

ESF Employment Hub

Enrolment & Employment Skills Action Plan

Part One – Company Data

Company details	
Company Name	
Contact	
Position	
Registered address	
Town/City	
Postcode	
Telephone	
E-mail	
Number of employees	
Annual turnover €	
Do you have a Gender Equality and Equal Opportunities Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a Sustainable Development Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Working in partnership with

The following questions relate to Business Ownership:

Eligibility	
In order to receive support from the European Union you must meet certain criteria, however you would still be eligible for other support.	
Has fewer than 250 employees	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not more than 25% of your organisation is owned by an enterprise that in itself is not an SME	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual turnover does not exceed €50 million	Yes <input type="checkbox"/> No <input type="checkbox"/>
or Annual balance sheet does not exceed €43 million	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is the legal status of your business? (drop down box)	
Third Sector / Voluntary Organisation	Local Authority
Cooperative / Social Enterprise Company	Other Public Sector
Registered Charity	Community Interest Company
Sole Trader	Limited Liability Company
Partnership	Limited Liability Partnership
Franchise	Other
What is the nature of your business / industry sector? (drop down box)	
Sports & Physical Activity <input type="checkbox"/>	Food & Drink Manufacturing <input type="checkbox"/>
Textiles Manufacturing <input type="checkbox"/>	Logistics & Distribution <input type="checkbox"/>
Tourism & Hospitality <input type="checkbox"/>	Creative Industries <input type="checkbox"/>
Low Carbon <input type="checkbox"/>	Professional & Financial Services <input type="checkbox"/>
Engineering & Advanced Manufacturing <input type="checkbox"/>	Retail <input type="checkbox"/>
Construction <input type="checkbox"/>	Health & Social Care <input type="checkbox"/>
Other (please specify) <input type="checkbox"/>	

Equal Opportunities / Ethnicity (drop down box)

How would you describe your cultural or ethnic origin? NB: Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth (please tick one box only)

White

- a. British b. Irish c. European
d. Any other white background (please specify): _____

Mixed

- a. White and Black Caribbean b. White and Black African c. White and Asian
d. Any other mixed background (please specify): _____

Asian or Asian British

- a. Indian b. Pakistani c. Bangladeshi
d. Any other Asian or Asian British background (please specify): _____

Black or Black British

- a. Carribean b. Somali b. Other African
b. Any other Black or Black British background (please specify): _____

Chinese

- a. Chinese

Roma

- a. Roma

Other

- a. Any other Ethnic group (please specify): _____
b. Prefer not to say

Gender

Please state your gender:

- Male Female Transgender

Disability

Do you consider yourself to be a person with a disability as described by the Equality Act 2010?

Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long-term negative effect on your ability to do normal daily activities?

- Yes No Prefer not to say

Religion (drop down box)

Please state which of the following Religions you belong to:

- Baha'i Buddhist Christian Hindu Muslim Jain
Jewish Sikh No religion Other, please specify Prefer not to say

Data Protection

Data Protection Act (1998) & the General Data Protection Regulation (2018)

In order for us to help you with your enquiry we will need to record personal and sensitive data.

To comply with the Data Protection Act (1998) and the General Data Protection Regulation (2018), we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your data for the purposes below.

Permission to store your data

We are required by law to ask for your permission to record your personal and sensitive data. Your data will be collected by LCC as part of the Employment Hub initiative and stored in an electronic management system / local database accessed by LCC.

Supplying contact details and data for the purposes of long-term monitoring and evaluation will be essential in order to provide the longer term result indicators, as required under the ESF Regulations.

Paper copies of your data may also be stored securely by LCC.

For quality management purposes, these files may be accessed by an external agency for audit.

Yes - I give my consent to LCC to record sensitive personal information about me and for these records to be audited by an external agency for quality management purposes.

No - I do not give my consent to LCC recording sensitive personal information about me.

Permission to share your data with other Employment Hub partners

Everything you tell us will be treated confidentially, however we may suggest we refer you to another organisation who are able to provide a relevant service to you. We are able to refer you to them and help get you an appointment where appropriate. Ideally we would also give them the information you have given us. If you give consent below, you are agreeing that LCC may:

- refer you to other Employment Hub partners;
- make appointments with other Employment Hub partners;
- share your personal information with other Employment Hub partners so that they have initial information about you and your enquiry.

Yes - I give my consent to LCC sharing my personal information with other Employment Hub partners for the purposes of efficient appointments and referrals to help me.

No - I do not give my consent to LCC sharing my personal information with other Employment Hub partners for the purposes of efficient appointments and referrals to help me.

Part Two – Employment Skills Plan

Section 1 – AMBITION & GROWTH	
What are your growth plans for the next 12 months?	
What challenges are you anticipating e.g. Apprenticeship Levy?	
Section 2 – RECRUITMENT NEEDS	
What support are you looking for?	
Would you consider recruiting individuals from disadvantaged groups or areas?	
How will this help your business grow?	

Section 3 – WHAT THE EMPLOYMENT HUB WILL HELP TO ACHIEVE

1.0 Work experience placements

Definition: Work experience placements must be for a minimum of 5 working days

1 placement = 1 outcome

Target / Aim	Actual No.		
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

2.0 New apprenticeships supported

Definition: This target describes recruitment of new apprentices incorporating either NVQ level 1, 2, 3 or above

1 new apprentice = 1 outcome

Target / Aim	Actual No.		
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

3.0 Supported Work Placements

Definition: Supported Work placements must be for a minimum of 3 months

1 supported work placement = 1 outcome

Target / Aim	Actual No.		
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

4.0 Internships

Definition: Internships must be for a minimum of 3 months

1 internship = 1 outcome

Target / Aim	Actual No.		
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

5.0 Traineeships

Definition: Traineeships must be for a minimum 2 weeks

1 traineeship = 1 outcome

Target / Aim	Actual No.		
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

6.0 Pre-apprenticeships

Definition: Pre-apprenticeships must be for a minimum 2 weeks

1 pre-apprenticeship = 1 outcome

Target / Aim	Actual No.		
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

7.0 Volunteering

Definition: 4-8 week placements ranging between 1-5 days a week

1 volunteering placement = 1 outcome

Target / Aim	Actual No.		
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

8.0 Local Jobs

Definition: A measure of new locally employed individuals

1 new job = 1 outcome

Target / Aim	Actual No.		
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>
	Job title	Postcode	Disadvantaged <input type="checkbox"/>
			Looked after Children <input type="checkbox"/>
			Disabled <input type="checkbox"/>

Description of activities e.g. Recruitment days; Social media

Section 4 - ANY OTHER ACTIONS

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Section 5 - EMPLOYMENT SKILLS PLAN SIGN OFF

I certify that the information contained in this form is correct to the best of my knowledge

Employment Hub Advisor (name in full)	
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Signature	
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Date	
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Business representative (name in full)	
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Signature	
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Date	
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OFFICE USE ONLY**Project Sponsors Declaration**

I certify that the above organisation is eligible for ESF support.

This organisation has received days of support

The estimated value of this support is £

Signed:

Name in capitals:

Date:

Section 6 - ESP COMPLETION *(E-mailable format)**Important Note:*

Projects must have demonstrated that:

- (i) more employers became engaged in skills provision as a result of the ESF-funded activity and /or*
- (ii) the project resulted in an increase in the number of people progressing into or within skills provision as a result of the ESF-funded activity*

Completion Date	
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Employment Hub representative (name in full)	
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Signature	
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Business representative (name in full)	
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Signature	
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Summary Comments

De Minimis Declaration: **You must read the regulation rules below before completing this section**

Any European Social Fund (ESF) provision that provides training or support to employers or their employees that is not freely available to all (i.e. eligibility rules apply) must be declared as a State Aid under De Minimis rules

DE MINIMIS AID REGULATION

In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given without its prior approval to organisations operating in a competitive market. This statement sets out what is needed to ensure compliance with those limits. You should note carefully the requirements and the obligations. If you have any queries please discuss them with your training provider.

Under EC Regulation 1407/2013 (De Minimis Aid Regulation) as published in the Official Journal of the European Union 24 December 2013 ^(See Note), the support provided by the Skills Support for the Workforce / Employees Support in Skills programmes may be classed as De Minimis aid. There is a ceiling of €200,000 [€100,000 for undertakings in the road freight transport sector, €15,000 for undertakings in the primary production of agricultural products] for all De Minimis aid provided to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years). De Minimis aid includes not only grant but also assistance such as free or subsidised consultancy services, marketing advice etc.

In order to apply for funding from the European Social Fund, you must declare any other De Minimis aid which your enterprise and any enterprises linked to it have received during your current and previous two fiscal years, as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 [€100,000 for undertakings in the road freight transport sector, €15,000 for undertakings in the primary production of agricultural products] over the last 3 fiscal years.

If you are in any doubt about whether previous assistance received classes as De Minimis assistance please include it.

Note: Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to De minimis aid, OJ L 352 24.12.13, p1.

I declare that the financial amount of De Minimis aid received by the company over the last three years is:

2014 / 2015	2015 / 2016	2016 / 2017	2017 / 2018	TOTAL
£	£	£	£	£

You must enter a figure in every box, even if zero

11 EMPLOYER DECLARATION: In signing this declaration, I confirm that:

- to the best of my knowledge, the information provided in this document is correct and given in good faith
- I understand that failure to meet the eligibility requirements would result in this company being ineligible to receive ESF funds
- I agree that in addition to the Council's returns to the Department of Work and Pensions (DWP) and the Local Enterprise Partnership (LEP), the Council may share information provided on this document with other statutory bodies including, but not limited to District Councils, Combined Local Authorities, Job Centre Plus and regional Growth Hubs for the purposes of research and evaluation.
- I may be approached by the Council or one of its Associates to seek my views on a particular issue relating to research being undertaken with respect to the sector my business operates in
- I may be invited to participate in a workshop and understand that participation in such a workshop is entirely voluntary
- the Council or it's Associates may quote me or refer to my company in publications but only with my express permission.

Signature

	Date	/ /
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Name

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Position within Company

(Must be at Senior Manager level)

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Annex A - Additional fields for Construction companies only

Site	
Developer	
Project description: - What is the location - What is being constructed - What will be the end use once completed Main Contractor	
Estimated Build Value	
Planned Start date	
Planned Completion date	

9.0 Local Jobs Definition: A measure of new locally employed individuals 1 new job = 1 outcome	
	Actual No.
25% with LE postcode	No
10.0 Supply Chain Spend Definition: A measure of the local spend on a project	
	Actual £
25% with LE postcode	£