

# Leicester Jobs Fund Qualifying Criteria

## Frequently Asked Questions

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### 1. What is the Leicester Jobs Fund?

The Leicester Jobs Fund (LJF) is designed to encourage employers to create new jobs or apprenticeships for unemployed people. It offers a financial incentive of £3,500 to employers to take on new employees. It is run by Leicester City Council and administered through the Leicester Employment Hub (LEH).

### 2. Which companies are eligible?

Any SME organisation based in Leicester or Leicestershire.

### 3. Which jobs are eligible?

To qualify, jobs must:

- Be additional new jobs
- All positions, including apprenticeships, must pay at least the age-related National Minimum Wage (16-17: £4.35, 18-20: £6.15, 21-24: £7.70, 25+: £8.21)
- Be minimum of 6-months for a job or 12 months for an apprenticeship
- Have enough full-time staff to support the job created
- Have basic hours (excluding overtime) of 30 hours per week – *exceptions can be considered when requested by employee due to their personal circumstances and agreed with employer*
- Have the potential to become a sustainable job after the initial contract term has been achieved.

#### 4. Which recruits are eligible?

Persons aged 16+ years who are unemployed and claiming out of works benefits **OR** economically inactive, and meet at least one of the following additional criteria:

- 16-24 NEET (not in education, employment or training)
- Over 50
- Longer term unemployed (6 months plus) ALL AGES
- Has a physical or mental health challenge
- A single parent
- Not qualified above entry level 3 in Maths or English
- Ex-offender
- Care Leaver

All employees must live within Leicester or Leicestershire on date of recruitment.

The employing organisation will have the right to reject any applicants referred to them from Leicester Employment Hub or the Jobcentre Plus.

#### 5. Which jobs and companies are excluded?

- Jobs that are filled before approval from Leicester City Council has been received
- Companies which are planning redundancies
- Jobs paying less than the National Minimum Wage
- Where firms have other amounts owing to Leicester City Council, this may be taken into consideration in determining eligibility.

#### 6. What is the level of grant?

- £3,500
- LEH officers will also provide details of any additional apprenticeship grants available through national funding
- Employers may choose to pay more than the National Minimum Wage but the maximum contribution from Leicester City Council will be £3,500
- The employer can contract the employee to work more than 30 hours per week but will be responsible for the full amount over the agreed limits
- The grant will be paid in two stages - £1,750 at three months, £1,750 at six months - in arrears.

#### 7. What if an employee leaves during the grant period?

Employees who leave or prove unsatisfactory may be replaced by approved recruits following agreement by the LEH team and the grant paid will not be claimed back by Leicester City Council.

#### 8. What is the closing date?

The total funds available are limited; therefore the scheme will operate until its resources are fully committed.

#### 9. What about large applications?

Large applications are welcome; however, applications concerning more than five jobs 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 required to produce proof of payment of wages
- The grant will be paid retrospectively in two instalments each covering three months' pay (or four if offered part-time hours over a 12-month period).

## 11. What checks are made after the grant expires?

- A simple review form will be completed by the employer giving details of the benefits the employee gave to the company
- Completion of an exit form after 6/12 months of receiving the Leicester Jobs Grant or sooner of the employee leaves early.

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

The Council reserves the right to report the number of jobs applied for, the number of jobs supported, and the amount of grant awarded and paid to each recipient company to relevant City Council committees, the full Council and in any publicity about the Leicester Jobs Fund. This information may also be subject to freedom of information requests.

## 13. Contact details

Contact Lauren Rees on **0116 454 5771** or email [lauren.rees@leicester.gov.uk](mailto:lauren.rees@leicester.gov.uk) for more information or to apply for the Leicester Jobs Fund.

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