

To: ECONOMIC DEVELOPMENT COMMITTEE		Subject: BOOST FOR BUSINESS START-UP REVISED OPERATIONAL PROCEDURES
From: DIRECTOR OF PLANNING & DEVELOPMENT		
Date: 1 August 1997	Ref: EB/CD/REP.267	

1.0 Purpose

To seek Committee approval for the revised operational procedures for the Boost for Business Start Up programme.

2.0 Background

2.1 Boost for Business Start Up is a grant paid to unemployed persons who are becoming self-employed. A desire to streamline the administration of the award prompted a review of the operational procedures of the scheme.

2.2 Current Procedures:

- Applications are sent directly to the local Enterprise Trust who provide counselling and, where appropriate, training.
- Meetings are arranged on a 4 weekly cycle, the panel consisting of representatives from the local Enterprise Trust, the Council, British Steel and an administrative officer from the Council who takes the minute of the meeting.
- Applications are considered and a decision to approve or reject is reached.
- Letters confirming the decision of the panel are prepared and sent by the Council administration officer.
- Compliance with conditions from applicants received via the Enterprise Trust or directly from the applicant.
- Council administrative officer orders cheques to be sent when Certificate of Unemployment and other compliances received.

2.3 The above process has worked well but has tied up a disproportionate amount of administrative time.

2.4 The Enterprise Trusts receive a 10% management fee for each application approved and paid out.

3.0 Proposal

3.1 Having considered a range of options to ensure a more effective method of delivery of this programme, it is proposed that the following operational procedures will be adopted:

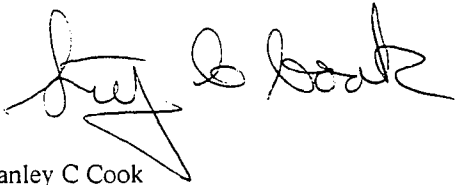
- The application procedure will remain as currently carried out. Monthly meeting with Enterprise Trust Officer, Council Officer and British Steel Officer.
- Administrative support will be provided by the Enterprise Trust in future.
- Thereafter the enterprise would inform applicant of outcome, check compliances and inform Council to enable the cheque to be issued.
- Following the issue of the cheque the Enterprise Trust would invoice the Council for their 10% administration fee which would be issued on a quarterly basis

3.2 By adopting this new procedure the Council maintains presence at the appraisal stage ensuring compliance with conditions and providing the opportunity to network at EDO level, which is a useful forum for discussing any local issues.

3.3 The Enterprise Trust will carry out the administrative procedures for which they receive a 10% management fee. This will ease the workload of administrative staff within the Economic Development Unit.

4.0 Recommendation

That the Committee approve the revised operational procedures as outlined for the Boost for Business Start Up Programme.

A handwritten signature in black ink, appearing to read 'Stanley C Cook'. The signature is written in a cursive, somewhat stylized font.

Stanley C Cook

Director of Planning and Development

For further information contact Ellen Byers, Senior Economic Development Officer, Tel: 01236 616275.