

# COVID 19 RESPONSE PLANNING

## INFORMATION FOR EMPLOYERS MAKING REDUNDANCIES OR WITH RECRUITMENT OPPORTUNITIES

This information is for all businesses and employers across Derby, Derbyshire, Nottingham and Nottinghamshire who are having to make changes to their workforce as a result of the Coronavirus pandemic. **Please follow the advice below to ensure we can support your employees and the labour market during this time.**

### **REDUNDANCY INFORMATION:**

If you have already made employees redundant or are about to make small numbers redundant (up to five), please refer those individuals for direct support to:

**Email:** [NationalCareersServiceNCC@futuresforyou.com](mailto:NationalCareersServiceNCC@futuresforyou.com)

**Phone:** 0800 917 94 19

If you are planning to make larger-scale redundancies (five or more) additional support is also available for you as an employer and your employees. In these circumstances, please use the same contact details as above but ensure your contact includes:

- **Notification of redundancies and scale**
- **Number and job roles affected**
- **Last day of work for affected individuals (if known)**

**For general guidance and links to further information on redundancy for both employers and employees, please visit:** [www.gov.uk/guidance/redundancy-help-finding-work-and-claiming-benefits](http://www.gov.uk/guidance/redundancy-help-finding-work-and-claiming-benefits)

### **RECRUITMENT INFORMATION:**

If you are seeking to fill urgent vacancies, short or long term, to meet changes to your business as a result of Covid 19, we can help connect you with immediately available individuals. Please register your vacancies with:

**John Blankley**

**Senior Employment Support Adviser**

**Email:** [John.Blankley@futuresforyou.com](mailto:John.Blankley@futuresforyou.com)

**Phone:** 0115 876 4947 / 07570 671592

Please have the following information available when registering your vacancies:

- **Nature of work**
- **Number of vacancies (can be approximate)**
- **Necessary or desirable skills requirement**
- **Location of vacancies**
- **Any current recruitment routes being used**

**Volunteering opportunities can also be registered via the above method.**