

# STEPS WORK



WAGE SUBSIDY PROGRAMME

IN PARTNERSHIP WITH 

**West Lothian**  
WORKING TOGETHER

business  
gateway  
west lothian



**West Lothian**  
Council

West Lothian Council will create 250 wage subsidy places for young people from 1st December 2011. These subsidies will be awarded to businesses that are able to create an additional opportunity for a young person aged between 16 and 24.

**Eligible Businesses must:**

- Be based in West Lothian
- Locally owned and managed
- Employ under 50 employees
- Be able to create an additional opportunity for a young person
- Offer a minimum of 26 hours per week



## Employing a 16 and 17 year old

If a business employs a 16 and 17 year old they will receive 50% of their salary for up to one year. The young person must receive at least the minimum wage for their age and must reside in West Lothian.

The young person must be unemployed or have been previously engaged in a More Choices, More Chances programme i.e. Get Ready for Work or on a West Lothian or Community job fund place.

# STEPS **N2** WORK



Employing an 18 to 24 year old

If a business employs an 18 to 24 year old they will receive 50% of their salary for up to six months. The young person must receive at least the minimum wage for their age and must reside in West Lothian.

Where the young person is 18 no duration of unemployment is required, 19 – 24, three months of unemployment is required or they must have previously engaged in a More Choices, More Chances programme i.e. Get Ready for Work or on a West Lothian or Community job fund place.

Access2employment will support businesses to recruit a young person into the roles created. They will also, if required, provide support to the young person while they are in work to ensure sustainability.

# STEPS **N2** WORK

## Requirements

Businesses will be required to produce the following documentation and undergo a number of checks before the subsidy will be approved. These will be carried out on an individual basis and will be verified by a member of West Lothian Council's Business Gateway team.

- › Company Health and Safety policy
- › Risk assessment, if applicable
- › Proof of new employee salary
- › Recent management Accounts

Business Gateway will be available to support businesses in the creation of additional opportunities. Examples of support include training on HMRC requirements, recruitment selection training and advice on the development of health and safety policies.

Once a job has been created the business will be required to produce monthly timesheets verifying attendance and quarterly financial claim forms which will be submitted to Access2employment for processing. Businesses will be paid quarterly in advance on production of relevant paperwork including PAYE information to demonstrate spend.

- › If you are interested in creating an opportunity please contact us on:  
01506 281330 or [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)