

Commonwealth Jobs Fund

1. What is the Commonwealth Jobs Fund?

The Commonwealth Jobs Fund (CJF) is designed to encourage employers to create new jobs for unemployed people by offering financial incentives to employers to take on new workers. It is run by Glasgow City Council and administered through its Glasgow Works programme.

2. Which Companies are eligible?

The Fund is targeted at Small and Medium sized Enterprises (SMEs) who employ fewer than 250 people. Larger companies should contact the CJF Unit for further information.

Firms should have signed up to, or have plans to implement, the Glasgow Living Wage.

Firms in all sectors of industry in Glasgow are eligible and may be private companies, co-operatives or social enterprises.

New firms may be eligible but a business is not regarded as new merely because of a change of name, ownership or address.

3. What jobs are eligible?

To qualify for grants, jobs must:

- Be **additional**: the new jobs must add to the maximum number of employees of the company in Glasgow over the three months period prior to making an application;
- Be **permanent**: jobs are not considered to be permanent if they are seasonal or are created for the execution of a specific/temporary contract, unless the job will extend beyond 18 months;
- Have basic hours (ie excluding overtime) of between 25 and 40 hours per week;
- Pay the living wage of £7.15 per hour (£7.20 from 1 April 2012) to comply with Glasgow City Council's guaranteed minimum standard of income;
- Be located within the Glasgow local authority boundary.

In addition, the increased total number of employees must be maintained for the grant period. Grants cannot be used to subsidise employees recruited because of natural turnover or to make good any earlier reduction in that period (see also Section 5).

4. What recruits are eligible?

Any employer taking on additional workers under the following categories is eligible to apply:

- Unemployed persons aged 50 years plus
- Persons aged 18-24 years on the date of recruitment who have been unemployed for a period of not less than 13 weeks prior to recruitment.
- All recruits must live within Glasgow local authority city boundary.
- People participating in DWP or SDS funded pre-employment programmes but not those on waged ILM schemes or subsidised apprenticeships (detailed advice on this is available).

5. What jobs/companies are excluded?

- Companies which fill the posts that are the subject of an application before written approval has been received do not qualify.
- Firms which have recently reduced employment or are planning redundancies do not qualify.
- Jobs paying less than the Glasgow Living Wage of £7.15 (£7.20 from 1 April 2012) or with basic hours of less than 25 hours per week are ineligible.
- Companies that pay business rates to other Council's.
- Where firms have other amounts owing to Glasgow City Council, this may be taken into consideration in determining grant eligibility.
- New positions which you are obliged to create as a result of a community benefits clause in a contract with Glasgow City Council are excluded.

6. What is the level of grant?

The grant payable will be:

- 50% of actual salary costs for up to 12 months, up to a maximum of £6507 per person. This is based on a 35-hour week, living wage salary of £13,013.

Gross wages may include guaranteed overtime, shiftwork premiums, regular bonuses and other payments which form part of normal wages of employees (**this excludes employer contributions**, eg National Insurance contributions, superannuation).

7. What about trainees?

- Training places supported by any other grants or subsidy through, for example, Training for Work cannot also be jointly supported by the CJF.

When an employer/employing organisation is considering "converting" a **training place** under the above (or other schemes) to an **additional** and **permanent** job, such new jobs would be eligible for assistance from CJF **but written approval MUST be obtained before conversion takes place.**

8. What if an employee leaves during the grant period?

Employees who leave or prove unsatisfactory may be replaced by approved recruits following acceptance by the CJF Unit, but the employer will only be entitled to receive the balance of the grant within the originally agreed subsidy period. A new grant will not be payable.

If the leaver is not replaced by an eligible recruit, grant for the period that the leaver was in employment will only be paid if the leaver is directly replaced by an ineligible recruit (ie the total number of employees returns to the level existing immediately before the leaver left).

9. 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 or until 31 March 2013.

10. What about large applications?

Large applications are welcome; however, applications concerning more than 20 jobs or applications which cumulatively total more than 20 jobs will require additional information to be provided. Such applications may also be subject to special terms and conditions.

11. What checks are made after the grant is approved?

Firms will be asked about current employment when claiming instalments. The grant will be paid retrospectively in instalments each covering a 13-week pay period and should be claimed by submitting a standard form. This form must either be certified by an accountant or bank manager or supported by copies of P11 Tax Deduction cards or Company Payroll Records. The Council reserves the right to require production of records relating to the recruitment and payment of employees involved.

12. What checks are made after the grant expires?

Checks will be made on the permanence and additionality of the grant-aided jobs for a full 18-month period from the date of recruitment. This will require the completion of a simple questionnaire.

13. Who will run the CJF?

The CJF will be administered wholly by Glasgow City Council's Glasgow Works employability team. 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 CJF.

14. Will the information provided be used for any other purpose?

The names and addresses of companies receiving assistance are reported to the Council's Regeneration and the Economy PD Committee and thereby made public through the minutes of the Council. 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 the Development and Regeneration Committee and to the full Council.

15. How do I apply?

Send to:

**Glasgow Works Employer Engagement Team
C/O Glasgow Chamber of Commerce
30 George Square
Glasgow
G2 1EQ**

Please ensure that application is made only for additional posts that are to be filled **within 3** months of applying. The Council reserves the right to cancel any application failing to comply with this condition.

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.

Should you require any further information, please telephone: **0141 204 8327**