

## REPORT

To: <b>ECONOMIC DEVELOPMENT COMMITTEE</b>		Subject:  <b>NORTH LANARKSHIRE COUNCIL LIFTOFF AND EMPLOYMENT ENHANCEMENT SMALL GRANTS FUNDS 1996-97</b>
From: <b>DIRECTOR OF PLANNING &amp; DEVELOPMENT</b>		
Date: 15 April 1996	Ref: JT/BM.REP.021	

**INTRODUCTION**

Monklands District Council operated the Liftoff Fund from 1990-1995 and the Employment Enhancement Fund from 1991-1995. This report seeks to advise the Committee of the nature and impact of the Liftoff and Employment Enhancement Funds and recommend that the Committees approve the operational guidelines of the Funds within a North Lanarkshire basis.

**The Liftoff and The Employment Enhancement Grant Funds**

Both Funds were established in order to provide unemployed persons with access to financial assistance, in the form of grant aid, in order that they could undertake employment related training where such training was otherwise inaccessible or unavailable.

The Funds differ only in that the Employment Services contribute to the programme but have a requirement that eligible applicants be unemployed over six months, in contrast to the three month requirement of the Liftoff Fund. To accommodate this difference the programme established a separate Fund which while operationally similar to the Liftoff Fund was named Employment Enhancement to make clear the distinction in the eligibility criteria. The Funds offer grant assistance up to a maximum of £500 (+VAT), paid directly to the training provider.

**Uptake of the Liftoff and Employment Enhancement Funds**

<i>year</i>	<i>Liftoff</i>	<i>Employment Enhancement</i>	<i>No's found work</i>
1990-91	151(max. grant £250)	N/A	unknown
1991-92	38	58	unknown
1992-93	34	22	19 %
1993-94	50	19	64%
1994-95	34	20	61%
1995-96	29	21	pending

**Operational Procedures**

.In order to apply to either Fund applicants require to be unemployed, with confirmation obtained from the Unemployment Benefit Office, three months in the case of the Liftoff Fund or six months for the Employment Enhancement Fund.

.Applicants should have either relevant previous training/work experience in relation to the type of training sought and/or be able to supply written confirmation of employment opportunity(s)

.Applicants are interviewed by staff from the Economic Development Unit by which means an application can be submitted to either Fund. See Appendix 1

From the submission of a completed application to the date by which a decision on an award is taken by the Senior Business Adviser is set at a maximum of three weeks. Written notification of the outcome of an application being communicated forthwith, subject to confirmation of unemployment status in the case of applicants where an award has been made. Training where applicable, being subject to availability, arranged for the earliest date available and acceptable to all parties.

.Distribution of available funds is done on a basis that is a reflection of job market conditions and of previous grant recipients employment monitoring, currently being

HGV & Warehouse Forklift training	- 20%
PSV & Offshore Survival training	- 30%
Other forms of training	- 50%

### **Budget Allocations and Targets**

The committee have considered and agreed a report dated 8 January 1996 entitled 'Business Development Support and Budgets' which outlined a range of programmes, including the Liftoff and Employment Enhancement Funds which will be provided by North Lanarkshire Council.

The revised budget of £15200 for the liftoff / Employment Enhancement Grant Funds would provide for a minimum of 30 Grants. This budget being used to seek/secure a funding contribution to the programme from the Employment Services of a level unknown at this stage delivered through the Employment Enhancement Fund. A contribution is being sought from the European Social Fund (ESF) for delivery through the Liftoff criteria providing for ten Heavy Plant trainee's. This is based on an application by Monklands District Council for delivery by North Lanarkshire Council submitted to the Strathclyde European Partnership being approved.

### **Recommendations**

It is recommended that the Committee:

- (i) approve gross expenditure of £15200 on the Liftoff and Employment Enhancement Grant Funds
- (ii) approve the proposed operational arrangements detailed in the report
- (iii) approve discussions with the Employment Services to secure funding for the Employment Enhancement Funds and on the operational procedures for the Fund.
- (iv) note that progress reports will be presented to committee on a quarterly basis



G. Smith  
Head of Economic Development and Property  
April 1996

**LIFT OFF / EMPLOYMENT ENHANCEMENT  
SMALL GRANT FUNDS  
APPLICATION FORM**

**1996**

**NORTH LANARKSHIRE COUNCIL**  
ECONOMIC DEVELOPMENT UNIT  
PLANNING & DEVELOPMENT DEPARTMENT  
FLEMING HOUSE  
2 TRYST ROAD  
CUMBERNAULD  
G67 1JW

**Liftoff/Employment Enhancement**  
**Small Grant Funds**

**APPLICATION FORM**

Type of training needed? \_\_\_\_\_

Applicants details

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Post Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
National Ins No. \_\_\_\_\_

How long have you been unemployed? Please tick below.

less than 3 months \_\_\_      Between 3-6 months \_\_\_      Over 6 months \_\_\_

Why do you feel that this type of Training shall find you employment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Experience  
Company

Position

From - To

Company	Position	From - To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualifications or Training details

_____	_____
_____	_____
_____	_____

Do you have a job to enter once you have completed the Training ? Please tick below.

Yes \_\_\_ No \_\_\_

If you do, please provide details of the company's name etc

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you seeking letter(s) from potential employers to submit with your application.

Yes \_\_\_ No \_\_\_

If Yes, by when \_\_\_\_\_

Any other factors you wish to mention.....

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
.....

Official use only

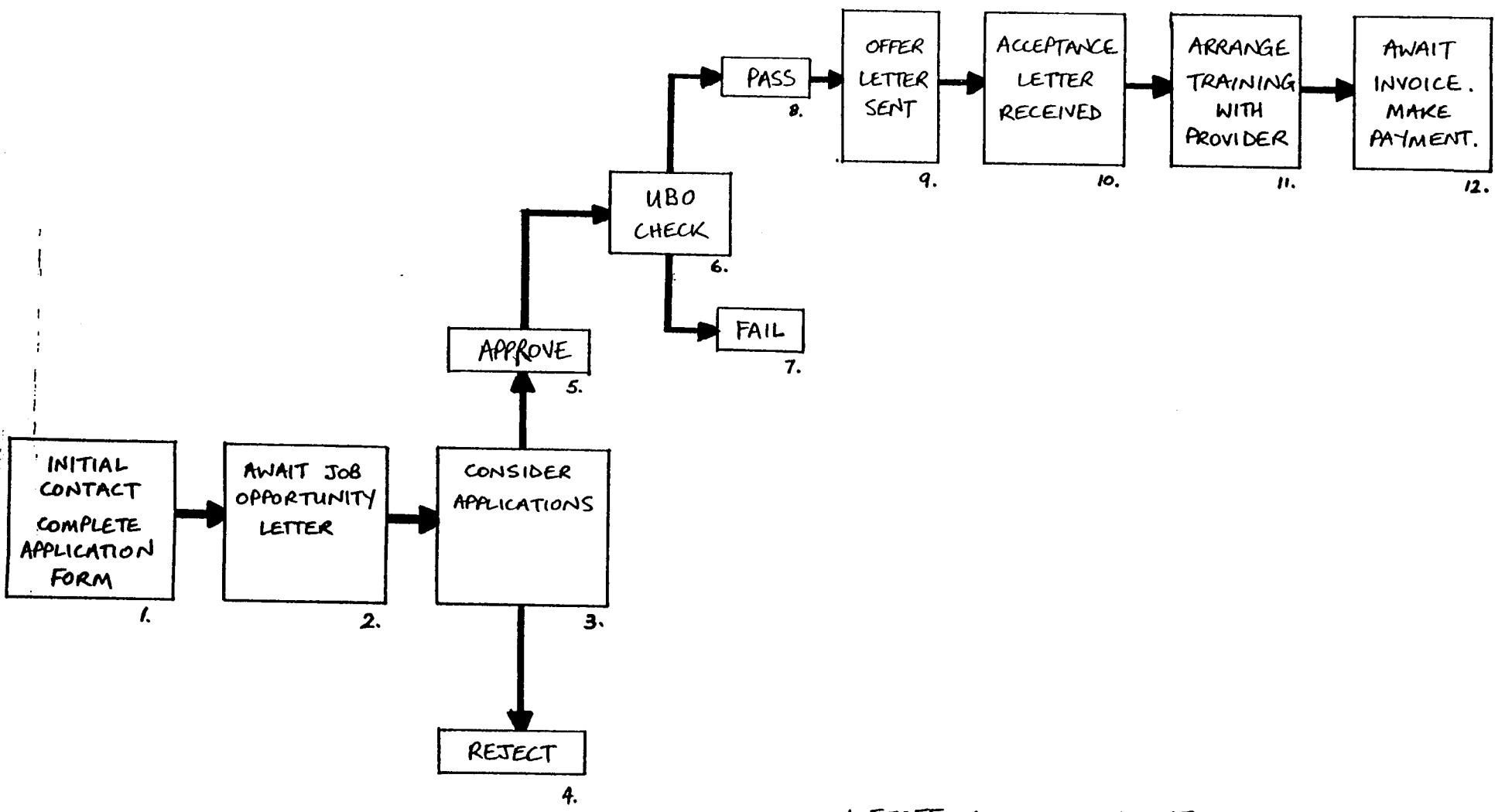
Decision \_\_\_\_\_ Award £ \_\_\_\_\_

Recommended by \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_



LIFTOFF AND EMPLOYMENT ENHANCEMENT SCHEMES  
OPERATIONAL DIAGRAM

## LIFTOFF AND EMPLOYMENT ENHANCEMENT SCHEMES

### KEY TO OPERATIONAL DIAGRAM

#### Box 1

Initial contact made by individual and appointment made for interview. Interviews held on council premises. At interview the entire operational process of the grant is explained.

Individuals tend to be referred to the schemes by Job Centre staff, Job Club leaders and training/advice staff at, for instance; LEAP, LAGTA, Summerlee and Petersburn Drop-in. Many are also referred by friends or relatives who have previously completed training with assistance from these schemes.

#### Box 2

Once applications are taken from individuals they sit in file in date order. Applications are treated on a first come first served basis. At the interview the need to provide a job opportunity letter from a relevant employer would have been explained to the applicant. Such a letter should state that a possibility of a job would exist if the person were to obtain the training in question.

If an applicant has prior relevant experience the need for a job opportunity letter may be waived.

#### Box 3

Applications are considered by the Economic Development Officer and the Development Officer who operates the schemes. The funding is split into categories. Applications therefore need to be considered in light of available funding. The maximum grant awardable is £500.

#### Box 4

If an application is rejected, a rejection letter should be sent out to the applicant as soon as possible. This letter should state the reason for rejection and give the applicant the option to rectify the situation; i.e. provide a job opportunity letter if one was not produced initially.

#### Box 5

If the application is approved then a personal file needs to be made up for the applicant.

Box 6

For applications that are approved the next step is to contact the relevant Unemployment Benefit Office (UBO) in order to confirm address and length of unemployment.

Box 7

If an applicant fails the UBO check they should be sent a letter informing them of this and giving them the opportunity to explain the situation. It may be simply that they have not been unemployed long enough. In some cases, however, it may be because they are not registered at the UBO but with the DSS. Enquiries for information from the DSS need to be made by the applicant not by us.

Box 8

If the UBO check confirms the applicants unemployed status then the application can progress.

Box 9

A formal offer letter needs to be sent to the applicant. This will inform them how much they have been awarded and the type of training for which the award has been made. The letter will also outline the conditions under which the grant is awarded. These conditions are meant to cover the council in the event that the individual does not turn up for training which the council have arranged. If the council were liable for these costs they would have recourse to the individual for retrieving them.

Box 10

In response to the offer letter a letter accepting the grant needs to be received from the applicant before progress can be made.

Box 11

Once the acceptance letter is received then training arrangements can be made. When dates and times have been confirmed with the training provider the applicant must sign a Training Arrangements sheet to accept these dates.

Whilst training is underway contact training provider to ensure that the individual is attending as agreed and making acceptable progress.



### Box 12

Once training has been completed await invoice. When invoice arrives request cheque from Finance Dept. Request form needs to be authorised by Economic Development Officer and Director of Planning and Development.

Send cheque and copy of invoice to training provider.  
Close file.

### General

Throughout the process it is important to keep copies of all documentation in the applicants personal file. File notes of meetings or discussion should also be made.

The cover sheet to the personal file has a set of checklist boxes which relate to the overall operation. This should be kept up to date for quick reference.

opdiag.doc  
sc  
22/2/96