

ANNEX B

CLIENT PROGRESSION

Highland Employment Recruitment Offer

Barrier Removal Fund

HIGHLAND EMPLOYMENT RECRUITMENT OFFER (HERO)

Guidance

Highland Employment Recruitment Offer (HERO)

About the Fund

Highland Employment Recruitment Offer (HERO) is funded by the Highland Council and the Scottish Government under the No One Left Behind and Young Person's Guarantee Funding Streams. It helps people of all work ages and with the greatest barriers to employment to get and sustain a job.

Private sector (including sole trader /self employed) or third sector employers with less than 200 employees in Highland can apply to HERO to provide an opportunity for our out -of -work clients. The fund will help with the costs of recruiting and employing someone who fits the criteria.

The fund can cover the costs of employing someone including:

- wages;
- training;
- travel;
- other work-related costs.

Eligibility

Employers	
Have less than 200 employees in the Highland Council area	✓
Are not planning redundancies	✓
Can normally only apply for a maximum of 2 HERO grants	✓
Will not be receiving any other public funds to support the creation of the post (if you are looking to obtain other targeted funding for specific client needs such as disability adaptations please let us know)	✓
Have not filled the post which is subject to the application before written approval has been provided	✓
Will recruit existing out -of -work clients of the Council's Employability Service or Highland Employability Partnership Members	✓
Must have appropriate employer's liability insurance	✓
Jobs	
Are within the Highland Council area	✓
Must be for a minimum of 16 hours a week and be either a: <ul style="list-style-type: none"> • permanent contract • fixed term contract for 52 weeks or more * see note at end 	✓

Must pay at least the age appropriate National Minimum Wage/Living Wage i.e. not the National Apprenticeship rate or sector rates.	✓
HERO is to be used to fill vacancies and create new and additional roles. HERO cannot be used to create a job to cover sickness or maternity leave or replace a redundant post.	✓
Cannot be used for someone who is already in post.	✓
Must pay a salary greater than the funding received.	✓
By Law, have a signed written contract of employment within 2 months of starting - a copy of which must be provided to the Highland Council. Business Gateway will be able to provide free advice and support in providing contracts if required – please see contact details at the end of this guide.	✓
Must not be a Zero Hour contract	✓
Recruits: You can employ someone who meets ALL of the following criteria	
Are unemployed and are an existing client of the Highland Council's Employability Service or our Highland Employability Partnership Members. We will need a job description, including details of hours per week, pay, training and any minimum requirements	✓
Has not left another job voluntarily to take up an opportunity supported by HERO	✓
Are aged between 16-67 years	✓
Have the right to live and work in the UK	✓
Have their permanent residence within the Highland Council area	✓
Must meet one or more of the following circumstances: Characteristics: <ul style="list-style-type: none"> • Disabled and or D/deaf person • Person experiencing mental health issues and those who have an impairment or long-term health conditions • Care experienced young people • Person with a conviction (including CPO's) • Person aged over 50 years • People from Ethnic Minority backgrounds and racial groups • Gypsy/travelling community • Person requiring support with language, literacy, or numeracy, including those for whom English is an additional language 	✓

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| <ul style="list-style-type: none"> • A young person who was receiving additional support for learning in school • Refugee or other granted leave to stay in the UK <p>Circumstances:</p> <ul style="list-style-type: none"> • Primary carers, with a particular focus on parents/ carers from the priority family groups, specifically: <ul style="list-style-type: none"> ○ Lone parents ○ Parents or children with a disability ○ Parents with 3 or more children ○ Parents from a minority ethnic background ○ Parents with a child under 1 year ○ Families with a parent under 25 years • Other local income parents – e.g. kinship carers • Those with no or limited work experience • Early leavers from the armed forces, veterans and ex-forces personnel • Long term unemployed who are not on Community Work Placements • Person who has failed their ESA Work Capability Assessment • Low skilled 1 • Homeless person – including temporary or unstable accommodation • Person affected by substance misuse • Living in a household with children in poverty • Person living in the 15% most employment deprived SIMD geographies • Person living in an area defined as “rural area2” or “very remote rural3” • Living in a jobless household. | |
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**Note A: Applications would normally be for at least a 52-week post, however, Highland Council is prepared to be flexible in relation to seasonality where two businesses could come together to offer at least 52 weeks of work between them. It is up to businesses to determine how they do this. The Council is only able to deal directly / receive an application from one seasonal business who may be applying for more than one seasonal business.*

Grant Level and Payment Structure

HERO offers different Grant levels depending on the hours offered and rate of pay. See 'How to Claim Your Grant' Page 8 for full break down of payments.

If you pay at least the age related National Minimum Wage

Hours	Annual Grant Level
A job between 16-20 contracted hours per week at start date	£2000
A job between 21-29 contracted hours per week at start date	£4000
A job of 30+ contracted hours per week at start date	£6000

If however the employer pays the client supported through the ERI the **Scottish Real Living Wage** through the whole period of the grant, then the grant available will be:

Hours	Annual Grant Level
A job between 16-20 contracted hours per week at start date	£4000
A job between 21-29 contracted hours per week at start date	£6000
A job of 30+ contracted hours per week at start date	£8000

The grant paid will not be more than the total salary paid (based on gross wage excluding employer's costs).

HERO Application Process

A	<p>The keyworker/partner/provider has identified a client at stage 4 of the pipeline who is ready for employment.</p> <p>The keyworker/partner/provider has either :</p> <ul style="list-style-type: none"> a) Liaised with an employer to facilitate an employment opportunity; or b) An employer has circulated a job opportunity which a client was interested in and the employer has met with the client and is ready to proceed with a HERO application.
B	The HERO Client Referral Form is completed by the keyworker/partner/provider and submitted to hero@highland.gov.uk
C	The form will be reviewed and the keyworker/partner/ provider will be contacted by the Council's Employability Service to discuss request.
D	As part of the review, it will be checked to see if the client is already on Hanlon MIS. If the client is not on Hanlon, then a registration form will require to be completed and submitted. A client assessment and action plan will also require to be completed.
E	If able to proceed, a link will be emailed to the named host employer as well as a copy of the guidance for employers. The host employer will then be required to complete and submit the online application form. The employer will be asked to attach a bank statement less than three months old which shows trading transactions. The account name, account number and sort code should be visible and should be the same account detailed in the application form and of which HERO grants will be paid directly into.
F	The business application will be reviewed and if eligible, an approval email will be sent to the business.
G	The keyworker/partner/provider will be informed of the outcome of the business application.
H	Please remember a recruit should not have started working with the employer until the formal confirmation of the grant has been issued.
I	Shortly after the client starts work, we will need to meet with them to complete a short action plan of any support required for the funding period. We will arrange a suitable time for this with the employer and the employee. We will need to carry out a few additional reviews throughout the 52 weeks and will arrange suitable times for this with the business and the client/recruit. This will be done either by the Council's own Employability Service or one of our partner organisations.
J	We will need a copy of the recruit's signed employment contract within two months of their start date at the latest (see Paying the HERO Grant below)

Paying the HERO Grant

We will pay employers direct provided they send us the necessary documentation and when payments are due. We will email you a reminder with a link to submit a claim. This schedule starts from your recruit's first day of employment. **We will only make a payment if your recruit completes each stage.**

Claim Number	Documentation required to be attached
1: after 4 weeks	<ul style="list-style-type: none"> • Payslip after the 4 week period • If available, signed contract of employment. If not available this must be provided at claim 2 stage.
2: after 13 weeks	<ul style="list-style-type: none"> • Payslip after the 13 week point • Signed contract of employment if not provided already.
3: after 26 weeks	<ul style="list-style-type: none"> • Payslip after the 26 week point
4: after 52 weeks.	<ul style="list-style-type: none"> • Payslip after the 52 week point • Short evaluation form.

The payments rates are:

National Minimum Wage	4 weeks	13 weeks	26 weeks	52 weeks	Total
16-20 hours per week	£ 200.00	£ 500.00	£ 500.00	£ 800.00	£ 2,000.00
21-29 hours per week	£ 500.00	£ 1,000.00	£ 1,000.00	£ 1,500.00	£ 4,000.00
30 hours plus per week	£ 500.00	£ 1,750.00	£ 1,750.00	£ 2,000.00	£ 6,000.00

Scottish Living Wage	4 weeks	13 weeks	26 weeks	52 weeks	Total
16-20 hours per week	£ 500.00	£ 1,000.00	£ 1,000.00	£ 1,500.00	£ 4,000.00
21-29 hours per week	£ 500.00	£ 1,750.00	£ 1,750.00	£ 2,000.00	£ 6,000.00
30 hours plus per week	£ 500.00	£ 2,250.00	£ 2,250.00	£ 3,000.00	£ 8,000.00

General Information

Subsidy Control

In order for us to determine whether Subsidy Control applies to this grant, we need you to answer two questions in the application form. These are:

- Has the business received any support that you have been informed is State Aid or Subsidy Control in the last 3 years?
- Does your business provide Goods or Services out with the UK?

If your answers are YES to either question, we may need to contact you for some more information.

Grant Conditions and Data Sharing

At the beginning of the application process, you will be required to agree to the grant conditions and the Data Protection Statement.

Appeals Process

If an applicant does not agree with a decision taken to not award your business/organisation with the grant, an appeal can be made. If an application is assessed as not being eligible for the grant, we will write to explain the reason why. If you think the wrong decision has been made, you will be expected to explain why you believe your business is eligible for the grant.

If a rejection email is sent, it will detail how you can submit your appeal to the Council.

Help and Further Advice

If you have any questions or require further help to complete the HERO application process, please do not hesitate to contact us on HERO@highland.gov.uk

For free support on contracts and requirements for employing people, please contact Business Gateway on Highland@bgateway.com

<https://www.bgateway.com/local-offices/highland/local-support>

Barrier Removal Fund

Description

Specialist support is a financial resource to support clients undertake accredited training or specialist certification / tickets which will have a direct link to their progression into employment. It would be expected that the activity would be identified and recorded within the Client's action plan. Up to £1000 per client can be used to support the client through this strand.

These would be industry recognised Certificates. Example could include CSCS, HGV, REHIS Food Hygiene, Emergency First Aid at Work, Fishing Certification and Training, Nail Tech and Beauty.

Process and Eligibility

Clients must be already registered with the Highland Council Employability Service and the planned activity detailed within the client's action plan. The Provider will pay for the training and claim back from Highland Council on proof of expenditure. If the provider requires the payment up front before paying for the training, this should be requested in advance.

The provider **MUST** seek prior approval from the appropriate Highland Council Employability Client Service Co-ordinator, submitting the Specialist Support and Training Allowance Request Document, stating the Client's Hanlon Ref Number, the training including dates and costs. The Co-ordinator will check the Client's Action Plan on Hanlon to verify the activity is in line with the action plans and the Client's career goals.

The maximum of £1000 per client can be multiple payments or a single payment however in total must not exceed £1000 per client. The current timeframe for provision and claims from this fund is 31st March 2024.

Claims should be accompanied with receipts. The claim form should be submitted monthly to employability.finance@highland.gov.uk

Contact

The Request form should be submitted to Employabilty@highland.gov.uk and marked 'for the attention of' the appropriate Client Services Co-ordinator.