

# Application Guide

Cambridgeshire County Council  
**Care Micro Enterprises**

December 2025





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## Cambridgeshire County Council - Application Guide

Cambridgeshire County Council are working with the Access Group team on SProc.Net. The new category of Care Micro Enterprises will cover the below service categories:

- Autism
- Learning Disabilities
- Mental Health
- Older Health
- People with cognitive impairment (e.g. Dementia)
- People with Sensory Loss (hearing and Eyesight)
- Physical Disabilities
- Young Adults

All interested providers will need to complete an Accreditation and Enrolment (A&E) for Cambridgeshire County Council's Care Micro Enterprises category on [www.SProc.Net](http://www.SProc.Net).

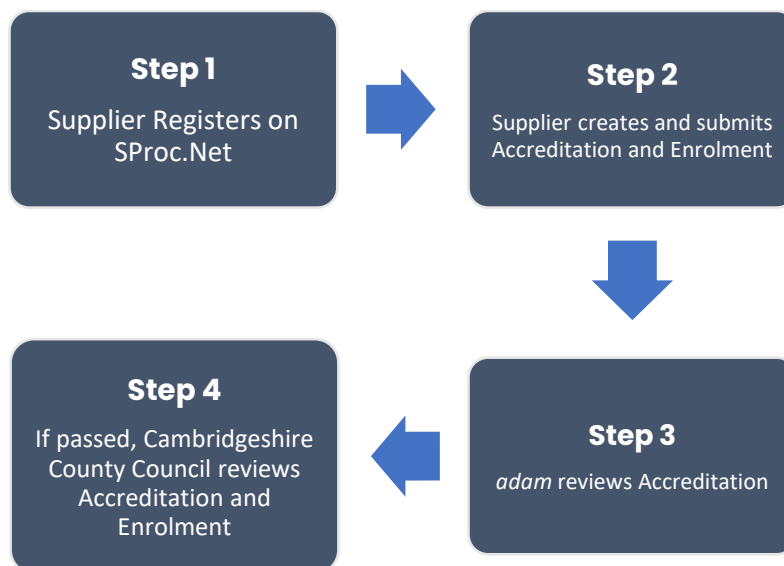
This document will cover the following:

- Registration – **this step is not applicable to providers with existing SProc.Net accounts (as they have already 'registered' on the platform)**
- Add Users
- Add Locations
- Accreditation – information required
- Enrolment – information required
- Next Steps



## How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation is failed, the provider will receive feedback from adam so amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days. If rejected, provider will receive feedback from Cambridgeshire County Council so that amendments can be made.

## Registration

### Register

If you already have an SProc.Net account, please skip to the 'Accreditation & Enrolment' section below. If you are a new Cambridgeshire County Council provider, you will need to register your business on the system (<https://www.sproc.net>). If your office/facility is part of a larger parent group, then register on SProc.Net using head office details.

### The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address



## Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The first User will have the ability to create other Users for their organisation. Here are a couple of links you may find helpful for more guidance on Registering on Sproc.Net and adding a user:

[Registration on SProc.net | Access Adam SProc Help Centre](#)  
[Add, amend or remove a user | Access Adam SProc Help Centre](#)

## Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

## Accreditation & Enrolment

The Accreditation and Enrolment is the application criteria to join the refreshed Home and Community Support Services (2021) DPS. Some questions will only have to be answered depending on the response to another question.

### 1. Accreditation

To start a new Accreditation, you will need to first click on the 'Accreditations' tab at the top of the system page and then 'New'. The following options will then need to be selected:

Client: Cambridgeshire County Council

Category: Care Micro Enterprises

**Click 'Next', and then 'Next' on the following page to start your Accreditation.**



You will be asked to download, read, and agree to Cambridgeshire County Council's Declaration Statement. Agreeing is done by returning to the Accreditation and ticking:

- I agree to the terms of the document.
- I am authorised to agree.

This table shows the question which will need to be completed as part of your Accreditation.

Q	Company Information	Trigger
1	Please confirm that you meet the criteria which defines eligibility as a care micro enterprise company? *This is a criterion for joining the CME directory and Trusted provider List. Guidance: Turnover less than £2 million, and or balance sheet total less than 2 million, head count fewer than 10 (full time equivalent staff).	
2	Please confirm that you have read and understand the conditions set out in the memorandum of understanding and are in agreement with these	
3	Are you registered with CQC?	
4	Please provide registration number, registration date and upload your certification in the section below	3
5	Please outline any details of inspections carried out such as environmental or enforcement actions	
6	Please specify where the company registered office is situated	
7	Please select one of the drop down describing your company type	
8	Please provide details of Companies House registration and incorporation date (If this doesn't apply to you please type not applicable)	
9	Please provide your Unique Taxpayer Reference number from HMRC (Sole Traders only). (If this doesn't apply to you please type not applicable)	
10	Please confirm that your organisation is aware of the standards and expectations around minimum wage and zero hour contracts	
11	Please confirm you have the required public insurance cover (£5 million minimum requirement)	
12	Please confirm you have employers' insurance cover (if applicable)	
13	Please confirm that all staff have an enhanced Adult DBS as a minimum (DBS must be no more than 2 years old)	
14	Please confirm if staff are using the DBS Update Service	
15	Please confirm you have read and understood the training requisites outlined in Appendix 1 Training Profile	
16	Do you employ overseas staff?	
17	Please provide evidence of Right to Work Documentation for relevant employees (e.g. UK Home Office Checks/Passport) in the documents section	16

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
Declaration Statement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document'



	'I am authorised to agree'
Public Liability Insurance	Please upload your insurance document
MOU	Please download complete and then upload signed document
Appendix 1	Please download complete and then upload the document
Bank details form in full	Please download complete then upload the document
Employers Liability Insurance	Please upload your insurance document if you have answered Yes to question 12
Right to work evidence	Please upload Right to Work documentation if you have answered Yes to question 16
Service User Agreement	Please upload the document
Risk Assessment	Please upload the document
What if plan	Please upload the document
Business Continuity Plan	Please upload the document
Safeguarding Policy	Please upload the document
Complaints Policy	Please upload the document
Data Protection/ GDPR	Please upload the document
Lone working arrangements	Please upload the document
EDI Policy	Please upload the document
Training certs for all employees	Upload ALL training certificates for employees
All DBS Certificates	Upload ALL original DBS certificates for all employees
Companies House Certificate	Please upload the document
CQC Certification	Please upload the document if answered yes to question 3.

## 2. Enrolment

Once the Accreditation is complete, the Enrolment can be started. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by adam after you have an Approved Accreditation.

You will first be asked to enter your location. This is done by clicking into the 'Supplier Location' box and selecting your location using the green triangle to the of your company name.



Q	Company information	Trigger
1	Please specify geographical areas that you cover: Cambridge City South Cambridgeshire Huntingdonshire East Cambridgeshire Fenland	
2	Who are the people you focus on helping in your role?: Older Adults Children and Young People Physical Disability Adults Mental Health Learning Disability Autism People with Cognitive Impairment (Dementia) People with Sensory Loss (Hearing and Eyesight)	
3	Please select the following types of support you provide: Sitting Service Waking Nights Sleeping Nights Social Inclusion Live in Care	
4	Please detail your CQC specialisms (if applicable)	
5	Do you provide personal care?	
6	Do you provide holistic homecare?	
7	Please select the types of holistic care you offer: Gardening Cleaning Administration Pet Care Travel Assistance Prescription Collection Companionship (indoors) Socialisation (Going to clubs etc) Activities such as craft or reminiscing Fitness Services individual (at home or studio) Fitness Services (Class Sessions) Light Maintenance/DIY Decluttering (Specialist Cleaning) Cooking Professional Beauty Treatments Help with Moving Home Other- Please specify	6
8	Please provide a brief description of your business and what makes you unique.	

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Business Bio	Provider to upload a document of their business and practices



### 3. Adding service categories

The below Service Categories show the service categories that Cambridgeshire County Council are including in the Care Micro Enterprises Category. You will need to select the services your organisation are able to cover before submitting the Enrolment.

Service Category
Autism
Learning Disabilities
Mental Health
Older Adults
Cognitive Impairment
People with Sensory Loss (Hearing and Eyesight)
Physical Disabilities
Young Adults

### 4. Adding Distribution Override Groups

The below Distribution Override Groups show the areas that Cambridgeshire County Council are including in the Care Micro Enterprises Category. You will need to select the areas your organisation are able to cover before submitting the Enrolment.

Distribution Override Group
Cambridge City
East Cambridgeshire
Huntingdonshire
Fenland
South Cambridgeshire

**Next steps**



Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by Cambridgeshire County Council. System notifications are issued following each review stage to advise if the application has been Approved.

To register and begin your application, visit and click 'Get started'.

<https://www.adamproviders.co.uk/cambridgeshirecountycouncil-care-micro-enterprises-cme>

