

September 2017

Leicester Jobs Fund (LJF)

Frequently Asked Questions

1. What is Leicester Jobs Fund (LJF)?

Leicester Jobs Fund is designed to support employers to create 6 month long jobs or 12 month apprenticeships for unemployed or economically inactive individuals across Leicestershire. The specific target groups are:

- 16-24 year old Leicestershire residents from one of the programme's target groups:
 - Offenders or ex-offenders
 - people with disabilities
 - individual in or previously in the care system

Or

- 18-24 year olds in Leicestershire from one of the programme's target groups:
 - who have been unemployed for at least 12 months* or individuals not known to DWP and classed as Hidden NEETs for 12 months*

*for those who are hidden NEET or unemployed for more than 12 months, individuals need to be aged 18-24 and will have been supported through the Big Lottery, Talent Match Programme

Eligible employers can access:

- Grant of **£2,500** towards the employee's National Minimum Wage (based on a 30 hour per week for 26 weeks*). *12 months for Apprenticeship
- A dedicated mentor for each placement to ensure that both employer and young person receive the pastoral support they need.

Businesses with a work force of 25 employees or less may also be able to obtain an additional grant of **£500** from the Department of Work & Pensions if they recruit an individual for 16 hours or more who has a health condition or disability and in receipt of Employment Support Allowance. A fast track to ACCESS TO WORK (funding for work place adaptations/support) is available to reinforce and encourage retention.

Contact Bipin Patel by email: Bipin.patel1@dwp.gsi.gov.uk

2. Which Companies are eligible?

Organisations based in Leicester & Leicestershire.

3. What are the criteria for the placement?

To be eligible for the scheme, the job must:

- Be in addition to the existing structure of your company
- Be guaranteed for six months (12 months for Apprenticeship)
- Be for at least 30 hours per week
- Pay the current National Minimum Wage of £4.05 to those aged 16-17, £5.60 to those aged 18-20 and £7.05 to those aged 21-24
- Have the likelihood to become a sustainable job after the placement

5. What support can I get in identifying an individual that meets these criteria?

The LJF team will provide support to companies in identifying individuals through their partners which will meet these requirements for the companies to interview.

Post-employment support will also be available to the individual and business once they have commenced employment; this will either be from the LJF team or the partner that has supported the individual prior to employment.

6. Which companies are excluded?

- Companies which have exceeded the State Aid De Minimis threshold for European Funding.
- Companies trading for less than 12 months.
Companies that are planning redundancies.
- Where firms have other amounts owing to Leicester City Council, this may be taken into consideration in determining eligibility.
- New positions which companies are obliged to create as a result of a community benefits clause in a contract with Leicester City Council are excluded.

7. At what point are the funding contributions paid?

The £2,500 contribution to the National Minimum Wage is paid to the employer in two tranches 1st payment after 3 months of £1,250 and 2nd payment after the 6 months of £1,250 following receipt of all necessary documentation including copies of wage slips paid to the individual for the 6 month placement.

8. What is the closing date?

The total funds available are limited to supporting approx. 100 participants; therefore the scheme will operate until such time as its resources are fully committed or until 31st March 2019 (whichever is soonest).

9. What about large applications?

Applications for multiple employees are welcome; however, applications concerning more than 5 employees will require additional information to be provided. Such applications may also be subject to special terms and conditions.

10. What checks are made after the grant is approved?

Employers will be asked to provide information on the destination of the employee after they have completed their employment.

The Council reserves the right to require production of records relating to the recruitment and payment of the employees supported by the programme.

11. Who will administer the Leicester Jobs Fund Programme?

The LJF Programme will be administered by Leicester City Council.

In special circumstances, and in furthering the aims of the scheme, the Council reserves the right to delegate authority to approved agencies in respect of certain aspects of administration of the LJF Programme.

12. Will the information provided be used for any other purpose?

The Council reserves the right to report the number of young people supported and the amount of funding awarded and paid to each recipient company to relevant City Council Committees, the full Council and partners of the LJF as necessary. This information may also be subject to freedom of information requests.

13. How do I express an interest in participating in this programme?

If you are interested in finding out more about the programme or wish to create an opportunity please email apprenticeshiphub@leicester.gov.uk

14. What funding is supporting these grants?

This scheme is being funded from various funding resources of Leicester City Council, the Leicestershire Enterprise Partnership, Talent Match funded by the Big Lottery Fund.

15. Please Note:

The Council reserves the right to refuse funding or seek repayment of funding paid in the event that an applicant:-

- Fails to comply with any of the conditions stated in the foregoing sections
- Fails to disclose information relevant to their application
- Provides information which is misleading or incorrect
- The Council reserves the right to reject any application any application for the LJF Programme which deems to be inappropriate