

Surrey | Future Jobs Fund Grant Frequently Asked Questions

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Please read the 2-page overview as this gives the background information.

As we have just initiated the scheme, the FAQ's will evolve and the updated version circulated. If you have any questions, please email kate.barry1@surreycc.gov.uk

Note that a service level agreement or contract will take precedence in outlining the requirements you will need comply with before a vacancy can be submitted.

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Information about scheme

What documentation about Future Jobs Fund (FJF) is there and what do I need to know?

A 2-page overview is produced to give a quick introduction to the FJF Surrey scheme. Please email kate.barry@surreycc.gov.uk if you require a copy.

The majority of key information will be kept updated on the Surrey website, though this page is currently in development.

We are also developing a pack for prospective employers that will give guidance to the scheme.

Surrey's FJF scheme is based on the successful bid that the Surrey Economic Partnership completed in conjunction with partners. Surrey County Council has become the 'Lead Accountable Body' for the scheme due to the volume of delivery and financial set-up required. The initiative will continue to work in partnership with the Surrey Economic Partnership and the partners listed in the bid. These partners have agreed in-principle to provide jobs or advocate the scheme to their associates that can also offer FJF jobs (providing they meet the eligible requirements).

As this is a national scheme, there is a great deal of information available on the internet – the FJF site for the Department of Work and Pensions (DWP) focuses on new bids so is not very relevant as our bid has already been successful. Other schemes across the country have web pages but again these may not be relevant as each bid/ initiative will be slightly different.

DWP who are funding the scheme have some strict terms and conditions, many of which will we need to apply onwards to organisations that utilise our FJF fund.

Eligibility

Do I need to be a partner in the Surrey FJF bid to apply?

At this initial stage we are seeking to canvass FJF jobs from those organisations listed as a partner in the Surrey FJF bid or those associated to an umbrella organisation listed in the bid (for e.g. Surrey Community Action or Surrey Youth Focus).

Are there any restrictions for the private sector?

No, so long as the requirements are met (eligibility, sound working practices etc) and the amount of grant funding does not exceed state aid de-minimis level of €200,000. If it does, compliance with state aid legislation needs to be assured.

What if I'm a part of another FJF bid?

The risk here is that an employer is a member of more than one successful bid and so a single job/ vacancy has been claimed twice. You are still able to apply to the Surrey County Council FJF bid **so long as** only one eligible candidate is employed in one FJF job and the cost claimed by one organisation. Whilst Job Centre Plus will be referring eligible candidates, you will need to make sure you have appropriate controls to ensure erroneous claims do not take place.

What is meant by 'real' jobs?

They are real jobs paying at least national minimum wage for at least 25 hours per week lasting six months. All relevant employment legislation applies and FJF employees placed with an employer should generally have the same terms and conditions as other employees who work for that employer. You may want to describe their posts and employed status as, for example, 'FJF post' or 'trainee'.

What is meant by 'additional' jobs?

This means the FJF job created is 'extra' and that the jobs would not exist without this funding. It must not replace existing jobs or vacancies and must not lead to another individual losing their job or reducing their wage rates or hours of paid employment

What are 'suitable' jobs

FJF jobs should be entry level and appropriate for long-term unemployed young people. It also means your organisation will need to prove it has robust policies and procedures in place – this may include Human Rights, Sex, Race or Disability Discrimination, Data Protection, Freedom of Information, Working Time Directive, Procurement, State Aid, Intellectual Property as well as other relevant statutes.

What is a community benefit?

Whilst creating a job can be a community benefit, it is not enough on its own to meet the criterion. There must be direct community benefit from the job itself.

The job should:

- Be of benefit to the community over and above the benefit of employment to the individual; and

- Create directly, or significantly contribute to the creation of, tangible and lasting benefit to the community, or particular groups or individuals within the community; and
- Be clearly demonstrated in the vacancy, and not be an “add on”.

The following sets out three ways that community benefit could be demonstrated. It is not an exhaustive list, but a job with clear community benefit could include:

Social benefits – for example projects that:

- Engage with and/or support vulnerable groups
- Support crime prevention or reducing anti-social behaviour
- Improve the physical, emotional or mental well being of the community
- Improve access to public services for vulnerable groups.

Environmental benefits – for example projects that:

- Regenerate, renovate or restore public areas, buildings, houses and amenities
- Promote or support recycling, re-use, or energy efficiency and conservation
- Promote or support nature conservation
- Promote an awareness of and respect for the natural environment.

Cultural benefits – for example projects that:

- Extend or improve access to cultural, sporting, or educational opportunities for vulnerable or marginalised groups
- Encourage or promote understanding between different communities and/or generations.

How much preference will be given to organisations that can provide added benefits?

The grant will cover wages (national minimum) and a contribution to on-costs (£641) equalling **a total value** of £4,411 per person.

Surrey FJF intends to give the greatest impact for young people in terms of the experience and skills they gain during their employment and to support them on their path to future career attainment. Due to this we are interested in employers who can contribute additional funding, training or support as part of their FJF job.

We will take into consideration the budgetary constraints of some employers who can meet other important elements such as geographic spread, greater community benefit, variable job types or the sector they belong to.

It is envisaged that out of the total 350 jobs that Surrey FJF can provide, more than half will have added benefits – i.e. the employer can:

- provide match funding to make FJF job last 12 months

- provide funding to increase the number of hours per week (by 5-10 hours)
- increase the pay rate per hour
- provide apprenticeships
- provide training (such as NVQ)
- other training & support
- can offer jobs accessible to young people living in priority wards: Maybury and Sheerwater, Merstham, Westborough and Stanwell North

It will be at our discretion to change the core grant offer if required. This will depend on the circumstances and interest in the grant, though it is very unlikely to decrease.

REGISTER YOUR INTEREST IN OFFERING FJF JOBS NOW BY CLICKING HERE: <http://www.surveymonkey.com/s/DZ6KW2P>

Vacancy process

What is involved from registering interest to actually employing the FJF young person?

We are developing an end-to-end process map with timelines. Essentially the process is as follows:

1. Surrey County Council FJF Team will work with prospective FJF employers in meeting requirements (this will include a SLA contract put in place before any vacancy becomes live)
2. The employer will fill out an approved vacancy form attaching a job description
3. This will be approved by ourselves and the FJF Manager for Job Centre Plus
4. Job Centre Plus have FJF leads (titled Local Market Recruitment Advisors) for cluster areas who will upload and circulate new vacancies
5. Job Centre Plus advisors work with young people to fill out applications
6. Job Centre Plus FJF Leads will contact employers during this time and will forward 5 suitable applications that are to be interviewed by employers.
7. Interviews take place and the employer notifies candidates and Job Centre Plus regarding the outcome
8. Young person starts
9. SCC FJF Team coordinates the grant payment and monitoring of the job placement
10. We have allocated funding to provide additional support and training for FJF employees

How do I know that the individual referred by Jobcentre Plus is eligible?

If Jobcentre Plus refers a candidate to an FJF job, then the individual referred is certified as eligible for that job.

Contract and payment with SCC

What contract would we have with SCC?

We are developing a Service Level Agreement that FJF employers will sign and agree to before a vacancy is submitted.

This will outline service requirements, performance measurement, reporting and payment schedule, duties and responsibilities, termination and recoveries.

How do we receive grant payments for the FJF job?

Our payment procedures are to be confirmed. The current default payment method will be a monthly amount paid in arrears for the number of weeks that the FJF employee worked. For example £662.76 (4 weeks) or £828.45 (5 weeks) paid per month depending on how many weeks worked - £165.69 per week. Note this includes the 17% on-costs. Evidence such as timesheets and payroll for the employee will need to be kept. Evidence of how the on-cost was spent (payroll for manager, training costs) will also need to be given.

We will update the FAQs and the contract/ SLA will cover this aspect in more detail.

What if an FJF employee leaves early?

You must notify SCC FJF Team immediately. Payment for the individual will cease and we will claw back any additional costs allocated. We need to evidence the reason why the individual has left. We would hope you were able to submit a new vacancy. We will roll up any spare weeks to make up another 6-month term.

Are Holiday Pay hours claimed as a normal working day?

Yes

What happens if a worker goes on long term sickness?

As FJF jobs are real jobs the employer should apply their standard sickness absence policy to FJF employees. Provided employees are retained in employment under the employer's sickness absence policy, then they continue to be regarded as employed in an FJF job and the organisation can continue to claim for them. In the case of long-term certificated absences, we would expect there to be continued contact between the employer and employee.

What about unauthorised absence, where an FJF employee works less than the minimum 25-hrs in a week due to unauthorised absence?

The key point here is that the FJF person is contracted to work a minimum of 25-hours per week, provided that they are still employed in the FJF job, they remain eligible for FJF funding. We would expect employers to deal with unauthorised absence of FJF employees in line with their existing policy.

Data Security

What security policy do I need to have in place for storing and transferring data?

A security policy that is compliant with relevant Data Protection Act 1998 needs to be in place. A summary of the DWP's policy for personal information can be found at <http://www.dwp.gov.uk/docs/dwp-your-personal-information.pdf>

We are sanctioned by DWP to use encryption software when sending or receiving any personal information. We need follow this through with the employers of FJF jobs (every monthly claim needs to record the FJF employee's personal data). We would highly recommend you look into implementing encryption software for your email. If this is not possible, any transfer of data **must** meet the requirements of the Data Protection Act.

CRB checks and qualifications

FJF jobs need to be entry level and will not require special qualifications.

Does the FJF employee require a CRB check?

A full list of posts eligible for CRB checks is at the link below - codes 01-04 and some others (51, 52, 59 and 60 for example) require Enhanced Disclosure.

http://www.crb.gov.uk/guidance/rb_guidance/eligible_posts.aspx

Enhanced Disclosures are typically required for those people working with children or vulnerable adults, Standard Disclosures where required, are suitable for the rest.

More detailed information is available on the CRB web site:

<http://www.crb.gov.uk/>

Who will pay for CRB checks?

At this stage we would ask that the employer process and pay for CRB checks for FJF employees. Current cost of the CRB disclosures are £26 for a Standard and £36 for an Enhanced check. The CRB format is due to change in July of this year see <http://www.crb.gov.uk/faqs/isa.aspx>. This new format increases the cost

of the check to £64 but will be fully portable. Subsidies are available for the third sector.

Other questions

Why is the target 350?

DWP directed bidders to target 10 - 15% of the 18-24s who have been claiming Jobseekers Allowance 6-12 months later. We based the figure from the November 2009 claimant count. We also took into account that there may be further economic challenges facing young people in the coming months.

Is FJF in or out of scope for VAT?

The Future Jobs Fund has been defined as a 'grant' for the purposes of VAT. All 'payments' made are outside the scope of VAT. The impact of this ruling is that it is likely that VAT incurred on purchases made with the grant income will **not** be recoverable from HMRC and that the grant will have to cover unrecoverable VAT costs. This is because, in line with the standard HMRC rules and regulations, FJF expenditure may not be deemed to be incurred as part of the organisation's normal-business activities.

Can my on-costs be spent to buy fixed assets?

The grant should not be spent to buy fixed assets. Where this is unavoidable, you will have to gain approval for any fixed asset at a cost exceeding £1,000 for Information Technology hardware and software and £5,000 for all other moveable property and land/buildings. Please speak to SCC FJF team if this may apply to your job offers as there are further stipulations we need to abide by as directed by DWP.

Can an employer claim a recruitment subsidy from Jobcentre Plus for a Future Jobs Fund employee?

No. The terms and conditions of the recruitment subsidy introduced earlier in the year are clear that payments will not normally be made if the employer is also receiving a grant or subsidy in relation to the same employee from any other Government Department or organisation for a similar purpose.

Can I combine "Routes into Work" pre-employment training with the Future Jobs Fund?

No. "Routes into Work" pre-employment training is ring-fenced as part of the Young Person's Guarantee to provide training for existing jobs that are likely to last more than six months and are in key employment sectors. Unfortunately there is a limited supply of "Routes into Work" training places and they cannot be combined with FJF jobs.