

FJF Grant/Funding FAQs – Version 1.4 - 30 October 2009

Bid issues

Q/ Are orgs/LABs bound to spend the grant in line with what was in the bid?

A/ The award was made on the basis of the bid document, which forms part of the terms and conditions of the grant letter; therefore, the jobs that you create must be in line with what was set out in your bid. However we recognise that within this some partners may change or precise numbers on specific projects may vary. Variations of this sort, as long as they remain within the terms of the jobs that were set out in your bid, are acceptable. If you wish to make any more substantive changes to delivery, this must first be agreed with your Jobcentre Plus contact.

Q/ Our bid stated we would create 1000 opportunities over 18 months and these would be split between the LAB (750) and our Partners (250). We have had a very positive response from our partners, is it possible to change this split or do we need to re-bid?

A/ The jobs delivered must be within the terms of your bid. Changes to the precise split between the LAB and partners would be acceptable within reason (for example, a change to 650/350 would be reasonable) but it is essential that the jobs created are in line with what was bid for. So for example, if the bid was to create a range of jobs supporting public service delivery or community projects, then it would not be acceptable to rebalance it to create 300 jobs in a totally different area, for example, retail.

Q/ In our original bid we estimated a 60% young people and 40% hotspot split, are we tied to this?

A/ Where you have specified in your bid a split, then this will be reflected in the grant letter. Where you have not specified a split then the assumption will be that all of the jobs will be for long-term unemployed young people. If you wish to revise this then it will need to be agreed with the Jobcentre Plus. In addition, however, if an org/LAB is having difficulty filling a job which was reserved for a young person then it may be possible to widen the eligibility, depending on the circumstances, to ensure that the job is filled.

Q/ The grant letter says that June 09 claimant count data should be used as the baseline for determining which wards/ local authorities are "areas of high unemployment". However, June 09 data was published in July, which was after the point at which bids were submitted - shouldn't May 09 be the baseline?

A/ The baseline given in the grant letter was incorrect - the baseline should be the data published in the month in which the bid was submitted - so May 09 data (which was published in June). Given the circumstances, we will accept the baseline being either May 09 or June 09 data.

Q/ Is FJF in or out of scope for VAT?

A/ We can now confirm the Future Jobs Fund VAT position. The Future Jobs Fund has been defined as a 'grant' for the purposes of VAT. As we have previously stated, this means that all 'payments' made by the DWP 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.

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State Aid

Q/ Does the state aid de-minimis level of €200,000 over three years apply only to non public bodies (including CIC's and companies limited by guarantee, e.g. Housing Associations)? And does the de-minimis paperwork have to be completed for any organisation LABs are engaging with that falls into this category?

A/ The de minimis level of €200,000 over three financial years applies to all "undertakings" i.e. to all organisations carrying out commercial/economic activities. If the organisation that you are engaging with is not an "undertaking", there are no restrictions. Where the organisation is an "undertaking", it is perfectly acceptable to grant FJF moneys to that organisation provided you are within the de minimis limits (including funding received by the organisation from any/all sources), with the exception of certain exempted industries which are covered on this website: http://ec.europa.eu/competition/state_aid/overview/index_en.html. Where the amount of funding exceeds the de minimis limits, and the organisation complies with the CIC/SPV model then our legal advice is that state aid should not be an issue, but you will need to assure yourself that the organisation you are 'granting' to is compliant. If the organisation is not compliant, no moneys should be granted.

Q/ I want to pay money to the private sector - is this state aid?

A/ That will depend on whether the amount of funding you provide exceeds the state aid de minimis limits, where it does, you will need to ensure that the organisation you wish to grant to is compliant with the CIC/SPV model to ensure you are compliant with state aid legislation.

Q/ Where the local authority or other public body acts as the employer and places the young person with a private sector organisation, do the state aid rules still apply?

A/ Yes state aid rules still apply in the above scenario, the fact that the public sector body pays the young person's wages and no money is given to the private sector organisation does not in itself mean that there will be no state aid.

Partnership Issues

Q/ The payment model provides 40% upfront and the 60% in arrears, do LABs have to operate the same model with their partners?

A/ No, it is for LABs to decide how they disburse funding to their partners, the only concern the DWP has is that you remain within the terms (including state aid rules) outlined in the grant letter.

Q/ What if an employer in my partnership drops out - can I replace them?

A/ Yes and we would encourage you to do so to ensure that the jobstart profile is met. Where you intend to engage a replacement partner you must ensure that the jobs they will deliver are in line with the grant terms and conditions including the proposal that you set out in your bidding document.

Grant Letter - clauses

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Q/ The definition of “Eligible Individual” includes a provision that they can only be employed in one FJF job and the cost claimed by one Organisation – how will DWP advise providers and how would DWP determine who they pursued for repayment as two organisations have signed up the same employer?

A/ The risk here is that a partner employer is a member of more than one successful bid and so a single job/ vacancy has been claimed twice. It is your responsibility as Lead Accountable Body to ensure that employers within your bid have appropriate controls to ensure that this does not happen. If it is identified by Jobcentre Plus that two different employers are claiming FJF funding for the same individual, then all payments relating to that individual would be suspended whilst an investigation takes place. It will depend on the circumstances of the case as to what action is subsequently taken. We would reserve the right to reclaim funding from both Lead Accountable Bodies.

Q/ You've listed ineligible spend, what is eligible spend?

A/ We have defined eligible spend under three broad areas:

- Costs incurred in relation to the creation of the FJF job.
- Costs incurred in relation to the ongoing support of the FJF Job.
- Costs incurred in relation to the direct employment costs of the FJF Job.

We are looking to provide greater clarification in the near future, but that will be based upon these three broad criteria.

Q/ Eligible Expenditure – how would any modest management fee or support mechanisms put in place be treated as this could potentially be identified as funding existing staff or as unspent grant and therefore reclaimed?

A/ Management and support costs can include the costs of existing staff. The only jobs that need to be additional are the FJF jobs themselves (i.e. the ones that you are creating for claimants referred by JCP).

Q/ Can we count expenditure now on project and start-up costs as eligible?

A/ All eligible costs related to the setting up of FJF jobs can be met from the unit cost, but not exceed it, even if these costs were incurred prior to signing the grant letter and provided there is a clear audit trail.

Q/ Does expenditure on bid development count as eligible?

A/ No, you cannot use FJF funding to cover the cost of bidding.

Q/ There are references in the grant letter to the “FJF Grant Management Team” – what is this?

A/ We are in the process of setting up and defining the role of the Grant Management Team. This will be largely transactional; where issues are identified with claims/payments (e.g. where there are discrepancies between benefit records and FJF claims) and where local dispute resolution channels available through JCP have been unable to resolve an issue.

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Note: the ‘Account Management Team’ has been re-named the ‘Grant Management Team’ to avoid confusion with employer Account Management in Jobcentre Plus

Q/ Is it possible to exceed the monthly Jobstart Profile whilst remaining within the 6 month agreed limit?

A/ You will be funded on the profile – so if you start more individuals than you have been profiled for in that month, then you would need to bear the financial risk until the profile “caught up”. You cannot exceed the overall Jobstart Profile, except where you are “rolling up” unclaimed funding where people have left early and/ or using unspent money already received (see below), but that must first be agreed with the Department (these jobs will attract no additional funding).

Q/ What if I receive more money in grant funding than is spent on employing individuals – for example where people leave early?

A/ The Statement of Grant Usage will set out how the money received was spent, and if the income from the FJF exceeds expenditure, then the Department reserves the right to seek repayment of that money. This could happen, for example, where individuals leave very early and you have not yet incurred the 40% funding for that individual that was paid up-front. However we want to ensure that where possible that funding is used to create additional jobs that meet the FJF criteria – in which case you will need to account for how much funding is “surplus” and then agree with the Department to extend your Jobstart Profile.

Q/ Clause 37 refers to validation – what is required in this regard?

A/ We will validate all claim forms to ensure the individuals being claimed for exist, to ensure they have moved off-benefits and have not re-claimed, to ensure they are not claimed for a period longer than 6-months, and to ensure they are not being claimed for by more than one FJF org/LAB, etc. Where discrepancies arise, the DWP Grant Management Team will investigate, payment may be suspended depending on the nature of the discrepancy.

Q/ Clauses 50 to 54 relate to Fixed Assets – how long are we required to maintain this record for?

A/ Until the end of the grant award period or payment period, which ever is the longer. The final statement of grant usage report will detail any residual value of assets purchased either whole or in part using FJF funds; this residual value will be repayable to the Department within 30-days. You will need to make any records pertaining to assets purchased using FJF funding available to Audit Scotland or the Secretary of State for Work and Pensions or her representatives, should the Department request that they be audited in line with the terms and conditions set out in the grant letter

Q/ If we want to purchase fixed assets that are below the £5000 / £1000 limits prescribed in the grant letter, is it necessary to complete a fixed assets approval application proforma on each occasion or do we only need to do this when the cumulative value of fixed assets breach the High Value limits?

A/ If the value of the asset(s) you are purchasing is/are lower than the prescribed limits you do not always need to complete the approval template. You must in every case seek approval to purchase individual items or groups of items purchased at the same time, which

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exceed the prescribed limits, or which will exceed the prescribed limit over a period of time. You must also submit an approval proforma if the purchase of a fixed asset results in the cumulative value of the assets purchased, exceeding the prescribed limits, even if the asset itself is of relatively low value.

You must log all assets purchased either wholly or in part using FJF funds on the 'Asset Register' on the quarterly and final Statement of Grant Usage returns. If the cumulative value of assets purchased reaches the prescribed limits, any further purchases must be approved by submitting an 'Application for Approval to Purchase Fixed Assets' proforma to the Grant Management Team, even if the asset itself is of low value.

If the cumulative value of fixed assets listed on the proforma at the end of the 'Grant Award Period' or 'Payment Period' is less than the prescribed limits, no residual value is repayable. However, if the value of the fixed assets listed on the proforma at the end of the 'Grant Award Period' or 'Payment Period' is more than the prescribed limits, then the residual value should be calculated for each item and this will be repayable. However, 'residual value' is only likely to be repayable on larger value items. If the asset register has a cumulative value which exceeds the prescribed limits, made up entirely of inexpensive items, the residual value is likely to be zero.

Q/ Clause 63: if there is no notice of termination then can bidders be informed in writing that the Agreement is being terminated with immediate effect and the Department confirm that it will meet its outstanding obligations, particularly in relation to enabling eligible individuals to complete their subsidised employment period?

A/ This would depend on the circumstances; we would only enforce this clause in exceptional circumstances, for example, if serious fraud or health and safety risks were discovered. We would not expect to terminate the grant without first consulting the org/ LAB and termination would be notified in writing in all cases; however, it may not be possible for individuals to continue in their FJF jobs for the reasons outlined. Were that the case, the Department would seek to find them alternative FJF positions

Q/ Will you be enforcing the performance tolerance levels in the first month, given the delays to signing grant letters?

A/ No, due to some unavoidable delays, we will not enforce the performance tolerances until the end of month two (see Annex D of the Grant Letter for details of the tolerances).

Vacancies & Referrals

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

A/ If a referral is made by Jobcentre Plus to an FJF job, then the individual referred is certified as eligible for that job, be it an 18-24 job or a 'hotspot' job. You should ensure that you have the appropriate letter (either from the individual or from Jobcentre Plus) to confirm this, and that this is kept securely, in case the Department wishes to confirm eligibility of individuals as part of validating payments.

Q/ How detailed a complaints procedure is required (page 10, Annex A) – for example as long as all of our employers have internal complaints processes or do we need processes in place for complaints to be escalated to the partnership?

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A/ That is for the partnership to decide, however, we would expect there to be channels for employees/employers to raise disputes with the LAB, where appropriate, before escalating to JCP.

Q/ Jobcentre Plus has raised concerns about the community benefit of my vacancy – why is this?

A/ All jobs created under the Future Jobs Fund must be jobs (meaning that they involve at least 25 hours' work a week, will last at least six months and will pay at least National Minimum Wage), they must be additional and they must be of community benefit. We have not tightly defined community benefit, however in a small number of cases we have had concerns about whether jobs notified demonstrate sufficient benefit to the community.

Because of this, we are issuing further guidance to Jobcentre Plus (this is attached). Where they have concerns, these will be raised with you directly, and if they cannot be resolved they will be escalated to the Grant Management Team.

Jobs

Q/ Is a person who starts an FJF job a 'programme participant' or an 'employee'?

A/ FJF jobs, although subsidised, are real jobs; therefore, a person starting an FJF job is an employee.

Q/ Can we give FJF participants a slightly different status to standard employees?

A/ FJF employees should be treated as other employees. Our advice to bidders has always been that FJF jobs are real jobs, therefore, 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. As regards an FJF employee's status, they cannot be classified as anything other than employed, however, if you wanted to describe their employed status as, for example, trainee, then that would be acceptable if appropriate to the role, i.e. if they are in a trainee position.

Q/ How do you define community benefit?

A/ The pre-bid guidance we gave was that ideally we wanted to see evidence that community benefits were considered throughout the bidding document and evidence that bidders engaged with the community in developing their bid.

We have not drawn up a list of the types of jobs we would consider as providing community benefit, however, guidance we have given is that we would expect FJF jobs to create visible and lasting benefits to the community, groups and individuals and minimise the risks of displacement or distortion. This could include:

- Environmental, social, cultural benefits
- Outreach/ support for particular [disadvantaged] groups
- Contributes to regeneration, social cohesion, local strategies

Creating a job can be a community benefit, but is not enough on its own to meet the criterion.

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Q/ If a job is deemed as not having community benefit, what happens to the funding for that job?

A/ Jobs which do not have a benefit to the community cannot be funded. If it is discovered that an Organisation/LAB has been delivering jobs which are not community benefit jobs and, therefore, not in line with the description of the jobs to be delivered which was provided in the bidding document, the Department will require that all funding paid in connection with those jobs be repaid. In some cases, bids included jobs that were not considered to meet the community benefit criterion and those jobs were not approved as part of the bid. Where that has happened, we have communicated which jobs will not be funded to the successful bidder.

Q/ Can a ‘non-hotspot’ bidder employ people from hotspot areas? And how long is a job required to remain open to 18 to 24 before orgs/LABs can negotiate with JCP/DWP to open it up to a wider audience (point 12 in Annex A)?

A/ Orgs/LABs can and are expected to recruit 18-24 year olds on JSA from anywhere, including areas of high unemployment, provided they are eligible to take an FJF job and they are referred from JCP. It will be a local decision as to when an 18-24 FJF job can be opened up to other JSA claimants – this will typically be where a job is not filled after 4-weeks, and in all cases will be agreed with Jobcentre Plus.

Q/ I am creating jobs for young people and for other claimants in areas of high unemployment. I don't mind who does which jobs – how should they be notified to Jobcentre Plus?

A/ Job vacancies will be held by Jobcentre Plus as jobs either ring-fenced for young people approaching 12 months on JSA or for other long-term claimants in areas of high unemployment. We would therefore expect that all vacancies are notified as either one or the other (not both).

Q/ Is there still a clear expectation to start job opportunities in October?

A/ We recognise that some October starts may now take place in November. If you expect that there will be significant numbers of cases where this happens, then please notify us immediately so that we can amend the grant letter. You will not be penalised in any way for delaying some starts to November.

Q/ Can we restrict applicants for 18-24 jobs to just the local area?

A/ Unfortunately it is not permissible to restrict the eligibility of the 18-24 year old jobs to particular areas, this can only be done for hotspot jobs. The reason for this is to ensure that there are no questions of discrimination. Under the terms of the grant, if and organisation/LAB did not fill all of its vacancies and JCP had referred enough young people to enable them to do so, but some were rejected because they did not live in the local area, then the Department would look to claw back funding paid for the unfilled jobs. However, it is a decision for the organisation/LAB as to who they employ, if the Organisation/LAB is able to meet the jobstart profile solely employing people from the local area there would be no problem in them doing so.

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Q/ If one of our employees leaves can we replace them directly with another FJF candidate and remain on track to create the jobs as per our bid over the six month period?

A/ If an FJF employee leaves early, it is not permissible to replace them with a new employee for the balance of time. However, where an org/LAB is on profile, it may be possible to roll-up weeks not claimed for early leavers and/ or money that you have already been granted but have not spent, in order to recruit another person. In all cases this must be agreed with JCP first and there would be no additional start-up funding paid.

Q/ Can we roll-up funding to take on additional people?

A/ To take on an additional person under the FJF '**un-used weeks**' policy you will need to meet all of the following criteria:

- Delivering 100% of the jobstart profile;
- Have at least 26-weeks of 'un-spent' funding available from early leavers for each additional person to be recruited;
- Have written agreement from JCP/Grant Management Team (GMT).

Further guidance on this will be issued with the final versions of the CMCF and Statement of Grant Usage forms.

Q/ If an employee leaves early e.g. 3-months into the award period can the employers match fund the 3-months remaining to replace the original employee?

A/ We are considering this issue and will advise further at a later date. However, it would be a very narrow set of circumstances under which we would agree to such a request, for example, the org/LAB would have to be meeting their profile and would have insufficient unspent funding from early leavers to 'roll-up' to create an additional job for 26-weeks. In any case, any such request would first have to be agreed with Jobcentre Plus and would not attract any additional funding.

Q/ Are Holiday Pay hours claimed as a normal working day?

A/ Yes.

Q/ What happens if a worker goes on long term sickness?

A/ 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/LAB 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.

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

A/ 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

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funding. We would expect employers to deal with unauthorised absence of FJF employees in line with their existing policy.

Q/ Para 24 – states the LAB will conduct exit interviews – we had assumed this would fall with the ‘employing partner’ – can it be the partner as this would be normal practice rather than us as LAB who would not be dealing directly with the FJF employee?

A/ It can be the partner; the LAB just needs to make sure it happens and is recorded/reported.

Q/ What are your expectations of the bidder’s role in resolving complaints or issues?

A/ Where an employee raises an issue, we would expect employers to have in place systems to resolve the issue/dispute – what form this takes is at the discretion of the employer. Where these channels fail, we would expect either the employee or employer or both, to contact JCP who will mediate where possible in a further attempt to resolve the dispute so the employee can remain in employment.

Q/ Can FJF employees transfer to another FJF employment opportunity and if this is possible, is there any way of temporarily suspending them for the programme while the transfer takes place?

A/ You should work on the basis that transfers are by exception and will not generally happen. All FJF jobs must be suitable for the customer group and bidders have certified in their bid that all their jobs meet that requirement, so we would not expect transfers because a job is unsuitable, unless, for example, this was identified in the very early stages of the job, were this to happen you would be expected to notify Jobcentre Plus.

Any transfer would need to happen immediately and the person would need to be employed under the FJF minimum criteria in the meantime - FJF employees will no longer be on benefits and so will be relying on their FJF wages, we cannot expect them to re-claim benefits and await another opportunity. Once someone has started and then leaves an FJF job, they are ineligible for FJF jobs if they return to benefits.

Claims, Assurance & MI returns

Q/ My bid includes expenditure on support after the first six months - how should I account for this?

A/ At the end of the ‘Grant Award Period’ or the ‘Payment Period’, as defined in the definition of terms in Annex A of the grant letter, Organisations/LABs are required to provide a final ‘Statement of Grant Usage’ return, this will account for all FJF eligible expenditure. Where you plan to extend FJF funds over a period longer than 6-months (for example because the job is extending beyond six months, or you will be providing “follow through” support), you will need to submit quarterly ‘Statement of Grant Usage’ forms until the FJF funds are exhausted.

Q/ What information should we record/ collect in support of the Statement of Grant Usage and/ or audit requirements?

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A/ The SoGU is intended to account for how your funding was actually spent, and in particular that it was all spent on eligible expenditure and any surplus identified and either reinvested or returned. The sorts of information you should collect should include information relating to individuals' employment (timesheets, wages, staffing rolls etc); to partner provision; and to management and support overheads.

Q/ If a project draws down the £6,500 and the Quarterly Statement of Grant Usage can only prove 6,400 has been spent on supporting an individual, be it through wages, training, staff supervision, will you claw back the balance of £100?

A/ We would usually expect to recover any surplus, as we are granting you the money for a specific purpose defined in legislation and would expect to recover funding not spent on that purpose.

Q/ Clause 58 (g) in the grant letter states that 'unspent monies' may be recovered if an employee leaves early. Would a support and mentoring scheme delivered through a third party be deemed as 'spent monies' if paid monthly on receipt of invoices?

A/ Provided that the support and mentoring for FJF employees was specified in your bid, is paid for in arrears and the cost is calculated based on the number of young people being supported, i.e. you're paying on actuals, then that is eligible expenditure and should be accounted for as such and declared on the Quarterly Statement of Grant Usage form. You should ensure you have a clear audit trail linking expenditure on support and mentoring to the individual FJF employees. In that case, there will be no claw-back of funding spent on the support and monitoring service.

Claw-back would apply where, for example, you took on an FJF employee and paid for 26-weeks' support and mentoring for that individual in advance, if they then left after 13-weeks we could seek to claw-back the 13-weeks' funding paid for mentoring and support which was not delivered.

Q/ Does the section 151 officer need to sign every return - can it be a nominated deputy?

A/ For local authority returns we require the section 151 officer (or Council's Chief Financial Officer in Scotland) to sign off the reports, this is a key aspect of the regime put in place to provide the Department's with assurance that FJF spend is in accordance with the terms and conditions of the grant letter, including the bid document. The signature of a nominated deputy is acceptable provided that they have the proper delegated authority.

Q/ Para 23 states data has to be collected not just for the starts but for any and every person referred by Jobcentre Plus – what does this mean?

A/ We require information on referrals for the evaluation, you just need to let JCP know if you do not employ a person who has been referred to an FJF job including the reasons why.

Audit

Q/ There is a section at Annex D clause 6 which refers to 'Fees'. This suggests that LAs will have to pay for Accountant fees; can Local Authorities use internal accountants to avoid this fee?

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A/ The audit via special report by an independent accountant does not apply to local authorities. LAs must ensure that returns are certified by the section 151 officer (the Council's Chief Financial Officer in Scotland), in addition, we may require the Audit Commission (Audit Scotland, Wales Audit Office) to undertake an audit of LA delivery, as per clause 46 of the Grant Letter).

Data Security

Q/ What PGP encryption software is required?

A/ A basic PGP software package which is compatible with version 9.6. **Local Authorities can use 'Government Connect'.**

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

A/ 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>

Marketing and using logos

Q/ Is there a specific logo that we are required to use when promoting FJF?

A/ Guidance on marketing material including what it needs to cover and how it should be cleared is contained in the Employer Guidance on the FJF website. The logo which should be used is the 'footprints' one that has been associated with the activity around the economic downturn.

Q/ As we are now producing the documents to manage the programme we will need logos to acknowledge DWP/JCP support where can these be obtained?

A/ Our comms people are working on this and we will get logos and guidance for their use out to bidders as soon as we can.

Award Extensions

Q/ The grant letter states that a future extension is based on performance but also states subject to money being available; can you please clarify this point?

A/ It is unlikely that the fund or the number of eligible YPs will have exhausted by March 2010. Provided that the performance of the org/LAB matches the bid/profile, then the performance review in 'early' 2010 should be in a position to recommend an extension to the award period (via a new grant letter). Unfortunately, we cannot provide a firmer commitment than that at this stage.

Supplementary bids

Q/ Does an organisation which has already had a successful bid and wishes to bid again when the award expires have to submit a full bid or is there some sort of supplementary bid process they could use?

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A/ In the short term, a new full bid would be required. However we would hope that by Christmas we will also have in place a streamlined process for extending bids that have been successful and where the extension is to create more jobs that are in line with the jobs previously agreed.

CRB checks

Q/ Can the charges for Criminal Records Bureau (CRB) searches be waived for FJF sponsored jobs and what is the current cost of CRB Disclosures?

The costs of CRB checks cannot be waived or reduced for Future Jobs Fund jobs. If the jobs that you are creating are likely to require a CRB check then this should be factored into your costings.

Current cost of the CRB disclosures are £26 for a Standard and £36 for an Enhanced check.

Q/ When is an Enhanced disclosure required and when is a Standard disclosure needed?

A full list of posts eligible for CRB checks is at the link below - codes 1-10 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/>

Q/ How long do CRB checks take and what should I do if this is causing delays to recruiting staff?

Enhanced Disclosures take around four weeks to process while Standard Disclosures take about two weeks.

Enhanced Disclosures require applications to be checked by police forces (and sometimes more than one force) and this means that there can be some variation in processing times. In some cases the process may take longer than four weeks.

The most effective and important way to minimise the risk of processing taking longer than four weeks is to ensure that you know what information is needed on application forms and that you ensure that these are filled out correctly. Most delays are caused because of errors in the application.

If there is a delay beyond your control however, then you should consider whether you can have processes in place to allow people to work supervised pending their CRB result. Doing this is largely at the discretion of the employer, although it can vary depending on the sector (for example, a satisfactory CRB must be completed before an individual is allowed to work in a school).

You should also consider setting out in the job specifications whether a job requires a CRB check and at what level the check would be required (Standard or Enhanced).

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Q/ Do FJF employees need to be screened under the Independent Safeguarding Authority vetting and barring scheme?

The Independent Safeguarding Authority (Vetting and Barring Scheme) will commence October 2009 and be phased in up to 2015 please see link for more details
<http://www.crb.gov.uk/faqs/isa.aspx>

From October 2009, Enhanced searches will also be needed for “Regulated Activity of a specified nature.” (See list with the link above)

From the end of July 2010, the existing CRB forms cannot be used and must be replaced by a new form for Standard searches. A combined ISA registration and Enhanced CRB application form will come into being at the same time.

From November 2010, for those groups where Enhanced checks are required including the Regulated Activities, it will become compulsory for all new entrants and job movers to be registered with the ISA before they start their job.

The new searches will cost £64 each, but once registered, the registration is fully portable.

Q/ Are ‘Criminal Records Bureau (CRB) checks’ applicable in Scotland and Wales?

The Criminal Records Bureau provides the disclosure service in England and Wales. In Scotland this service is provided by Disclosure Scotland.