

Application Form Guidance

Early Years Recruitment Incentive



Issue Version: February 2018

1. About Your Organisation

The information provided in this section will help us understand the nature of your organisation, where you operate from, appropriate contacts and whether the organisation is VAT registered.

VAT

Identifying whether or not your organisation is VAT registered will help the Council establish the level of irrecoverable VAT that may be applicable to the project, assist in planning the most tax efficient method for the Council to apply its resources in support of its objectives and ensure safety mechanisms are in place.

2. About your project

General Information

~~Please highlight the eligibility criteria that your recruitment grant will meet.~~

~~If you meet Priority Area 1 please highlight the ward that your provision is based in. You can Find your ward by clicking [here](#)~~

Please include the address that the recruit will employed from. Please note that funding is only available for recruits based in a Birmingham based Early Years provision.

People and Resources

Please provide details of the positions and who will receive the one-off Golden Hello. Please note that more than one grant can be applied for. **Recruits must have been permanently employed by the 31st March 2025 & we must receive your complete application by 31st March 2025.**

Customers and Stakeholders

It's important that the grant funding is used in a way that is not discriminatory, and we want to see how inclusive the project is in relation to the protected characteristics in the Equalities Act 2010.

Equal Opportunities

The grant already includes provisions regarding equal opportunities and compliance with equality legislation as follows.

The Grant Recipient must ensure their organisation:

- Does not discriminate, directly or indirectly, and
- Complies with employment legislation and gives regard to the codes of practice of any bodies appointed by government to oversee equalities legislation, relevant government directorates and other similar agencies specified by the Council in relation to equalities issues, and as they apply to specific jobs and roles.

Additional support for inclusive recruitment practice is available please email

EYDuty@birmingham.gov.uk or call 0121 675 4996 if required.

- The Grant Recipient shall adopt a policy to comply with its statutory obligations in relation to equalities legislation. To this end, Grant Recipients may be requested to complete an annual equal opportunities audit detailing the type of activities provided, the profile of activity users, the profile of the existing workforce and the profile of management committee members.
- Council officers may from time to time conduct an independent equalities audit of any Grant Recipients and request additional information in relation to the operation of their equal opportunities policies and procedures.

You can provide information of how potential customers/users/beneficiaries are involved with the project/service. This may include consultation with target groups to help shape the way the recruitment is delivered. If not please mark not applicable.

Outcomes and Objectives

Outcomes and Outputs The monitoring requirements for the Early Years Financial Incentive Pilot are defined by the Department for Education. Therefore, the outputs and monitoring requirements have been pre-populated. The monitoring will be used to establish the impact of the pilot project.
Risks Highlight any risks to the project being successful. Risks that have a high likelihood of occurring and a severe impact need special attention to make sure they are mitigated in some way so that they don't arise, or if they do occur, there is a contingency plan to reduce the overall impact. Please note this is not a health and safety risk assessment but is a plan to manage risks to your project/activities.
Legacy of the Project / Activities Not applicable.
Longer Term Vision Not applicable.

3. Cost and Funding Breakdown

Cost of activities for applications below £10,000 Column A line 1 Pre-populated – Golden Hello Column A line 2 Pre-populated – Tax National Insurance and Employer National Insurance Column B line 1 Pre-populated - £1000 Column B line 2 Please add the additional cost for Tax National Insurance and Employer National Insurance costs after Grossing up. Grossing up The amount paid to the individual will need to be grossed up to ensure that they receive the £1,000 as a net payment. "Grossing Up" is a system in which the employer increases the gross amount of remuneration so that the net amount (after tax and NI) equals the net amount the employee needs to receive. The employer must also incorporate the deduction of tax and NI from the final grossed up amount in any calculation that they make, and also base any employer NI calculations on the grossed-up amount. If the employer is liable to pay Apprentice Levy, this should also be calculated from the grossed up value. The actual calculation will depend on many variables including the pay frequency used (e.g. weekly / monthly etc), other payments that the individual may be receiving in the period in which the payment is made, and their personal circumstances. Given the variability of the calculations which would need to take place it is not possible to provide a one-size fits all guide for how this should be undertaken. Many payroll software providers will include automatic gross up calculations and methods, but it may be necessary to calculate the grossed up value manually. Further information is available in the HMRC Employment Income manual available at EIM07700 - Employment income: tax-free remuneration ("grossing up") - HMRC internal manual - GOV.UK Column C. Please repeat the expenditure totals from Column B

4. Referees

It would be useful to capture experience and results of delivering this type of project previously.

5. Policies, Procedures and Processes

Please ensure that you provide the documents listed when you submit your application. If you are unable to provide these documents it is unlikely that your application will be successful.

Why are we asking for these documents? – Birmingham City Council has a responsibility to ensure that public funding is used for its approved purposes and that, when an organisation receives funding, it is used appropriately and provides value for money. This includes the operation of suitable management, equalities, safety, safeguarding and financial policies and practices.

Information to support completing the application

Complaints Procedure Guidance

Organisations should aim to provide a high quality of service. This involves taking complaints seriously and welcoming feedback on the service that you provide. To ensure you are dealing with complaints effectively, the following headings may be of some assistance when writing your Complaints Procedure.

Who can make a complaint? - Generally, any person who receives a service from the organisation, any of the agencies the organisation works with or anyone who is impacted upon by the services delivered can make a complaint.

How should complaints be made? - You should be clear about whether complaints may be made verbally or in writing and how an individual would go about making a complaint.

Response times - Provide information about your response times, detailing when an acknowledgement and response should be expected. The complainant should be informed at all stages. If it is not possible to deal with the complaint within the published timescale then the complainant should be informed of this, and a reason given for the delay.

Stages of the Complaints Procedure - You should detail the typical process including how the complaint is recorded. The complaint should be forwarded onto the most senior person in the organisation and the complainant informed of the timescale within which they will receive a response. Provide information about how the complaint would be progressed if the matter is not resolved within the timescale or within a mutually agreed time.

Training - Staff should be trained in dealing with, and responding to, complaints. Complaints policy training should be included in the induction training for all new staff and in-house training sessions.

Environmental Policy Guidance

An Environmental Policy Statement with appropriate supporting information should set out objectives in relation to environmental performance and address the areas listed below:

- a) Compliance with relevant environmental legislation
- b) Pollution prevention and preventing risk of pollution
- c) Waste Management - promoting waste minimisation via strategies which:
 - aims to reduce or eliminate waste, including hazardous waste, and
 - increase reuse/recycling of products and materials
- d) Energy efficiency – including conservation by energy saving measures
- e) Purchasing - reducing the environmental impact of goods and services consumed by the organisation
- f) Communication of the policy to staff

- g) Identification of the senior position with overall responsibility for the policy and its effective implementation
- h) Regular reviews of the policy to assess improvement of environmental performance
- i) Transport - reduce congestion and pollution from commuting, official travel and fleet management
- j) Examples of environmental objectives (overall goals for environmental performance) and targets (timeframe set to achieve the objectives) which are monitored:
 - objectives,
 - targets, and
 - monitoring.
- k) Training in the promotion of sustainable development to raise environmental awareness and enable staff and volunteers to act in an environmentally responsible manner.

Birmingham Business Charter for Social Responsibility (BBC4SR)

BBC4SR is a set of guiding principles which form a mechanism for managing how the Council and its associated companies deliver social value. The provider agrees that by accepting grant funding, (where this is in excess of the prescribed threshold for Charter compliance) that they will accord with the principles and provide an action plan that demonstrates SV commitments that are relevant and proportionate to the grant. Details of the BBC4SR can be found at: [Birmingham Business Charter for Social Responsibility | Birmingham City Council](#)

Whistleblowing Policy Guidance

Whistleblowing can be defined as 'raising concerns about misconduct or illegal and/or underhand practices'. The Public Interest Disclosure Act 1998 offers a framework of protection against victimisation or dismissal for workers who blow the whistle on criminal behaviour or other wrongdoing henceforth called a 'matter of concern'

The legislation applies to disclosures of matters of concern including:

- A criminal offence
- A failure to comply with a legal obligation
- A miscarriage of justice
- The endangering of an individual's health and safety
- Damage to the environment
- Deliberate concealment of information relating to any of the above

Whistleblowing Procedure

The whistleblower is a witness, not a complainant. They should report a concern calmly and honestly and let the facts speak for themselves, enabling those responsible to make an informed decision and take appropriate action.

If an employee discovers a matter of concern, you should state who they are encouraged to inform.

Whistleblowers can ask for their concerns to be treated in confidence and such wishes will be respected. Likewise, whistleblowers are asked to exercise tact and discretion themselves whilst following this procedure.

Employees will not be penalised for informing management about their concerns unless it is later determined that such action was not taken in good faith. Victimising people who raise genuine concerns is a disciplinary offence – as is making an untrue allegation maliciously.

You should outline what will happen once the relevant manager has been notified of a matter of concern.

If employees are unsure whether or how to raise a concern, they can obtain free confidential independent advice from Protect. For further information visit: [Protect - Speak up stop harm - Protect - Speak up stop harm \(protect-advice.org.uk\)](#)

No Platform Policy

The Grant Recipient shall be familiar with the Council's 'No Platform' Policy' which is a response to speakers promoting messages of hate and intolerance in Birmingham. The Policy seeks to ensure that no discrimination on the grounds of political opinion, age, colour, disability, ethnic or national origin, gender, marital status, race, religion or sexual orientation shall be exercised by any individual on Council premises. The Policy is located on the Council Web site at [BCC No Platform Policy | Birmingham City Council](#)

Guidance on Insurance Requirements for Grant Funded Activities

Public Liability Insurance/Products Liability/Property Owners

To provide cover in respect of any legal liability to third parties for accidental loss of or damage to property, or for death, injury illness or disease, arising out of the business and including liability arising from goods sold and supplied together with the ownership and/or occupation of land property.

Employers Liability

The cover provided within an Employers Liability policy relates to claims for compensation submitted by employees in respect of death, personal injury or disease caused by the negligence of the employer.

This insurance is a statutory requirement and the minimum limit of indemnity in respect of this cover is to be in accordance with statutory legislation (Employers' Liability (Compulsory Insurance) Act 1969) which currently states that employers must be insured for at least £5m.

Fidelity Guarantee (Crime) Insurance

This insurance provides an indemnity against any loss of the organisations monies resulting from fraud or other criminal acts carried out by the organisations employees. Policies can also be extended to provide cover for loss of cash resulting from the actions of third parties e.g. monies stolen from safes etc.

Professional Indemnity/Officials Indemnity

All sums which the Insured i.e. third sector organisations, may become legally liable to pay as damages and costs for financial loss resulting from breach of professional duty by reason of any negligent act or accidental error or accidental omission committed or alleged to have been committed by an employee in providing services.

Material Damage

All buildings and their contents should be insured for their replacement value (with sums insured annually increased by any respective increases in cost indexes). The perils to be insured may include the following:

Fire, Lightning, Explosion, Storm or tempest, Flood, Aircraft or aerial devices, Riot and civil commotion, Malicious damage, Burst pipes, Impact, Escape of water from any tank, apparatus or pipe, Loss or damage caused in the furtherance of theft or attempted theft from the property; and Earthquake

Health and Safety

Describing how you will manage health and safety in your business will let your staff and others know about your commitment to health and safety. This will be your health and safety policy. It should clearly say who does what, when and how.

The policy does not need to be complicated or time-consuming. To help you the health and safety executive have created a template that you can download and complete. The template also includes a section for your risk assessment so that you can record everything in one document.

For further information, guidance and a copy of the template visit:

[Health and safety basics for your business \(hse.gov.uk\)](https://www.hse.gov.uk/healthandsafety/)

HSE is the national independent watchdog for work-related health, safety and illness. They are an independent regulator and act in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.

Your trustees and Quality Standards

It is important for the Council to identify whether stated **policies** are appropriately in place and effectively implemented in relation to employment and service delivery. The Council has an obligation to ensure that its activities and those it supports meet legal requirements and/or supports our objectives.

Quality Standard

Stating that your organisation has a recognised quality standard for third sector organisations will help assess the governance and management arrangements in the organisation. Please note this is not a mandatory requirement but it may help your application if you do have one.

Quality Assurance

This is a formal management system you can use to strengthen the organisation. It outlines specific steps to help define and attain goals (e.g. design, development, production, and service).

It is intended to maintain or raise standards of work and to make sure everything is done consistently. A quality assurance system sets out expectations that a quality organisation should meet. It will help the Council assess whether the organisation provides quality services and manage their organisation efficiently and effectively.

Protection of children, young people and adults at risk

These should be consistent with the child protection procedures of the Birmingham Local Safeguarding Children Board (LSCB) and Birmingham Multi-Agency Guidelines on Protection of Vulnerable Adults)

PROTECTION OF CHILDREN and VULNERABLE ADULTS

Safeguarding

Organisations whose staff and/or volunteers, working on their project, come into contact with children, young people or vulnerable adults are required to have a safeguarding policy in place and adequate DBS checks carried out, recorded, monitored and reviewed.

Safeguarding duties of the Council

The Council has a legal obligation to make arrangements to ensure that in discharging its functions it has regard to the need to safeguard and promote the welfare of children, young people and vulnerable adults. The Council also has a duty to make arrangements to promote co-operation between itself and relevant partner agencies, including the third sector. In making grants to third parties the Council needs to ensure that organisations have effective arrangements to enable them to fulfil their role in promoting the welfare of children, young people and vulnerable adults in the area.

6. Declaration

Ensure you read and understand the declaration and sign as appropriate.