# Somerset Response to Redundancy Framework

September 2020

## Introduction

This framework has been developed in consultation with key partners with the aim of ensuring there is a coordinated response when redundancy announcements are made in Somerset. It builds on existing activity and aims to draw in existing processes.

The framework has been split into two distinct of areas of activity:

* Support for businesses to support recovery/resilience
* Support for individuals at risk of redundancy (or have recently been made redundant) to support them into alternative employment

Once a redundancy announcement has been made the process outlined below should be followed to kick-start the coordinated response.

*It should be noted that where 20 or more redundancies are to be made the Government has a statutory duty to assist affected employees. They should complete an HR1 form (*[*https://www.gov.uk/government/publications/redundancy-payments-form-hr1-advance-notification-of-redundancies*](https://www.gov.uk/government/publications/redundancy-payments-form-hr1-advance-notification-of-redundancies)*) which will then trigger an offer of support from the DWP Rapid Response Support (RRS) Team. DWP are unable to share details of HR1 notifications with partners due to GDPR, they will however, provide the business with details of the support available from partners (as set out within this Framework). We will work alongside DWP/JCP to ensure a coordinated response.*

**Appendix A: Response to Redundancy Process Map**

STEP 2: Task Force

The lead officer will contact the business to arrange a discussion on support options available to them (refer to Steps 3 and 4).

The lead officer will pull together a “Task Force” to coordinate a support package response. This should include:

* + SCC Employment and Skills Lead
	+ JCP/DWP Rapid Response Service
	+ JCP Local Lead
	+ SERCO Skills for Redundancy Service
	+ SeetecPlus
	+ National Careers Service
	+ Citizens Advice
	+ Local housing and benefits leads
	+ Any other relevant partner

The local Councillor(s) and relevant County Councillor should be made aware of the notification and the planned course of action.

STEP 1: Redundancy Announcement

Once intelligence on redundancies is received the Local Authority lead officer should be informed:

|  |  |  |
| --- | --- | --- |
| Somerset West and Taunton | Hattie Winter | H.Winter@somersetwestandtauton.gov.uk |
| Sedgemoor | Nathaniel Lucas | nathaniel.lucas@sedgemoor.gov.uk  |
| Mendip | Jenny Pitcher | Jenny.Pitcher@mendip.gov.uk  |
| South Somerset | Joe Walsh | Joe.Walsh@SouthSomerset.Gov.Uk |

If you are unsure of who to contact please contact any of the officers listed above – we will share intelligence across the group to ensure the support process is started.

STEP 3: Business Support

The lead officer will offer of a meeting/discussion to support the business through the redundancy process. They will:

* Analyse the current and forecast position of the business and discuss potential support measures that can be put in place such as grants, business loans etc.
* Refer to Growth Hub, Enterprise Nation and any other suitable provision.
* Will work with partners, through Growth Management Group, to identify any alternative support that could be put in place.

In respect of workforce needs they will:

* Identify any skills gaps that may slow down the economic growth of the business during recovery and post COVID-19 and refer to Skill Up for free impartial advice and guidance.
* Refer the business/employees to National Careers Service for free impartial support on careers, employment and skills support.
* Referral to Serco skills support for the workforce- free training- accredited qualifications and training courses to support employees
* Referral to Serco support for redundancy- package of free training for individuals facing redundancy
* Provide a list of redundancy support agencies for employers and employees facing redundancy providing a description of the support available, eligibility criteria and contact details. The employer will be asked to allow contact with the affected employees.

A resource pack will be provided detailing useful information and links.

STEP 4: Individual Support

The lead officer will provide details with the business to share with their impacted employees. Individuals will be directed to *Step Up Somerset* ([www.stepupsomerset.org](http://www.stepupsomerset.org)) and their local Employment Hub\* where they will find support on:

* Finding a job
* CV writing, job applications and interview techniques
* Skills development and retraining opportunities
* Benefits and financial support/advice
* Mental health support

\*Each district is currently putting together their offer in consultation with partners – the information provided here will be tailored to each area and will also include resources available across Somerset (through Step Up).

* the Unemployment Support Group should be notified

A resource pack will be provided detailing useful information and links.

 **Information Sheet**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Address:** |  |
| **Key contact Name(s):** |  |
| **Phone:** |  |
| **Email:** |  |
| **Company Sector(s):** |  |
| **Numbers of Employees:** |  |

|  |
| --- |
| **Vital business facts (at a glance):** |
|  |
| **Summary of recent history:** |
|  |
| **Contacted the Growth Hub? Y/N** | **Growth Hub details provided? Y/N** |
| **Reason for redundancies: Tick 1 or more boxes to show main reason** |
| Lower demand for products or service |  |
| Completion of all or part of contract |  |
| Transfer of work to another site or employer |  |
| Introduction of new technology/plant/machinery |  |
| Changes in work methods or organisation |  |
| Insolvency |  |
| Other (details below) |  |
| Details: |

|  |  |
| --- | --- |
| **Nos employees being made redundant** |  |
| **Over 20 redundancies DWP HR1 form completed? Details** |  |
| **SERCO SSR programme to be contacted.**  |  |
|  |  |
| **Timing of redundancies** |  |
| **Date of first proposed dismissal** |  |
| **Date of last proposed dismissal** |  |
|  |  |
| Occupational group | Total number of employees | Possible number of redundancies |
| Manual |  |  |
| Clerical |  |  |
| Professional |  |  |
| Managerial |  |  |
| Apprentices/traineeships |  |  |
| Under 18 |  |  |
| Other |  |  |
|  |  |  |
| **Which skills are your remaining employees most likely to need to improve or acquire to help the business during and after recovery? Tick all that apply** | Technical and practical – specific skills required to perform specific function of the job. Please specify what these skills are |
| People and personal skills – less tangible skills (mange own time, prioritising tasks, interact with other people) |
| Advanced digital skills |
| Computer literacy/basic digital skills |
| **Will you need a training provider to deliver any training/do you already use a training provider?** |
| **Actions:**  |

All information collected is done so exclusively with your consent.

All information will be kept confidentially.

I/We give consent for the information to be shared with partners who are able to provide direct support to the business and/or individuals at risk of redundancy.

Signed:

Date:

For Office Use:

Lead officer:

Date completed: