

Leicester Jobs Fund (LJF): Terms and Conditions

(Recruitment Incentive Offer)

1. These are the terms and conditions referred to the LJF application form (Employer declaration) that an employer (the “Employer”) has signed and completed.
2. The applying organisation will be located in Leicester and Leicestershire.
3. **The recruiting employer will ensure that the jobs are:**
 - In addition to the existing structure of the workforce
 - Suitable for the target age group (16-24’s)
 - Guaranteed for a minimum of 6 months (12 months apprenticeship)
 - For a minimum of 30 hours per week
 - Paying at least the National Minimum Wage
4. **The recruiting employer will ensure each recruited employee is:**
 - Aged between 16-24 years **at the start of their employment.**
 - Lives within the Leicester & Leicestershire area
 - Currently unemployed and belong to the one of the following groups:
Offender or Ex-offenders, in care or previously looked after or Individual with disabilities
 - For Talent Match payments, Individuals will be:
Unemployed/ hidden NEETs for 12 months
5. The total grant funding per vacancy will be Two Thousand Five Hundred (£2,500) **for any one application managed by the Leicester City Council from the LJF Team - for the completion of a 6 month contract. (12 months apprenticeship)**
6. Applications submitted towards this scheme must be submitted within 4 weeks of receiving the application form, after this period a new enquiry will need to be made.
7. To receive the full grant, the employer will ensure the job(s) created are for a minimum 30 hours per week. All employment must be paid at least the National Minimum Wage.
8. The employer will submit grant claims in accordance with the periods as outlined in the following table.
9. Once the new employee has completed 13 or 26 weeks in employment, the LJF team will be in touch to request wage slips for the periods below.
- 10.

Grant Payment	
Claim 1: 3 Months	£1,250
Claim 2: 6 Months	£1,250
Total: £2,500	

11. The claim must be accompanied by copies of wage slips covering the entire period of the claim. On approval of a valid claim the Authority will make a payment directly into the employer's bank account within a maximum of 30 working days.
12. If the individual leaves or is dismissed, payments will be made proportionately (£100 for every full working week completed).
13. The employer shall promptly notify and repay to the LJJ scheme for any Funding incorrectly paid for any reason.
14. The recruiting employer shall notify the LJJ team immediately of any actual or suspected impropriety or financial irregularity in connection with the funding and the LJJ team shall have the right to insist on corrective steps.
15. The LJJ Team shall have the right, to withhold or suspend payment of the funding and/or require repayment of all or part of the funding if:
 - the recruiting employer uses the funding for a purpose other than that covered by this agreement;
 - the employer fails to comply with any legislation or codes of practice;
 - the employer provides any misleading or inaccurate information
16. The employer to potentially create a sustainable job after the placement period has successfully been completed.
17. The organisation applying will not be planning redundancies nor have there been any employees redundant within the previous 12 months.
18. The employer shall not publish any material referring to the Funding **Without the prior agreement of the Leicester Jobs Fund Team.**

