employment actions leading to job search, mock job interviews, completing job applications forms, help with resources i.e. telephones, IT resources, stationeries, and more....
3. To support BAMEs businesses with "Hot Desking" facilities and small business unit to help new business start-ups.

### Objectives Achieved

The following objectives were identified in current reporting year 2018/2019

#### ENTERPRISE/BUSINESS

1. Develop Database of all Beneficiaries of enterprise development, employment action and hot-desking assistance
2. Regular 1:1 Business advice/counselling sessions and meetings for BAMEs new business start-ups (105 sessions)
3. Business outreach support for BAMEs existing businesses (35 Existing businesses)
4. Facilitate 20 business/enterprise workshops for new BAMEs businesses
5. Facilitate 10 business workshops for existing BAMEs businesses
6. Help for BAMEs businesses with "hot-desking" facilities
7. Help for BAMEs businesses to develop Business Plans, Budgets, Cash Flow forecasts
8. Assist BAMEs businesses in writing letters to agencies and make appeals on there behalves.

9. Assistance settling disputes between BAMEs business owners and landlords
10. CEED assist with small “grants” up to £500 pounds to help BAMEs undertake initial research works of their new ideas.
11. Assistance in relocating BAMEs businesses from operating premises to new.
12. Assist BAMEs businesses with CIC Reports and Annual Reports

### **EMPLOYMENT ACTIONS**

1. Help with job application forms
2. Help with Mock Interviews
3. Support with job search facilities
4. Support with IT resource and equipment
5. Support with stationeries/stamps
6. Facilitate job search, interview, and personal effectiveness workshops
7. Provision of work placements and job shadowing
8. Signposting BAMEs job seekers to internal employers

### **Milestones /Outputs Achieved**

***The under-mentioned narratives/statistics are those achieved in this financial year March 2018 to April 2019 as follows:***

*No of New Business start-ups supported with 1:1 business advice/ counselling/mentoring (13)*

*No. of new Business start-ups workshops facilitated (8)*

*No. of new business start-ups helped with development of business plans (8)*

*No. of new business start-ups supported with small grant to research market potentials (0)*

*No. of new business start-ups starting trading (1)*

*No. of business outreach “visits” to support existing businesses of problems (21)*

*No. of business workshops, seminars held for existing business owners (10)*

*No. of existing business owners helped with Inland Revenue matters (5)*

*No. of existing business owners helped with “Export Documentation” (0)*

*No. of new businesses helped with “hot-desking” space (5)*

*No. of existing business owners helped with letter writing and appeals matters (9)*

*No. of BAMEs accessing job-search initiatives (10)*

*No. of BAMEs supported with MOCK job interviews (8)*

*No. of BAMEs supported with job application forms (15)*

*No. of BAMEs supported with IT facilities, stationeries/stamps/postage (10)*

*No. of BAMEs supported with internal/external work-placement and job shadowing (5)*

*No. of Personal Effectiveness and Self -Worth workshops held for BAMEs young persons and job seekers (2)*

***Working with Other Agencies:***

- 1. We work with Business West/Bristol Chamber of Commerce in all aspects of import/export documentations for BAMEs businesses.*
- 2. We work with various Accountancy/Bookkeeping firms on behalf BAMEs business clients*
- 3. We work with Department of Business, Energy & Industrial Strategy on behalf of BAMEs businesses*
- 4. We work with Estate Agents for business letting on behalf of BAMEs businesses.*



## Notable Lessons Learned

BAMEs businesses are still geared towards setting up solely within the inner-city areas, and without doubts where most of their clientele are based, and access to easy shopping movements.

BAMEs businesses are also concentrated on retails, especially shops and retails of ethnic commodities.

BAMEs businesses lack the skills to deal with Inland Revenue on Taxes, NI, Customs Duties and or VAT were appropriate.

BAMEs businesses lack the skills to keep records, and or internal bookkeeping systems to facilitate end of year accounts.

BAMEs businesses still finds it difficult to access loan facilities to support growth and development.

BAMEs businesses regularly has problems with landlords and leases

BAMEs businesses lack the skills to communicate effectively with other business operators, especially in settling business matters.

## Outstanding work this period?

2 new CIC companies were assisted to start up. Help include developing Constitution, Company registration, and policies

5 local organisations (voluntary & community) helped to make funding applications to Big Lottery, Police Commissioner's fund.

2 funding workshops funded by South West Community Foundation in support of local organisations, facilitated and managed by CEED

CEED represented a BAME in Employment Tribunal case with local Sainsbury, matter settled amicably.

Helped 2 existing businesses to address matters with Inland Revenue

## Risks of Provisions & Financial Support

CEED is not funded to provide the services/activities itemised above. Rather, CEED derives small financial income from rents through CEED Members occupying units within the Ujima House Building. CEED is able to engage Business Consultants/Advisors, Mentors/Coach and other experts to provide expert services to BAMEs business owners, and new business entrants. Through the same measure, CEED engage Employment Advisors, and facilitators to support employment seekers.

## **Future Proposed Plans**

CEED is planning to develop a BAME BUSINESS HUB, with provisions of Hot-Desking, small business units, conferencing centre, IT Hub for businesses and employment seekers. Ujima House is currently being discussed as possible hub for affordable housing and part commercial/business functions – CEED will aim to acquire units to expand its future objectives – or identify other potential sites. Presently, among such possible sites includes the ST GABRIEL'S ROAD, and UJIMA HOUSE.

## **Recommendations for Actions**

- 1. Work collaboratively with Business West/Bristol Chamber of Commerce for import/export matters**
- 2. BAMEs Business Tools to support owner managers in submitting tax returns, annual accounts, filing and more..**
- 3. Create an pro bono database of BAMMEs Business experts to support BAMEs business operators.**