**Supported Employment Incentives Grant- Terms and Conditions**

1. These are the terms and conditions referred to the Supported Employment Grant application form (Employer declaration) that an employer (the “Employer”) has signed and completed.
2. The purpose of this grant is to provide the Employer with funding for reasonable adjustments to support people recruited via the Supported Employment Team.
3. **The Supported Employment Team will ensure each recruited employee is:**

* Of working age
* Lives within the Leicester area.
* Currently unemployed and belong to the one of the following groups:
* Is Autistic
* Has a Learning Disability
* Is Autistic and has a Learning disability.

1. The total grant funding per vacancy will be One Thousand Pounds (£1,000) **for any one application managed by the Leicester City Council from the**

**Supported Employment team – once the person has worked a total of 832 hours. This will be provided in two instalments of five hundred pounds (£500), the first after 416 hours, the second after a further 416 hours.**

1. To receive the full grant, the employer will ensure the job(s) created are for a minimum 8 hours per week. All employment must be paid at least the National Minimum Wage.
2. By agreeing to work with the Supported Employment Team the Employer must be willing to commit to at least level one of the Disability Confident Scheme with an aspiration to progress to higher level. See link below for details.

[Disability Confident employer scheme - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/disability-confident-campaign)

1. Once a person has been recruited into the position, full application to be issued and then returned with employee details to record recruitment has been completed.
2. The employer will submit grant claims in accordance with the periods as outlined in the following table.

1. Once the new employee has completed 416 or 832 hours in employment, the Supported Employment team will be in touch to request wage slips for the periods below.

|  |  |  |
| --- | --- | --- |
|  | **Grant Payment** | |
| Claim 1 @ 416 Hours | £500 | Claim to be supported by wage slips. |
| Claim 2 @ 832 Hours | £500 | Claim to be supported by wage slips. |
|  | Total: £1,000 |  |

1. The claim must be accompanied by copies of wage slips covering the entire period of the claim. On approval of a valid claim the Authority will make a payment directly into the employer’s bank account within a maximum of 30 working days.

1. The employer shall promptly notify and repay to the Supported Employment Team for any Funding incorrectly paid for any reason.

1. The recruiting employer shall notify the Supported Employment team immediately of any actual or suspected impropriety or financial irregularity in connection with the funding and the Employment Hub team shall have the right to insist on corrective steps.

1. The Employment Hub shall have the right, to withhold or suspend payment of the funding and/ or require repayment of all or part of the funding if:

* the recruiting employer uses the funding for a purpose other than that covered by this agreement.
* the employer fails to comply with any legislation or codes of practice; the employer provides any misleading or inaccurate information.

1. The employer shall not publish any material referring to the Funding **Without the prior agreement of the Supported Employment Team.**

1. The Supported Employment team will visit the employer/ employee during their employment phase.

1. The Supported Employment team may seek testimonials/ case studies in respect of the grant awarded.