



Dumfries & Galloway Employer Recruitment Incentive (DGERI)

A scheme to support employers to develop their
Fair Work practice and enhance recruitment processes



EMPLOYER INFORMATION & GUIDANCE 2023 - 24

**FAIR
WORK**





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SECTION 1

Fair Work – supporting recruitment and retention

What is Fair Work?

The Scottish Government Vision for Fair Work in Scotland

By 2025, people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and for society.

The Fair Work Dimensions

Fair work is work that offers all individuals an effective voice, opportunity, security, fulfilment and respect.

- It balances the rights and responsibilities of employers and workers.
- It generates benefits for individuals, organisations and society.



has produced a [Brief Fair Work Video](#)

Fair Work Benefits for Employers

Fair Work practices lead to:

- increased commitment & loyalty (resulting in better staff retention)
- reduced absenteeism
- higher productivity
- enhanced reputation (making it easier to recruit)

Fair Work in Dumfries & Galloway

The Employer Recruitment Incentive (ERI) is a wage incentive scheme that is used across many local authority areas in Scotland. In Dumfries and Galloway, it is referred to as DGERI. Each area has its own focus and set of circumstances and in Dumfries and Galloway, we are putting the principles and practices of Fair Work at the heart of our programme. DGERI is funded through the Local Employability and Skills Partnership (or DGLEP, further details in this guide) and strives to support individuals who face the most disadvantage moving into a job role. The scheme also offers employers the opportunity to develop their Fair Work and recruitment practice, by engaging with the Employability & Skills Service to understand the support needs of recruits, and how Fair Work practices may begin to combat skills and labour shortages in our region.



About DGERI

The Dumfries and Galloway Employer Recruitment Incentive (DGERI) encourages employers to recruit people, aged 16-67, who experience challenges accessing employment opportunities. It helps individuals find work and stay in work. It is funded by the Scottish Government using No One Left Behind funds and is administered by the local authority on behalf of the Local Employability & Skills Partnership (DGLEP).

Employers can apply to the scheme for funding to help with the costs of recruiting and employing someone who fits the relevant eligibility criteria. It can provide **up to £6000** for **newly created job vacancies**. Employers who are successful in applying to the scheme will receive the money directly.

The DGERI plays an important role in supporting those with the greatest challenges getting into and sustaining employment, enabling them to be matched with a supportive employer. The DGERI has been developed to integrate and link fully with existing employability and skills programmes.

The DGERI funding can be utilised in several ways, such as for additional supervisory costs, training, initial travel to work costs, specialist in-work support, or wages. No single use is prescribed.

This employer guide summarises the key points of the scheme and includes information on the terms and eligibility conditions, along with help to complete your scheme application form. The objectives of the DGERI are to positively contribute to a fairer more inclusive economy

and to help address many of the deep-seated challenges of inequality and disadvantage within the Scottish labour market. The specific objectives are to:

- Reduce the number of people unemployed.
- Create a person centred, more joined up, flexible and responsive form of support.
- Support more people into sustainable, greener, and fairer employment, and have due regard to tackling inequality in all its forms.
- Increase the number of people in employment who are engaged in learning and skills development.
- Increase the number of people achieving qualifications and to support career progression.
- Reduce levels of in-work poverty by providing security of pay and contract.





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FAIR WORK AIMS TO BALANCE THE RIGHTS AND RESPONSIBILITIES OF EMPLOYERS AND WORKERS AND GENERATES MUTUAL BENEFITS FOR INDIVIDUALS, ORGANISATIONS AND SOCIETY, SUCH AS INCREASED PARTICIPATION IN WORK; IMPROVED PRODUCTIVITY IN THE WORKPLACE; WIDER DISTRIBUTION OF WEALTH WITHIN LOCAL COMMUNITIES.

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SECTION 2

The practicalities of becoming a DGERI employer

Meeting the Real Living Wage Rate

You must pay at least the Real Living Wage rate to new starts to be eligible for the DGERI funding. The current rate as of October 2022 is £10.90 per hour.

DGERI Scheme Details

Is this scheme for me?

The first question to ask yourself is **“Am I willing and able to take on a new member of staff who may require additional support and time to integrate into the role?”**

Secondly, ask yourself **“Is our business / organisation at a stage where we are seriously considering our Fair Work practice?”**

Employers from all sectors are eligible for DGERI and there is no restriction on the size of employer, but **priority will be given to private SMEs and third sector organisations** (including social enterprises). You should use DGERI to fill vacancies and create new / additional jobs.

The number of individuals you can recruit and appropriately support using DGERI is usually two, however any additional applications will be determined on a case-by-case basis. All employers in receipt of DGERI should promote and embed Fair Work practices in line with the Fair Work First Guidance, [available here](#). DGERI is a beneficiary employment support measure and relates to the employee’s post code but you, as the employer, can be located throughout Scotland. This means that you should apply for funding via the local authority in which your

potential new employee lives. The DGERI can only offer funding for employees with home postcodes DG1 to DG16 (the employer’s postcode does not need to be within Dumfries and Galloway).

What can I use the funding for?

You can use the funding to help with the costs of recruiting and keeping a person in employment, including an apprenticeship, for a minimum of 52 weeks. Costs may include:

- wages
- additional supervisory costs
- initial travel to work costs
- training
- specialist support designed to help a person sustain a post past 52 weeks
- other job-related costs.

How does the funding work?

The scheme offers an employer a tiered amount of funding, up to £6,000 over a period of 52 weeks. The amount you receive is based on the contracted hours for each employee as shown in the table below:

A part-time job (16-24 contracted hours per week), paid at Real Living Wage rate or higher	£4,000
A full-time job (25 or more contracted hours per week), paid at Real Living Wage rate or higher	£6,000



- We pay the funding directly to employers.
- It applies to new job starts up to 31st March 2024.
- New employees should **not** start the post until funding is agreed.

For a job to be eligible for funding, employers **must**:

- Offer a **minimum** of 52 weeks employment.
- Guarantee a minimum of 16 hours employment each week.
- Pay the **real living wage** rate or higher.
- Have a contract of employment, i.e. a permanent contract or a fixed term contract for 52 weeks or more. **(Companies employing a person on zero-hour contracts will not be eligible.)**
- Provide a written contract of employment **before** the first scheme payment is made (which is due after 4 weeks of employment).
- Be willing to complete a Fair Work Employer Support Tool assessment using this [Employer Support Tool](#) and provide a copy of the report that the tool generates.

DGERI funding should **not**:

- Be used to create a job to cover a period of existing staff sickness or maternity leave.
- Be used to replace a post from which someone was made redundant.
- Duplicate costs paid for by other programmes, e.g. CJS, Job Start Payment or Access to Work.

PLEASE NOTE: DGERI funding **can** be used as a progression from one of these programmes into paid employment, but the conditions of the DGERI funding must be met.

AND: The funding **can** be used to pay for support for a period prior to Access to Work funding being established, to ensure the job is retained, but it does not replace your duty under the Equality Act to make reasonable adjustments.

How do we pay the scheme funding?

- We will pay you directly providing:
- you send us an invoice with pay slips and bank statements (to show the wage has been paid)
- a completed action plan review is submitted to show client progress in the workplace.
- We will pay you following the payment schedule below. This schedule starts from your employee's first day of employment. We will only make a payment if the employee completes each stage.
- If your employee leaves your employment before the end of the 52-week period, monies already paid to you are not required to be returned to us.



	Award Amount	Award Amount
Payment Due Date	£4,000.00	£6,000.00
4 weeks after employment start date - No payment for less than 4 weeks	£600.00	£1,000.00
13 weeks after employment start date - No pro-rata payment between 4 - 13 weeks	£800.00	£1,200.00
26 weeks after employment start date - No pro-rata payment between 13 - 26 weeks	£800.00	£1,200.00
39 weeks after employment start date - No pro-rata payment between 26 - 39 weeks	£800.00	£1,200.00
52 weeks after employment start date - No pro-rata payment between 39 - 52 weeks	£1,000.00	£1,400.00

Who can I employ?

You can employ someone who meets **ALL** the following **5** criteria:

- is unemployed
- is aged between 16-67
- lives within Dumfries and Galloway Council area
- has the right to live and work in the UK
- falls within one or more of the fund's eligible groups Appendix 1

AND IS FROM ONE OF THE FOLLOWING PRIORITY GROUPS

- People with physical and mental health conditions, including disabilities and additional support needs
- Young people (16-24) not (or most at risk of not) participating in education, training, or employment especially those who have care experience
- Long term unemployed people
- Parents in families, with children, experiencing poverty
- People living in:
Lochside and Lincluden
Dumfries Central
Stranraer West
Summerville
Annan East
Upper Nithsdale

What are the timeframes for recruitment?

- All applications for jobs starting within the ERI period must be completed, approved and the individual started their employment by **31st March 2024**. There are a limited number of places.
- We aim to give you a decision on your application within 10 working days. As soon as you have our decision (including offer letter) you are free to issue a start date to your new employee.



DGERI is for all ages. However, it is not for everyone. It is for people who experience challenges getting into employment, and without additional support, might not make a successful transition into, or be able to secure, work.

The following **do not meet** the eligible criteria for the fund:

- Unpaid voluntary work.
- Registration with a recruitment agency or other third-party employment fully or part financed by additional public-sector funding. This includes Intermediate Labour Market (ILM) or European Social Funded (ESF) projects, taking part in other work that is not subject to a contract of employment or registration with an employment agency (unless employees are employed solely for the agency and no other party).
- Employment which has already started.
- Zero hours contracts.





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**FAIR WORK IS AN INVESTMENT
IN EVERYONE FOR EVERYONE.
FAIR WORK CAN IMPROVE
ORGANISATIONAL REPUTATION
AND RECRUITMENT, REDUCE
STAFF TURNOVER, AND LEAD TO
DIVERSE WORKPLACES WITH
A RICHNESS OF TALENT AND A
DIVERSITY OF IDEAS.**

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SECTION 3

Making an Application

The Application Process

You can complete the application form online [here](#)

- Funding is not guaranteed – we assess applications on a case-by-case basis. You **cannot** employ a person **before** submitting a funding application **and** getting it approved.
- You **cannot** apply for funding for someone who is already in post. It must be for a new job and the person must be out of work at the time of applying. The employee **cannot** start the post until funding is approved.
- If you don't have an employee in mind yet, you are still able to make an application. We make any offer of funding on the condition that the person you recruit meets the eligibility criteria. When you have a recruit, we will reassess your application to make sure the employee meets the eligibility criteria.
- Please make sure you answer all the questions.
- We will score your application based on the information you provide, so please ensure you give us as much detail as possible to get the best possible score. If information is missing, we will need to ask you to provide this which will delay the process for you. We aim to score your application and let you know the outcome of this within 10 working days.
- We will use your information to process your application and, if unsuccessful, we will remove it from our systems. If you would like to remain on our mailing list, please make sure you opt in on the application form.

You will need to outline the economic and employment benefits of your application. Here are some suggestions:

- **Economic Benefits** - how does your organisation / how will this job contribute to the Dumfries and Galloway and [South of Scotland](#) economy? Small businesses contribute to local economies by bringing growth and innovation to the community where the business operates. Small businesses also help stimulate economic growth by providing employment opportunities to people who may not be employable by larger corporations. How will the employee contribute to business growth? Will having an additional member of staff allow you to increase workload / output?
- **Sector potential for growth** – What is the predicted growth of the sector over the next few years? Are you expecting an increase in demand for your goods or services? Why?
- **Employability Benefits** - what training and qualifications will the employee gain? What are the employee's prospects beyond this post once they have completed 52 weeks of employment? Will skills, knowledge, qualifications and experience gained by the employee help them to find work elsewhere beyond this employment?



If your application is successful

- We will send you an email stating whether your application is successful or not. If successful, you will need to return a signed acceptance form. Once we receive this, we will send you a formal offer of the grant.
- As soon as you have returned this to us, you can issue an official start date to your employee which is suitable to you both.
- We will need to carry out reviews after 4, 13, 26, 39, and 52 weeks and will arrange a suitable time for this with you and the employee. We will also complete action plans for your employee. These are goals that your employee will work towards as part of their job.
- We will need a copy of your employee's employment contract **within four weeks of their start date**.

What happens when your application has been approved?

- We need to show how DGERI funding is allocated and spent. We will therefore need all applicants and recipients to comply with the Scottish Government and Dumfries and Galloway Council application, monitoring and finance processes.

- We are required to record information about the job and the employee on our management information system.
- To receive payment from us, we will require you to email an invoice, along with payslips and bank statements, to DGERI@dumgal.gov.uk


How do I get the funds?

- We will pay you directly providing you send us the necessary documentation. The payment schedule starts from your employee's first day of employment. We will only make a payment if the employee completes each stage.
- If your employee leaves your employment before the end of the 52-week period, monies already paid to you are not required to be returned to us.
- Your invoices must state the 'purchase order' number that we will send you.
- We cannot make a payment until after each payment period has been completed.
- We will make payments within 30 days of receiving satisfactory invoice and supporting documentation.



CONTACT US

 DGERI@dumgal.gov.uk

 01387 260035

A background image showing two industrial workers wearing yellow hard hats and safety glasses. One worker is in the foreground, slightly out of focus, wearing a blue shirt. The other worker is in the background, wearing an orange shirt. A robotic arm is visible on the left, and a large amount of bright orange sparks is being generated at the bottom center, suggesting a welding or grinding process. The overall scene is industrial and dynamic.

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**FOR WORKERS, IT BRINGS
INCREASED FINANCIAL SECURITY,
BETTER PHYSICAL HEALTH
AND GREATER PSYCHOLOGICAL
WELLBEING. FOR BUSINESS,
IT BRINGS MORE ENGAGED,
COMMITTED AND ADAPTABLE
WORKERS WHO SPOT CHALLENGES
AND OPPORTUNITIES, SOLVE
PROBLEMS, OFFER INSIGHT
AND IDEAS FOR BUSINESS
IMPROVEMENT AND CREATE
VALUE.**

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APPENDIX 1

Eligibility



Individuals, including Graduates, are eligible for ERI support if they are unemployed (or coming to the end of a paid work experience programme) and if they meet one or more of the following criteria:

Characteristics:

- Disabled person
- Person experiencing mental health issues and those who have an impairment or long-term health conditions
- Care experienced young people
- Person with a conviction (including CPO's)
- Person aged over 50 years
- People from Ethnic Minority backgrounds and racial groups
- Gypsy/travelling community
- Person requiring support with language, literacy, or numeracy, including those for whom English is an additional language
- A young person who was receiving additional support for learning in school
- Refugee or other granted leave to stay in the UK

Circumstances:

- Primary carers, with a particular focus on parents/carers from the priority family groups, specifically:
 - ◊ Lone parents
 - ◊ Parents or children with a disability
 - ◊ Parents with 3 or more children
 - ◊ Parents from a minority ethnic background
 - ◊ Parents with a child under 1 year
 - ◊ Families with a parent under 25 years
- Other low-income parents e.g. kinship carers
- Those with no or limited work experience
- Early leavers from the armed forces, veterans and ex-forces personnel
- Long term unemployed who are not on Community Work Placements
- Person who has failed their ESA Work Capability Assessment
- Low skilled
- Homeless person – including temporary or unstable accommodation
- Person affected by substance misuse
- Living in a household with children in poverty
- Person living in the 15% most employment deprived SIMD geographies
- Person living in an area defined as “rural area” or “very remote rural”
- Living in a jobless household.

Specific priority should be given to those with multiple characteristics to gaining sustainable employment.

³ A person with SCQF level 4 or below

⁴ A person residing in thinly populated areas according to the Degree of urbanisation (DEGURBA category 3) classification. Thinly populated areas means that more than 50 % of the population lives in rural grid cells

⁵ In the Scottish Government 8-Fold Urban Rural Classification (see 'Rural Area Rating' column on ESF Scottish Local Authority Rural Area Postcodes list)



www.dgemployability.co.uk