

Supported by Youth Employment Initiative &



Sefton Council



SEFTON WAYS TO WORK ILM PROGRAMME GUIDE FOR EMPLOYERS

Aim

This is an exciting new programme giving local businesses an opportunity to enhance their workforce by offering funded jobs to local unemployed and workless residents. This provides a positive impact on our local communities and valuable work experience to those who would benefit most.

The aim of the programme is to offer grants to employers to create jobs that support the recruitment and employment of residents currently not in employment, education and/or training (NEET). Jobs of this nature are known as Intermediate Labour Market (ILM) opportunities and give assistance to your existing workforce. This will be funded from our Ways to Work Programme, supported by European Social Fund, Youth Employment Initiative and Sefton MBC.

Eligible Businesses

To be eligible to receive the grant the business must ensure that they sign to confirm that they meet the following criteria:

- Have fewer than 250 employees (*in exceptional circumstances it may be possible to deal with companies with more than 250 employees*)
- That the turnover of the business must not exceed €50 million p.a. (approximately £40 million) or its annual balance sheet total should not exceed €42 million (approximately £34 million)
- Have not received more than €200,000 in State Aid (under De Minimis Regulations) over a rolling 3 year period
- Show commitment to offer employment to the participant after the grant period has finished
- That the wage for the ILM job must be at least National Minimum Wage (NMW)¹ for age
- That the job opportunity must be for a minimum of 35 hours per week and last for at least 26 weeks
- Demonstrate that the ILM Job has community benefit or is in a growth sector

Eligible Participants

In order to qualify for a grant you must be willing to employ a participant who meets the following criteria:

- Between the ages of 16 – 29 as these jobs will be part funded by the Youth Employment Initiative and therefore subject to these funding restrictions. It may be possible to employ someone outside this range but alternative funding will apply and this will only be by agreement with Sefton@Work.
- Is a Sefton resident
- Unemployed, not engaged in education or training and have left compulsory education
- Registered with Sefton@Work

Payment Conditions of the Grant

Prior to any contract or payments being issued the employer must agree to the following:

- The job(s) created must be additional (i.e. would not exist without this grant funding and does not replace work done by existing staff)

¹ <https://www.gov.uk/national-minimum-wage-rates>

- Recruitment of the participants will be in conjunction with Sefton@Work.
- Only those participants registered with Sefton@Work and referred by them can apply for the ILM position
- All ILM employees must be treated as other employees within your organisation and receive the same terms and conditions of employment.
- Any employee taken on through this grant aged 18 or below will be required to undertake some form of training in line with the Government's Raising Participation Strategy
- The grant will be paid in arrears on a monthly basis and will only be paid after compliant evidence is produced (e.g. time sheets, payslips, and proof of wage defrayment). **Cash payments cannot be reimbursed.**
- Sickness pay and holiday pay will be paid in accordance with the Terms and Conditions of Employment.
- Eligible businesses/participants should not be receiving a wage subsidy from any other source.
- The employee cannot be on an Apprenticeship whilst receiving funding for the ILM position. It is possible to convert to an Apprenticeship after the period of funding ends.
- If the business fails to comply with the grant conditions, or fails to pay an employee in accordance with the grant conditions, the business shall be responsible to repay Sefton Council an appropriate amount of any grant or subsidy payment, as specified by the Council.
- The Council reserves the right to inspect the records of the business relating to this grant.
- **Applications must be made and formal written approval received prior to the employee starting with the business.**

How to Apply for a Grant

Stage 1 – Expression of Interest

If you would like to participate, you will need to download and complete the Expression of Interest Form (EOI Stage 1) and email it to Julia.shakeshaft@sefton.gov.uk. Once you have returned this EOI Stage 1 it will be reviewed and appraised. Subject to a satisfactory appraisal, you will be sent a Stage 2 application.

The EOI will be judged on the commitment to the sustainability of the position. Furthermore, priority will be given to employers who can offer opportunities for vulnerable participants leaving local care (care leaver) and also for those employers currently committed to paying the National Living Wage.

Stage 2 – Full Application

An Information Pack and Stage 2 application form will be sent out. This will explore in more detail how the ILM will work and confirm the Job Description and support requirements in order for a formal decision and any subsequent contract offer to be made. Once all of the initial paperwork is completed you will be allocated an Employment Liaison Officer (ELO) from Sefton@Work who will contact you to arrange a meeting to check that the relevant paperwork has been completed satisfactory prior to it being formally evaluated.

Stage 3 – Panel Evaluation

Formal evaluation of the Full Application will take place via a Panel to ensure compliance and eligibility. If successful, a formal contract offer will be made. We will contact you to support you in your recruitment process and, once an eligible participant has been offered a formal offer of employment, a contract will be drawn up and sent to you for agreement.

For further information regarding this application process please contact Julia.shakeshaft@sefton.gov.uk or telephone 0151 934 3406

POSTAL APPLICATIONS CAN BE SENT TO:

Julia Shakeshaft, Sefton Council, Magdalen House, Trinity Road, Bootle L20 3NJ