

**NO ONE LEFT BEHIND 2019/20 -  
EDINBURGH EMPLOYER RECRUITMENT  
INCENTIVE (EERI)**

**EMPLOYER INFORMATION  
PACK**

## Contents

	<b>Page</b>
<a href="#"><u>Introduction</u></a>	3
<a href="#"><u>Fund Offer</u></a>	4
<a href="#"><u>Employee Eligibility</u></a>	5
<a href="#"><u>Employment Eligibility</u></a>	6
<a href="#"><u>De Minimis Aid</u></a>	7
<a href="#"><u>Making an Application</u></a>	8
<a href="#"><u>Claim and Payment Process for Employers who are Approved for Funding</u></a>	10
<a href="#"><u>Contact Us</u></a>	11
<a href="#"><u>Appendix 1</u></a>	12



## **INTRODUCTION**

This information pack provides an employer with all the information they require to apply for No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive grant funding.

City of Edinburgh Council has secured a limited amount of funding through the Scottish Governments No One Left Behind 2019/20 Funding Stream to support unemployed people with the greatest barriers to employment obtain and then remain in suitable employment. The funding is paid directly to the employer and must be for a newly created job. This funding replaces the Scottish Employer Recruitment Incentive (SERI) and will be known as No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive (EERI). No One Left Behind Edinburgh Employer Recruitment Incentive is for all ages; however, it is not for everyone. It is for those people who without additional support might not make a successful transition into or be able to secure work, further education or training.

No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive, through the City of Edinburgh Council, is available for new job starts from 10<sup>th</sup> July 2019 to 31<sup>st</sup> January 2020. There are a limited number of places available and applications will be dealt with on a first come first served basis. All applications for jobs starting within the Incentive period must be completed, approved and the individual started their employment by 31<sup>st</sup> January 2019.

The incentive will be available to use the fund as a contribution to the additional costs of recruiting and sustaining an individual in employment, including a Modern Apprenticeship, for up to 52 weeks. The incentive could be utilised in several ways such as for additional supervisory costs, training, initial travel to work costs or wages. No single use is prescribed.

The funding could be used by the employer to pay for specialist support that is person-centred, dependent on what the young person and employer needs and is designed to help the young person sustain the post past 52 weeks.

**The incentive is funded by the Scottish Government and managed and administered by the City of Edinburgh Council.**

## **FUND OFFER**

The fund offers an employer a basic grant amount of up to £4,000 over a period of 52 weeks. An employer who pays the **living wage** will also be entitled to claim an additional payment of £500 once the designated person (employee) has completed 52 weeks of continuous employment. The payment schedule is:

After 4 weeks of employment - No payment for less than 4 weeks	£600
After 13 weeks of employment - No pro-rata payment between 4 - 13 weeks)	£1,400
After 52 weeks of employment – No pro-rata payment between 13 - 52 weeks	£2,000
<b>TOTAL BASIC GRANT</b>	<b>£4,000</b>
Living Wage Bonus Payment* ( <b>At time of writing £9.00 per hour</b> )	£500

\***The Living Wage** as set by Scottish Living Wage Accreditation must be paid to the contracted employee for at least the final 3 months of the 52 weeks of employment and the employee must have completed 52 weeks employment. Living Wage rates can be found at: [http://scottishlivingwage.org/what\\_is\\_the\\_living\\_wage](http://scottishlivingwage.org/what_is_the_living_wage).

## **EMPLOYEE ELIGIBILITY**

A person is eligible to become a participant if, immediately prior to their commencement on the programme they satisfy the following criteria:

The person:

- Falls within two or more of the eligible groups
- Is unemployed.
- Is aged between 16-67 years.
- Has the right to live and work in the UK

No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive (EERI) will have sharper focus on supporting people with the greatest barriers to employment. A person who falls within two or more of the following groups will be eligible for EERI support. Below are some of the eligibility criteria, please see

### **Appendix 1 – Barriers with definitions**

for a full list of eligibility criteria (*priority will be given to those having one or more of the 6 barriers highlighted*).

- **person with a disability<sup>1</sup> or long-term health condition;**
- **care experienced young people;**
- **carer<sup>2</sup>;**
- **person with a conviction (including CPO's);**
- **Living in a single adult household with dependent children**
- **Above 54 years of age**
- Armed Forces Veteran
- long-term unemployed (6 months or over) and in receipt of benefits
- Low skilled - person with SCQF Level 4 qualification or below
- Living in a jobless household
- refugee or migrant
- homeless or affected by housing exclusion
- Substance related conditions.

And others, please see [Appendix 1 – Barriers with definitions](#) for a full list.

<sup>1</sup> The Equality Act 2010 defines a disabled person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry-out normal day-to-day activities (S6(1)). A young person with ASN can also be included where a careers advisor or related professional believes there is a significant and on-going barrier to employment. Such a person shall be referred to as a 'disabled' person.

<sup>2</sup> Has a significant role in looking after someone else who is experiencing illness or disability, or a young parent. Such as person shall be referred to as a carer.

<sup>3</sup> Due to one or more of the following factors which is presented a barrier to their learning; environment; family circumstances; disability or health need; social or emotional factors; and which may also present barriers to entering the workplace.

## **EMPLOYMENT ELIGIBILITY**

For a job to be eligible for funding it must meet the below criteria

- It must be a new role in the organisation, not a vacancy
- A minimum of 52 weeks employment must be offered
- A minimum of 16 hours employment must be guaranteed each week
- Minimum wage rates must be adhered to, or higher salaries offered
- Funding received must not be greater than salaries paid

Participants must receive a written contract of employment. It is a legislative requirement that an employee receives a contract of employment **within 2 months of starting**. The employment contract should be a permanent contract; a fixed term contract for 52 weeks or more; or a fixed term contract for the duration of the Modern Apprenticeship. Companies who employ a person on zero-hour contracts will not be eligible.

Without prejudice to the above, the definition of employment excludes:

- Unpaid voluntary work

- Registration with a recruitment agency or other 3rd party.
- Employment fully or part financed by additional public-sector funding, including intermediate labour market (ILM) or European Social Funded (ESF) projects.
- taking part in other work that is not subject to a contract of employment nor registration with an employment agency, unless being employed solely for the agency and no other party.

A **private** business or third sector organisation, **with a maximum of 250 employees**, providing they can demonstrate capacity to offer sustained employment. This can include recruitment into a Modern Apprenticeship, and provided that the job meets the specified requirements. **Please note that Public Sector employers are not eligible to apply.**

Employers will be limited to a maximum of **two** No One Left Behind 2019/20– Edinburgh Employer Recruitment Incentive funded employees through this offering, administered by the City of Edinburgh Council.

### **DE MINIMIS AID**

Under European Commission Regulation (EU) No 1407/2013 of 18 December 2013 (the Regulation), the SERI Fund is *de minimis* aid and should be declared to any grant funder who requests information of any de minimis aid you have received in the past 3 years.

### **State Aid**

Please note that under European Commission Regulation (EU) No 1407/2013 of 18 December 2013 (the Regulation), the incentive funding is de minimis aid. There is a ceiling of €200,000 for all de minimis aid provided to any Single undertaking (as defined in the Regulation) over a 3-year period. The incentive funding awarded to you as an Employer will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the de minimis regulation an Employer must ensure that they (i) retain all documentation relevant to the incentive payment for 3 years from the date of the final to the Employer of the incentive payment and (ii) produces it on any the request of the UK public authorities or the European Commission.

Further information on de minimis aid can be found at <http://www.gov.scot/Topics/Government/State-Aid/if-its-aid/deminimis>

19/20 Programme

## **MAKING AN APPLICATION**

We are required to evidence how the No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive funding is allocated and spent, and therefore we will require all applicants and recipients to comply with the application, monitoring and finance processes stipulated by the funders, The Scottish Government and the City of Edinburgh Council.

Funding is not guaranteed; it will be assessed on a case by case basis. The potential employee cannot be employed, prior to submitting a No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive funding application.

You cannot apply for funding for someone who is already in post, it **must** be a new job and the person must be out of work at the time of applying. If you are recruiting a recent school leaver, we can assist you with advertising the post through our Edinburgh Guarantee team. Please let us know if you would like this support.

Your application is scored based on the information you provide so please ensure you are as detailed as possible to allow for the best possible score. Your information will be used to process your application form and, if unsuccessful, will be removed from our systems. If you would like to remain on our mailing list, please ensure you 'opt in' on the application form.

### **The application process**

- To receive an application form please contact [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk)
- Please give as much detail as possible throughout your application. This will allow us to ensure decisions are made based on accurate information and will avoid potential disappointment further down the recruitment process
- Please ensure you answer **all** the questions
- If you have not yet identified an employee, you are able to make an application. Any offer of funding will be made on the condition that the person recruited meets the eligibility criteria



- The application will require you to identify the economic and employment benefits. Some suggestions on how to answer these are below
  - **Economic Benefits** - how does your organisation / how will this job contribute to the Edinburgh economy? *Small businesses contribute to local economies by bringing growth and innovation to the community in which the business is established. Small businesses also help stimulate economic growth by providing employment opportunities to people who may not be employable by larger corporations. How will the employee contribute to business growth? Will having an additional member of staff allow you to increase workload / output?*
  - **Sector potential for growth** - What is the predicted growth of the sector over the next few years? *Will there be an increase in demand of your goods or service? Why?*
  - **Employability Benefits** - *what training and qualifications will the employee receive? What will employee's prospects be beyond this post if they not retained upon completion of 52 weeks employment? Will skills, knowledge, qualifications and experience gained by the employee enable them to obtain work elsewhere beyond this employment?*
  - **Contract** – please ensure you answer this question
  - **Salary** - please ensure you answer these questions
- Ensure the form is signed by yourself and the potential employee. This can be signed by the employee at a later date if you do not know who this will be at the point of application.
- Return the application to [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk) where it will be assessed and scored
- You will receive an email stating whether your application has been successful or not. If it has been successful, you will need to return a signed acceptance form. Once we have received this we will issue a formal offer of the grant.
- Prior to your employee starting we will need to meet with them to create an action plan of support for the duration of their funding period. We will arrange a suitable time for this with you and the employee. We will need to conduct quarterly reviews throughout the 52 weeks and will arrange a suitable time for this with you and the employee.

- When your employee is recruited, we will need to visit you both to complete the final paperwork for this stage and ensure all parts of the application process are signed and completed.
- We will need a copy of your employee's employment contract within 2 months of their start date.

#### **CLAIM AND PAYMENT PROCESS FOR EMPLOYERS WHO ARE APPROVED FOR FUNDING**

If you are not already set up as a supplier to the City of Edinburgh Council, we will need to this to ensure payments can be made to you. You will receive a 'vendor' or 'new supplier' form from our finance team. Please complete this and return it to the email address stated on the form as soon as possible. If you have already gone through this process, you may be asked to do it again due to changes in the law regarding storing data.

Once this form is received you will be emailed a 'Purchase Order' number. We will also send this number to you, along with information about what is required for each payment stage. Each payment will require you to provide

- an invoice addressed to Edinburgh's Employer Recruitment Incentive c/o The City of Edinburgh Council, 1.4 Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG. This should be exclusive of VAT
- Payslips to cover the full stage period (4 weeks, 13 weeks and 52 weeks)
- A signed stage confirmation form. This will be included in the email you receive
- These documents should be returned to [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk). Alternatively, they can be posted to the above address or delivered by hand

We cannot make a payment until after the payment stage has been completed and before any payments can be made, all required paperwork must be completed and returned to us.

Payment is made within 30 days of receipt of satisfactory invoice and supporting documentation (wage slips, Seri Stage form, contract of employment etc.).

Four quarterly reviews will be required as part of the No One Left Behind 2019/20 – Edinburgh Employer Recruitment Incentive funding. Our team will need to meet with your employee at regular intervals to update the action plan of support completed before employment began. Our team will meet with your employee after 12, 24, 36 and 52 weeks of employment.

### **CONTACT US**

For or an application pack or more information please contact [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk) / 0131 529 3139

No One Left Behind 2019/20 – Edinburgh Recruitment Incentive  
The City of Edinburgh Council  
1.4 Waverley Court  
4 East Market Street  
Edinburgh  
EH8 8BG

|

## Appendix 1 – Barriers with definitions

Barrier	Definition
<b>Above 54 years of age</b>	The age of the participant is calculated from the date of birth and determined on the date of commencing NOLB support.
<b>Armed Forces Veteran</b>	Former member of the UK Armed Forces
<b>Asylum seeker</b>	<p>An individual who ‘has applied for asylum and is waiting for a decision as to whether or not they are a refugee.’</p> <p>An asylum seeker is someone who has asked a Government for refugee status and is waiting to hear the outcome of their application.</p>
<b>At risk of becoming NEET</b>	<p>The Scottish Government defines NEET as individuals between the ages of 16 and 19 who are not in employment, education or training.</p> <p>The main focus of the NOLB is to assist individuals who are the furthest away from the labour market to progress into employment – NOLB can therefore work with individuals 6 months prior to the individual’s school leaving date.</p>

Barrier	Definition
<b>Criminal convictions</b>	<p>This relates to any individual who has a criminal conviction that:</p> <ul style="list-style-type: none"> <li>• Is not 'spent'</li> <li>• is exempt from becoming 'spent'</li> <li>• remains a barrier to progressing within the labour market e.g. gaps in c.v.</li> </ul>
<b>Disability</b>	"Participants with disabilities" are persons who are registered disabled according to national definitions.
<b>From Employment Deprived Areas</b>	Residing in SIMD 15% most employment deprived geographies (see <a href="#">ESF Scottish Local Authority Employment Deprived Area Postcodes</a> list).
<b>From Remote Rural Areas</b>	Living in an area defined as " <b>remote rural</b> " or " <b>very remote rural</b> " in the Scottish Government 8 Fold Urban Rural Classification (see 'Rural Area Rating' column on <a href="#">ESF Scottish Local Authority Rural Area Postcodes</a> list).
<b>From Rural Areas</b>	"From rural areas" is to be understood as persons residing in thinly populated areas according to the Degree of urbanisation (DEGURBA category 3) classification. Thinly-populated areas means that more than 50 % of the population lives in rural grid cells.
<b>Homeless or affected by housing exclusion</b>	In the absence of a national definition for "homeless or affected by housing exclusion" the term should be understood according to the ETHOS (European Typology of Homelessness and Housing Exclusion) definition

Barrier	Definition
	<p>which is derived from the physical, social and legal interpretation of what a 'home' means. It classifies the following four living circumstances as homelessness or extreme forms of housing exclusion:</p> <ul style="list-style-type: none"> <li>• Rooflessness (people living rough and people in emergency accommodation)</li> <li>• Houselessness (people in accommodation for the homeless, in women's shelters, in accommodation for immigrants, people due to be released from institutions and people receiving long-term support due to homelessness)</li> <li>• Insecure accommodation (people living in insecure tenancies, under threat of eviction or violence)</li> <li>• Inadequate housing (living in unfit housing, nonconventional dwellings e.g. in caravans without adequate access to public utilities such as water, electricity or gas or in situations of extreme overcrowding)</li> </ul> <p>Adults living with their parents should not be registered under this indicator unless they are all homeless or living in insecure or in inadequate housing.</p> <p>The definition of homeless can also include 'sofa surfing' - the practice of staying temporarily with various friends and relatives while attempting to find permanent accommodation.</p>
<p><b>Living in a jobless household</b></p>	<p>"Households where no member is in employment i.e. all members are either unemployed or inactive"</p> <p>"A household is defined as a housekeeping unit or, operationally as a social unit:</p> <ul style="list-style-type: none"> <li>• having common arrangements</li> </ul>

Barrier	Definition
	<ul style="list-style-type: none"> <li>• sharing household expenses or daily needs</li> <li>• is a shared common residence</li> </ul> <p>A household includes either one person living alone or a group of people, not necessarily related, living at the same address with common housekeeping i.e. sharing at least one meal per day or sharing a living or sitting room."</p>
<b>Living in a jobless household with dependent children</b>	<p>"Jobless" and "households" are defined above.</p> <p>"Dependent children refers to individuals aged 0-17 years and 18-24 years if inactive and living with at least one parent."</p>
<b>Living in a single adult household with dependent children</b>	<p>"An 'adult' is a person above 18 years of age"</p> <p>"Household" is defined above.</p>
<b>Long-term physical illness/ condition</b>	<p>Long term physical illness/condition diagnosed by medical professional</p> <p>it is recommended that persons considered to be disabled but who are not registered are counted as "Long-term physical illness / condition" and not as "Participants with disabilities".</p>
<b>Long-term Unemployed</b>	<p>Unemployed individuals who are registered as unemployed and in receipt of benefits who are 6 months continuous unemployment for under 25 and 12 months unemployed for over 25.</p>

Barrier	Definition
<b>Looked after young person</b>	<p>Under the provisions of the Children (Scotland) Act 1995, 'Looked After Children' are defined as those in the care of their local authority. The majority will come into one of these categories:</p> <ul style="list-style-type: none"> <li>• Looked after at home</li> <li>• Looked after away from home</li> </ul>
<b>Low income employed</b>	Income below 60% of the national median equivalised disposable income after social transfers.
<b>Living in a household with children in poverty</b>	<p><b>Families in relative poverty.</b></p> <p>Children living in households on low incomes, compared to the average UK household.</p> <p><b>Families in absolute poverty.</b></p> <p>Children living in low income households where living standards are not increasing.</p> <p><b>Families living in combined low income and material deprivation.</b></p> <p>Children living in low income households who can't afford basic essential goods and services.</p> <p><b>Families in persistent poverty.</b></p> <p>Children living in households in poverty for three years out of four.</p>
<b>Low skilled</b>	Individual's highest level of qualification is at SCQF Level 4 or below.



Barrier	Definition
	<p>or</p> <p>Where the participant has minimal qualifications at SCQF Level 7 or below and their skills level can be deemed a barrier to employment e.g. poor literacy and / or numeracy skills.</p>
<b>Material Deprivation</b>	<p>“Material deprivation refers to the situation of people who cannot afford a number of necessities considered essential to live a decent life in Europe. Individuals are considered to be under material deprivation if living in households who lack at least three of the following nine items because they cannot afford them:</p> <ol style="list-style-type: none"> <li>1. to face unexpected expenses;</li> <li>2. one-week annual holiday away from home;</li> <li>3. to pay for arrears (mortgage or rent, utility bills or hire purchase instalments);</li> <li>4. a meal with meat, chicken or fish every second day;</li> <li>5. to keep home adequately warm;</li> <li>6. to have a washing machine;</li> <li>7. to have a colour TV;</li> <li>8. to have a telephone;</li> </ol>

Barrier	Definition
	9. to have a personal car
<b>Mental health issues</b>	<p>Mental Health issues affect the way an individual thinks, feels and behaves, often has an impact on their day-to-day life and their ability to relate to others.</p> <p>The following list is indicative, but not inclusive, of the range of mental health issues that may be experienced:</p> <ul style="list-style-type: none"> <li>• Depression</li> <li>• Anxiety</li> <li>• Phobias</li> <li>• Eating Disorders</li> <li>• Personality Disorders</li> </ul>
<b>Migrants, people with a foreign background, minorities (including marginalised communities such as the Roma)</b>	<p><u>Migrants</u></p> <p>Non-national permanent residents in a country, people with a foreign background or nationals from a minority (according to national definitions).</p> <p><u>Minorities</u></p> <p>“There is no single definition of a minority group. In general, when linked with disadvantage, the term minority can be taken to refer to any group with personal characteristics that are subject to discrimination, which range from ethnicity or religious belief to sexual preference.</p>

Barrier	Definition
	<p>In relation to ethnic minorities, which are likely to constitute the most widely recognised minority groups, the working definitions may be used:</p> <p><b>Ethnic minority</b> – individuals with a different cultural tradition or background from the majority of the population.</p> <p><b>National minority</b> – individuals from relatively well-established minority groups living in particular EU countries. National minorities have been established for a number of generations in some EU countries, such as Russians and Poles in the Baltic States, and the Hungarian minority in Romania.</p> <p><b>Indigenous minorities</b> - ethnic groups that are long-standing residents of a particular EU country. They may have a migrant, indigenous or landless nomadic background.</p> <p><u>Foreign background</u> “Similarly, in the absence of a national definition for "people with a foreign background" the term should be understood according to the following international recommendation (UNECE in cooperation with Eurostat): persons with a foreign background are "... persons whose parents were born outside the country. The persons in this group may or may not have directly experienced an international migration""</p>
<b>No or Limited work experience</b>	<p>Individuals who have no, or limited, experience of paid employment.</p> <p>This can include individuals who have a notable gap(s) within their work history e.g. due to being inactive from the labour market because of family / caring responsibilities, periods of ill health etc.</p>

Barrier	Definition
	In addition, this can include individuals who have worked for very limited periods of time e.g. Christmas cover.
<b>Primary carer of a child/children (under 18) or adult</b>	Primary carer of a child/children (under 18) or adult.
<b>Primary carer of older person</b>	Primary carer for a person over the age of 65 (this is the threshold used to qualify for Attendance Allowance).
<b>Refugee</b>	<p>An individual who 'owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country'</p> <p>(Article 1, 1951 Convention Relating to the Status of Refugees)</p> <p>A refugee is entitled to the same social and economic rights as any UK citizen. Refugees have full access to medical treatment, education, housing and employment.</p>
<b>Substance related conditions</b>	The continued misuse of substances (typically alcohol or drugs) that severely affects an individual's physical and mental health, social situation and responsibilities.

Barrier	Definition
	This can include individuals in recovery where this remains a barrier to progressing within the labour market.
<b>Underemployed</b>	<p>This barrier relates to 'Employed' participants only.</p> <p>An employment situation that is insufficient in some important way for the worker</p> <p>Examples include</p> <ul style="list-style-type: none"> <li>• holding a part-time job despite desiring full-time work,</li> <li>• skills underutilisation - where the employee has education, experience, or skills beyond the requirements of the job.</li> </ul>
<b>Has exited Fair Start Scotland and requires additional support</b>	Participant has completed 12 months on Fair Start and still requires employability support to access employment.