

East of England advice and guidance for employers and their employees during the economic downturn

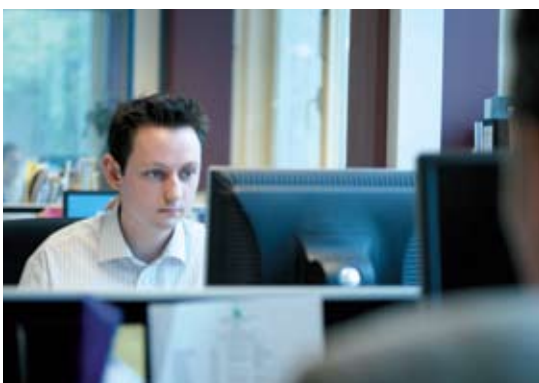


Do you need general business advice and support with retraining your workforce to avoid redundancies?

It is recognised that the current economic downturn makes it a tough time for businesses both large and small. In supporting employers through these difficult times, the Regional Minister has set up the East of England Regional Economic Forum 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, individuals and communities.

Support is there to help employers and their employees 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.

Business Link, Jobcentre Plus, the Learning and Skills Council, ACAS and the East of England Development Agency (EEDA) are working together to provide businesses with flexible and responsive support. The support available is summarised in the following table:



| | Organisation |
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| <p>We can advise on:</p> <ul style="list-style-type: none"> improving cash flow and credit control (essential in difficult economic times) developing new marketing strategies – widening the customer base to increase profitability increasing productivity, delivering a boost to your bottom line. | <p>Business Link</p> |
| <ul style="list-style-type: none"> helping business find the right staff for their needs – filling vacancies and reducing recruitment costs 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. | <p>Jobcentre Plus</p> |
| <ul style="list-style-type: none"> how redundancies can be avoided by exploring options such as short time working, temporary wage reductions and changes to working arrangements how you can draw on the knowledge and expertise of your employees to improve the efficiency of your organisation. | <p>ACAS</p> |
| <ul style="list-style-type: none"> how the skills of employees can be developed through funded training, accessed through Train to Gain including: <ul style="list-style-type: none"> short accredited courses in vocational skills areas such as business improvement and customer service help with basic skills needs training for higher level managers skills development in productivity and manufacturing techniques how businesses can ensure staff have the right skills to respond to new market opportunities or diversification bespoke training to meet your business needs. | <p>Learning and Skills Council Train to Gain and EEDA</p> |

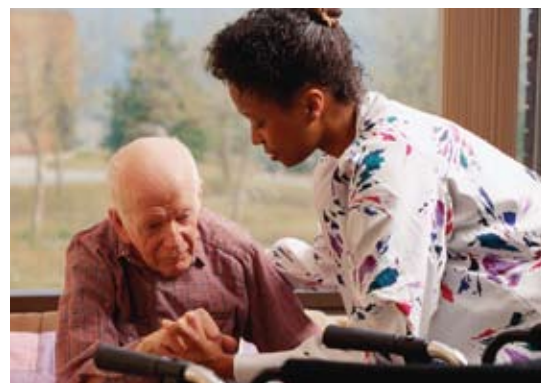
Do you need support with considering or actually making redundancies?

Organisation

We can advise on:

- support in restructuring an existing organisation
- how individuals can be assisted with new business start ups
- up-to-date business information relevant to your business and the changing economic climate from our advisors through our Credit Crunch Hotline.

Business Link



- information about other job opportunities for your employees if you need to make redundancies
- matching individuals to known vacancies within the labour market
- helping employees update their CVs and improve their job search skills
- general information to individuals about a range of benefits and financial support.

Jobcentre Plus



- helping you to understand the legal obligations placed upon your organisation in respect of lay offs, contractual changes and redundancy dismissals, to reduce the risk of claims being made to the employment tribunal
- helping you to understand the legal obligations to consult with employees, to reduce the risk of claims being made to the employment tribunal.

ACAS



If you are making people redundant there is a Rapid Response service that may be able to help. It is available to:

- provide a skills analysis for your workforce, helping to identify transferable skills and training needs relevant to the local labour market
- give job-focused training to help individuals develop new skills relevant to current job vacancies
- 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.

Jobcentre Plus and EEDA



Access to support services

Jobcentre Plus (JCP)

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

www.jobcentreplus.gov.uk

Help can be accessed depending on where your business is based:

Beds and Herts

Alison Foster 01727 773387
alison.foster2@jobcentreplus.gsi.gov.uk

Cambs and Suffolk

Dee Wood 07779 351035
dee.wood@jobcentreplus.gsi.gov.uk

Essex

Peter Willis 01245 214266
peter.willis1@jobcentreplus.gsi.gov.uk

Norfolk

Linda Fisher 01603 248665
linda.fisher3@jobcentreplus.gsi.gov.uk

East of England Development Agency (EEDA)

Providing a range of business support through the Business Link network including training for companies and individuals facing redundancies.

www.eeda.org.uk

For information on the range of publicly funded business support visit www.bizmapeast.co.uk

Business training

tom.bendy@exdra.co.uk 01245 702407

Redundancy support

philip.shackleton@tchc.net 01923 698458

Business Link in the East of England

Providing general business advice:

On the telephone 08457 17 16 15
e-mail questions@businesslinkeast.org.uk
On the web www.businesslinkeast.org.uk

Advisory, Conciliation and Arbitration Service (ACAS)

Providing advice and guidance on all legal issues connected to business restructuring, alternatives to redundancy or the legislation regarding making redundancies, ensuring the principles of good practice are applied to the way all staff are treated.

Regions cannot provide information or advice on individual employment queries. This is provided by our Helpline on 08457 47 47 47.

Steve Tullock, Senior Adviser, ACAS, will provide a point of contact for businesses in the East of England.

e-mail stullock@acas.org.uk
Telephone 01284 774529

ACAS House, Kempson Way, Suffolk Business Park,
Bury St Edmunds, Suffolk IP32 7AR

Learning and Skills Council (LSC)

Train to Gain is the national skills service that supports employers of all sizes and in all sectors to improve the skills of your employees as a route to improving your business performance.

Train to Gain:

0800 015 55 45
www.traintogain.gov.uk

Careers Advice and Guidance – contact details for employers to circulate amongst their employees. This service provides one-to-one advice and careers guidance for all adults over 19 years of age.

Face-to-face careers advice:

0845 603 1059
<http://www.nextstepeastofengland.org.uk/>

A large print version of this document is available at <https://www.lsc.gov.uk/regions/EastofEngland/Publications/>



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