

This document sets out the eligibility conditions for accessing funding and finance from the Mayoral Combined Authority.

WHAT WILL THIS DELIVER?

- Increased employment security
- Increased employee satisfaction
- Increased employee health and wellbeing
- Reduced poverty and in-work poverty
- Residents not currently in employment increase their employability
- Residents into employment
- More spend is retained in the South Yorkshire economy
- Additional social value generated
- Increased workforce diversity
- Increased business productivity
- Improved energy efficiency and contribution towards South Yorkshire Net Zero targets

CONDITIONS

Conditions	Why this is important	Examples of how to do this	How it will be measured	Impact
1. Pay the Real Living Wage at least or above to full and part time employees, for regularly contracted hours and overtime	25% of workers in South Yorkshire earn below the Real Living Wage compared to the 20% UK average. This is the wage rate calculated based on what people need to live.	<ul style="list-style-type: none"> • Adopt the Real Living Wage • For employees who may currently not be on the living wage (e.g. trainees and apprentices), commit to a progression pathway which ensures this. 	Membership of Living Wage Foundation or confirmation by employer of UK salaried staff pay rates at the Real Living Wage or above (currently £9.90), or commitment to do so by an agreed date.	<ul style="list-style-type: none"> • Reduced poverty and in-work poverty • Higher spend in the local economy • Higher levels of staff retention and motivation, and higher productivity
2. Increase secure work for employees, with zero hours contracts only for those who want them	When people don't have regular hours or predictable shifts it means many find it impossible to manage their budgets or plans. This can contribute to anxiety.	<ul style="list-style-type: none"> • Commit to not employing people on zero hours contracts &/or use zero hours contracts appropriately • Ensure that employees who want guaranteed hours are offered them. • Ensure that employee contracts accurately reflect the hours that they regularly work • Providing adequate notice for changes to work patterns (and compensation if not) 	<p>Confirmation by business that it uses zero hours contracts appropriately. This is defined as:</p> <ul style="list-style-type: none"> • Being mutually and explicitly agreed with staff • Ensuring no exploitation or restrictive conditions are employed, such as exclusivity clauses • Providing advance warning of changes to shift patterns and commit to paying employees those cancelled hours if less than 4 weeks' notice is given • Considering the use of annualised hours or banded hours where employees regularly work a minimum number of 	<ul style="list-style-type: none"> • Increased employment security • Higher levels of staff retention and motivation, and higher productivity

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			hours over a 6-month review period	
3. Spend more with local suppliers in South Yorkshire, particularly with SMEs and the Voluntary, Community and Social Enterprise (VCSE) sector	South Yorkshire has a large SME base (over 99% of businesses) and there is a strong VCSE sector. Increasing spend with local suppliers can create strong, resilient local supply chains and a vibrant local economy.	<ul style="list-style-type: none"> Review and simplify purchasing processes Pay bills promptly, ideally within 30 days, and no more than 60 days Develop better relationships with the local supplier base, for example by supporting local supply chain events (e.g. Chambers of Commerce, FSB) 	<ul style="list-style-type: none"> Exact or estimated of proportion of annual expenditure on produce, goods, services and works from suppliers in South Yorkshire, including SMEs and VCSE. A policy on prompt payment of bills or be signed up to Pay Promptly Code 	<ul style="list-style-type: none"> Stronger supply chains Attract investment Employ local people Spend retained in the South Yorkshire economy
4. Empower employees to be informed about the business and involved in decision-making	Giving employees a say can create trust, co-operation and a sense of common purpose, leading to higher job satisfaction.	<ul style="list-style-type: none"> Provide adequate facilities and communication channels for employee representation (e.g. trade unions) Inform new employees of their representation or decision-making options Work positively with trade unions and employees. 	<ul style="list-style-type: none"> Evidence of employee engagement, its systems and how feedback is positively used 	<ul style="list-style-type: none"> Increased employee satisfaction New information and ideas Higher productivity
5. Enable and enhance workforce diversity	An inclusive workforce should represent the diversity of the place that your business or organisation is based in. It is a known fact that employers who have greater workplace diversity outperform their competitors, increase	<ul style="list-style-type: none"> Provide Equality, Diversity and Inclusion Training Establish and implement recruitment, review and appraisal processes that are fair and inclusive, and 	<ul style="list-style-type: none"> Provide equality, diversity and inclusion information about the profile of the workforce and equalities in relation to training and career progression An action plan to tackle barriers to opportunity 	<ul style="list-style-type: none"> Increased workforce diversity Higher revenue growth Greater readiness to innovate A diverse talent pool Greater employee retention

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	employee engagement and achieve higher profits!	support equality and diversity <ul style="list-style-type: none"> • Establish and implement grievance and disciplinary processes which are in line with ACAS guidance • Appoint a named manager to take responsibility for equality, diversity and inclusion issues in the workplace 	with progress monitoring and reporting	
6. Offer more pathways into employment through work experience, placements, internships and apprenticeships	In South Yorkshire, 24% of 16-64 year old residents are economically inactive, compared to the UK average of 21%. Developing employment opportunities will support residents looking for work. This widens the pool to recruit from and creates a pipeline for future recruitment.	<ul style="list-style-type: none"> • Have an action plan with targets that creates employability opportunities • Review current job roles to identify where there are possibilities to convert a role to an apprenticeship or to create an internship opportunity • Sign up to Combined Authority/ local authority pre-employment and employability programmes • Have a forward action plan of working with schools and colleges • Review entry level jobs requirements to ensure that knowledge and skill 	<ul style="list-style-type: none"> • Number of people on work experience or placements, interns and/or apprentices in post or roles identified in the organisation • An employability opportunity action plan or equivalent which is monitored and reported • Number of hours employability support offered (excluding to employees) 	<ul style="list-style-type: none"> • Higher employment • Higher levels of employability amongst residents previously not in employment • A pipeline for future recruitment

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		requirements will encourage a wide range of applicants		
7. Support staff progress in the organisation through training and development	South Yorkshire has lower skills levels than the UK average with 17.5% of the working age population with no or low skills, compared to 16% nationally. Ensuring that employees have clear progression pathways and access to training in the workplace improves productivity, employee motivation and retention, quality of goods and services, and profitability.	<ul style="list-style-type: none"> Review promotion processes to ensure the best people for the job are recruited or promoted, irrespective of who they are Develop training plans for all staff and a company training budget 	<ul style="list-style-type: none"> A training and development action plan or equivalent, with agreed monitored and reporting arrangements Regularly review HR policy and practice, benchmarked with best practice Staff retention and promotion rates 	<ul style="list-style-type: none"> More highly skilled residents Higher levels of staff retention and motivation, and higher productivity
8. Engage with and support local communities	Over one in five neighbourhoods in each borough in South Yorkshire are in the 10% most deprived in the country. Employers have a role to play in their local communities. This could be by supporting the VCSE sector.	<ul style="list-style-type: none"> Engage directly with community groups and leaders, especially when organisational decisions have an impact upon residents indirectly or directly. Allow time (e.g. hours or days) for employees to participate in volunteering and non-exec roles Provide support, grants or other resource to the VCSE sector. 	<ul style="list-style-type: none"> Number of hours engagement Number of volunteering days undertaken by staff Financial contribution to the VCSE sector Examples of roles and activities undertaken 	<ul style="list-style-type: none"> Additional social value generated Reputational benefits Expanded customer base and more attractive to new employees Improvement to local area and pride of place Progression and development opportunities (from volunteering)
9. Achieve Net Zero	Currently, a large proportion of businesses in South Yorkshire are not improving their energy efficiency and	<ul style="list-style-type: none"> Develop and implement a carbon neutrality roadmap which outlines 	<ul style="list-style-type: none"> Confirmation that the organisation regularly assesses the 	<ul style="list-style-type: none"> Improved energy efficiency

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	<p>there are 28 Air Quality Management Areas. SYMCA will monitor and report on its own carbon emissions.</p>	<p>how you will reduce carbon emissions</p> <ul style="list-style-type: none"> • Develop a science-based target for net zero reduction • Provide a named individual for achieving carbon neutrality and publishing evidence and the roadmap on your organisation's website • Consulting with relevant stakeholders around targets. 	<p>environmental impacts of activities</p> <ul style="list-style-type: none"> • An action plan to reduce carbon footprint with progress monitored and reported. 	<ul style="list-style-type: none"> • Contribution towards South Yorkshire Net Zero targets
<p>10. Create a healthy workplace</p>	<p>Healthy life expectancy for men and women is significantly lower in South Yorkshire than the national average. Maintaining the physical and mental health of employees is important for keeping people in work and ageing well.</p>	<ul style="list-style-type: none"> • Provision of active travel infrastructure, Cycle2Work schemes, lunchtime walks, membership for local gyms/sports teams • Developing an occupational sick pay schemes that is more generous than statutory sick pay. • Provide support for employees who have personal (or dependent) health and wellbeing issues which require additional paid leave • Signpost employees to health and wellbeing 	<ul style="list-style-type: none"> • Company policy on health and wellbeing is benchmarked, monitored, and reported in annual reports • Quantitative information such as number of staff sickness days • Evidence of wellbeing support offered 	<ul style="list-style-type: none"> • Improved healthy life expectancy • Fewer staff sick days • Higher levels of staff retention and motivation, and higher productivity

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		<p>support services if required</p> <ul style="list-style-type: none"> • Monitor employee wellbeing regularly, annually at a minimum (e.g. staff survey). • Proactively identify workers under stress using appropriate resource or tools (e.g. Work Positive). • Train and establish mental health first aiders • Sign up to the Be Well@Work scheme, or consider joining a health focused charter, such as the Workplace Wellbeing Charter or Mindful Employer 		