

Nottingham Jobs Fund Qualifying Criteria (GetAhead and MoveAhead Wage Subsidies)

Frequently Asked Questions -

1. What is the Nottingham Jobs Fund?

- The Nottingham Jobs Fund (NJF) is designed to encourage employers to create new jobs or apprenticeships for unemployed people by offering financial incentive of £3,500 to employers to take on new employees. It is run by Nottingham City Council and administered through the Employment & Skills Team.

2. Which Companies are eligible?

- Any organisation based in Nottingham City Council's boundary or within reasonable travel time or distance of the city.

3. What jobs are eligible?

To qualify jobs must:

- Be additional, the new jobs must add to the number of employees of the company in Nottingham over the three month period prior to making an application.
- All positions, including Apprenticeships, must pay at least the age related National Minimum Wage (18-20: £5.60, 21-24: £7.05, 25+: £7.50)
- Be 12 month placements
- Have sufficient full time staff to support the job created.
- Have basic hours (i.e. excluding overtime) of 35 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.

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4. What recruits are eligible?

- Persons aged 18+ years who are unemployed claiming out of works benefits **OR** economically inactive meeting at least one of the following additional criteria:
 - 18-24 **OR** over 50
 - Longer term unemployed (6 months plus)
 - From a BAME community
 - Has a physical or mental health challenge
 - A single parent
 - Not qualified to entry level
 - Ex-offender
 - At risk of or involved in gang activity
- All employees must live within Nottingham City local authority boundary on date of recruitment.
- Young people in care or recently left the care of the Local Authority are not subject to residency conditions.
- The employing organisation will have the right to reject any applicants referred to them from Nottingham City Council or the Jobcentre Plus.

5. What jobs/companies are excluded?

- Jobs that are filled before approval from Nottingham City Council have been received.
- Companies which are planning redundancies.
- Jobs paying less than the National Minimum Wage.
- Where firms have other amounts owing to Nottingham City Council, this may be taken into consideration in determining eligibility.
- New positions which companies are obliged to create as a result of social clauses in a contract with Nottingham City Council are excluded.

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6. What is the level of grant?

- £3,500 – an additional £500 training budget is associated with all NJF5 positions and is available to reimburse employers who have paid for relevant training up to a maximum of £500. NJF officers will provide further details on request.
- Employers may choose to pay their employee's more than the National Minimum wage but the maximum contribution from Nottingham City Council will be £3,500.
- The employer can contract the employee to work more than 35 hours per week but will be responsible for the full amount over the agreed limits.
- The grant is always paid monthly 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 NJF team and the grant paid will not be claimed back by Nottingham City Council.

8. What is the closing date?

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

9. What about large applications?

- Large applications are welcome; however, applications concerning more than 5 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.
- Employees will be contacted and visited at intervals (to be agreed by the NJF Team) to monitor their progress.
- The grant will be paid retrospectively in instalments each covering a monthly pays period and should be claimed by submitting a standard form.
- The Council reserves the right to require production of records relating to the recruitment and payment of employees involved.

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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 12 months of receiving the Nottingham Jobs or sooner if the employee leaves early.

12. Who will run the NJF?

- The NJF will be administered wholly by Nottingham 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 NJF.

13. 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 Nottingham Jobs Fund. This information may also be subject to freedom of information requests.

14. How do I apply?

For more details contact:

Nottingham Jobs Fund Team
Economic Development
Nottingham City Council
4th Floor, Loxley House
Station Street
Nottingham
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Tel: 0115 876 3554

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Email us at nottinghamjobsfund@nottinghamcity.gov.uk and we will arrange to meet with you to discuss your enquiry.

16. Please Note:

The Council reserves the right to refuse grant or seek repayment of grant 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 grant application;
- Provides information which is misleading or incorrect.
- The Council reserves the right to reject any application for the Nottingham Jobs Fund which it deems to be inappropriate.

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