

# SUPPORT, ADVICE AND GUIDANCE FOR EMPLOYERS AND THEIR WORKFORCE DURING THE ECONOMIC DOWNTURN



# DO YOU NEED GENERAL BUSINESS ADVICE OR SUPPORT TO RETRAIN YOUR WORKFORCE TO AVOID REDUNDANCIES?

**The current economic downturn makes it a tough time for businesses of all sizes. To support employers through these difficult times, Phil Hope MP, the Minister for the East Midlands, has set up the East Midlands Redundancy Support Group to ensure public sector agencies and business organisations are working together to address the impact of the economic downturn - providing a wide range of assistance for businesses and individuals.**

Business Link, Jobcentre Plus, the Learning and Skills Council and Acas are working together to provide businesses with flexible and responsive support.

Support is there to help employers and their workforce face a variety of challenges, giving advice and practical assistance every step of the way. This support has a two-fold approach.

Wherever possible, we will look to help employers retain their workforce and continue trading.

Where this is not possible and redundancies and job losses are unavoidable, there is help and assistance in both identification and delivery of appropriate activities that will prepare people for work with other employers.

SUPPORT AVAILABLE	ORGANISATION
<ul style="list-style-type: none"> <li>• A free business health check to ensure your business is fit enough to survive the downturn.</li> <li>• Information and advice on cutting costs and improving productivity.</li> <li>• Advice on cash flow management, raising finance and grants.</li> <li>• Increasing sales.</li> <li>• Process improvement.</li> </ul>	Business Link
<ul style="list-style-type: none"> <li>• Helping business find the right staff for their needs - filling vacancies and reducing recruitment costs.</li> <li>• In depth recruitment support through Local Employment Partnerships that can provide access to a range of measures including: pre-employment training programmes - bespoke to your needs and access to Work Trials - to assess an individual's suitability for a particular role.</li> </ul>	Jobcentre Plus
<ul style="list-style-type: none"> <li>• How redundancies can be avoided by exploring options such as short time working, temporary wage reductions and changes to working arrangements.</li> <li>• How you can draw on the knowledge and expertise of your employees to improve the efficiency of your organisation.</li> </ul>	Acas
<ul style="list-style-type: none"> <li>• Finding funded skills and development support through Train to Gain to help your employees respond to new challenges and opportunities:             <ul style="list-style-type: none"> <li>• Skills needs analysis.</li> <li>• Short accredited courses in vocational skills areas such as health and safety and customer care.</li> <li>• Help with basic skills needs.</li> <li>• Leadership development for higher-level managers.</li> </ul> </li> </ul>	Business Link

# DO YOU NEED SUPPORT CONSIDERING OR ACTUALLY MAKING REDUNDANCIES?

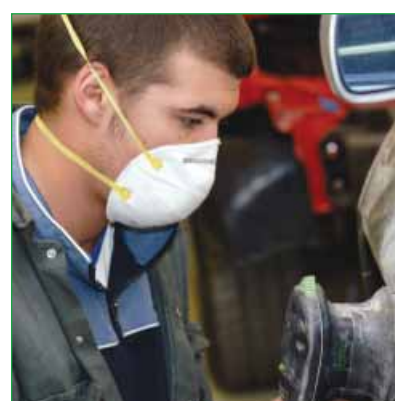
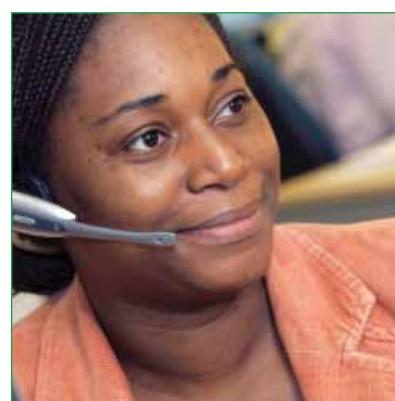
SUPPORT AVAILABLE	ORGANISATION
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<ul style="list-style-type: none"> <li>• Support in restructuring an existing organisation and managing people through change.</li> <li>• Assistance for individuals thinking of starting their own business as an alternative to employment.</li> <li>• Online information and tools to help you manage the process effectively and fairly.</li> </ul>	Business Link
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<ul style="list-style-type: none"> <li>• Information about alternative jobs for your employees if you need to make redundancies.</li> <li>• Matching individuals to known vacancies within the labour market.</li> <li>• Helping employees update their CVs and improve their job search skills.</li> <li>• General information to individuals about a range of benefits and financial support.</li> </ul>	Jobcentre Plus
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<ul style="list-style-type: none"> <li>• Offering practical advice and guidance based on over 30 years of experience of dealing with real issues through tribunal claims and collective disputes.</li> <li>• Reducing the risk of claims being made to the employment tribunal by helping you to understand the legal obligations placed upon your organisation in respect of:               <ul style="list-style-type: none"> <li>• Lay offs/short-time working.</li> <li>• Contractual changes.</li> <li>• Redundancy dismissals.</li> <li>• Consultation requirements.</li> </ul> </li> </ul>	Acas
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<p><b>If you are making people redundant there is a Rapid Response Service that may be able to help. It is available to:</b></p> <ul style="list-style-type: none"> <li>• Provide a skills analysis for your workforce, helping to identify transferable skills and training needs relevant to the local labour market.</li> <li>• Give job-focused training to help individuals develop new skills relevant to current job vacancies.</li> <li>• Give access to a fund of money to overcome individual short-term barriers to taking up a specific job offer, e.g. travel to work expenses.</li> </ul>	Jobcentre Plus
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## Access to support services

### Jobcentre Plus

Providing support with your individual staffing issues and access to a Rapid Response Service for businesses making redundancies.

**Hotline:** 0115 989 5980

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

### Business Link

Business Link provides access to all the information, advice and support needed to start, maintain and grow any aspect of a business.

**Hotline:** 0845 058 6644

[www.businesslink.gov.uk/eastmidlands](http://www.businesslink.gov.uk/eastmidlands)

**Email:** [info@businesslinkem.co.uk](mailto:info@businesslinkem.co.uk)

### Train to Gain

Providing support to raise the skills levels of your employees.

**Hotline:** 0845 057 1817

[www.traintogain.gov.uk](http://www.traintogain.gov.uk)

### Acas (The Advisory, Conciliation and Arbitration Service)

Providing advice and guidance on the legal obligations arising from business restructuring, including a consideration of the alternatives to redundancy where appropriate, and both the legal and good practice issues associated with making people redundant.

**General helpline:** 08457 47 47 47

[www.acas.org.uk](http://www.acas.org.uk)

### Midlands Trades Union Congress (TUC)

Providing support to trade unions and their members.

**Hotline:** 0800 917 2325

[www.tuc.org.uk/midlands](http://www.tuc.org.uk/midlands)

**Email:** [rmckenzie@tuc.org.uk](mailto:rmckenzie@tuc.org.uk)

**Real help for businesses now**

[www.businesslink.gov.uk/realhelp](http://www.businesslink.gov.uk/realhelp)

