

**GREATER NOTTINGHAM
EMPLOYMENT AND SKILLS BOARD**

The Extended Nottinghamshire Offer for Redundancies

**Supported by the
Greater Nottingham Employment
& Skills Board**



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Introduction

Since 2004 Jobcentre Plus has played a key role in shaping the priorities of the Greater Nottingham Employment and Skills Board. As a Board Member I am keen to promote an *extended Nottinghamshire* offer of support, which my organisation and other agencies represented within the partnership, are able to offer Nottinghamshire employers and people who may be affected by redundancy.

This guide aims to explain the core services which Jobcentre Plus delivers and clarify how other support can be accessed across the Greater Nottingham Employment and Skills Board Partnership.

As a District, Nottinghamshire Jobcentre Plus is able to offer three levels of support to employers and people facing a redundancy situation.

- Standard support
- Large Scale Redundancy support
- Rapid Response Service support

The level of support being offered by Nottinghamshire is flexible, tailored and geared to helping both those facing the impact of job loss and employers able to offer new jobs. By shifting the focus onto the community and working with employers experiencing skills shortages as well as those declaring redundancies, the service is better able to support those facing redundancy back into permanent employment.

As a partnership we aim to use existing support from Jobcentre Plus Nottinghamshire District and person specific support from other organisations and key partners.



Tom Stockwell

Jobcentre Plus District Manager & Greater Nottingham Employment and Skills Board Member

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Nottinghamshire Jobcentre Plus- Levels of Support for Redundancies

1) Standard offer of support - Redundancies will have little or reduced impact on the labour market and available vacancies.

- The workforce have transferable skills
- Telephone advice will be offered to the employer by Jobcentre Plus.
- Jobcentre Plus will send out Nottinghamshire redundancy packs to employer and employees offering advice and guidance.
- Customers will have access to Jobcentre Advisers after redundancy and increased access to specialist employment focused support.

2) Large Scale Redundancy - Redundancies will have a considerable impact on the labour market and available vacancies.

- Some or none of the workforce has transferable skills.
- Jobcentre Plus will send out redundancy support packs.
- Benefit presentations will be offered by Jobcentre Plus at employer premises.
- Jobcentre Plus will organise skills assessment of the workforce and give advice on local training options.
- Redundancy Support Co-Coordinator (Paul Henshaw) from Jobcentre Plus will liaise with employer to offer an appropriate service, considering Jobcentre Plus provision, including community based & Partner support.
- Jobcentre Plus will link individuals with suitable employers with vacancies and key partners offering additional support.

3) Rapid Response Service Support - Redundancies will have a significant impact on the labour market with little or no alternative vacancies.

- None or very few of the workforce have transferable skills
- The above levels of support have been utilised
- Benefit presentations offered by Jobcentre Plus at employer premises if required.
- Jobcentre Plus will organise skills assessment of the workforce and give advice on local training options
- Employees will have access to additional funding for training

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- Redundancy Support Co-Coordinator from Jobcentre Plus, liaise with employer to offer an appropriate service, considering Jobcentre Plus provision, including community non-contracted Provision.
- Employees will be linked with suitable employers with current vacancies and signposted to key partners who will address barriers to returning to work.
- Employees will be given early access to all provision required to return to work.

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Money Related Issues

Services available for anyone in Nottinghamshire who has debt problems.

Financial Advice

Citizen Advice Bureau offer advice and support on debt management, offices are throughout the county.

Contact details are:

Bassetlaw 01909 476049
Mansfield: 01623 627163
Newark 01636 704391
Nottingham 0115 9388050

Website: www.citizensadvice.org.uk

Financial Loans and Planning

Credit unions are cooperative financial institutions owned and controlled by its members, and operated for the purpose of promoting thrift, providing credit at reasonable rates, and providing other financial services to local community members.

Credit Unions in Nottinghamshire are:

Nottingham Credit Union- Nottingham & Conurbation - 0800 0937090
Cashfields Credit Union Ltd covers Ashfield District: 0115 9521455
Maun Valley Credit Union covers Mansfield area 01623 648 909
Worksop and District Credit Union covers Creswell, Whitwell & Worksop 01909 500575.

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To Make a Claim to any Government Benefits

Telephone the contact centre on **0800 0556688** that will take general details of the individual and arrange a mutually convenient time to ring back to gather full details and take the claim in full.

To make a claim to tax credits contact the Inland Revenue on 0845 3003900 or the website www.hmrc.gov.uk/taxcredits

General information can be obtained from local Jobcentres.

Contact details for Jobcentres in Nottinghamshire

Arnold Jobcentre Plus
Goeland House
St Albans Road
Arnold
Nottingham
NG5 6GX
Tel: 0115 9095760

Beeston Jobcentre Plus
Crown Buildings
Station Road
Nottingham
NG9 2AH
Tel: 0115 9096021

Bulwell Jobcentre Plus
Bulwell High Road
Bulwell
Nottingham
NG6 8HX
Tel: 0115 9096128

Mansfield
Hill House
Commercial Gate
Mansfield
Nottinghamshire
NG18 1LN
Tel: 01623 413400

Newark Jobcentre Plus
41 Lombard St
Newark
Nottinghamshire
NG24 1EP
Tel: 01636 663700

Nottingham Jobcentre Plus
Parliament St
The Pearson Building
Nottingham
NG1 6AX
Tel: 0115 9093495

Retford Jobcentre Plus
23A Grove St
Retford
Nottinghamshire
DN22 6JR

Nottingham Jobcentre Plus
25 Station St
Nottingham
NG2 3BZ
Tel: 0115 9793838

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Tel: 01777 263600

Sutton-in-Ashfield
Ashbrook House
Forest Rd
Sutton-in-Ashfield
Nottinghamshire
NG17 1BH
Tel: 01623 583550

Worksop Jobcentre Plus
Bridge Court
Bridge Place
Worksop
Nottinghamshire
S80 1DF
Tel: 01909 705700

Useful Websites: www.jobcentreplus.gov.uk
www.directgov.uk
www.hmrc.gov.uk/taxcredits

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Support with Drug & Alcohol issues

DAAT (Drug and Alcohol Action Team):

This organisation seeks to break the harm done to society by the problematic use of drugs and alcohol. Commissioning drug treatment services throughout Nottinghamshire and coordinating local services

Contact 01623 414114 ext 6918.

ADEPT is a counselling service for people with substance misuse problems. It specialises in supporting people with alcohol problems and is led by ex service users. For more information call 01623 427391.

Website: www.nottscountydaat.co.uk

Progress to Work

A service for individuals recovering from misusing drugs. They offer extra support for those looking into work / training or with issues such as housing / debt etc. The service can be used even if people are not on benefits.

Contact: Working Links 0800 9520222

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Advice on Criminal Records and Declaring Convictions.

Nottinghamshire Probation Access Team

A team that works with ex offenders to help and support individuals back into work.

Contact: Mansfield office 01623 468850
 Nottingham office 0115 9082900.

Probation also offers a mentoring service. Mentors befriend offenders, providing personal support. They help with education activities and referrals for training and employment skills. If an offender moves into employment, they assist in overcoming the changes in lifestyle that working may bring. For more information contact Mark Taylor on 07921 295023.

Website: www.nottinghamshire-probation.co.uk

Disability and health Related Work Support

These services offer help and support to anyone with a disability or health problem who are looking to return to work or move into training.

Supported Employment

Provided in Nottinghamshire by Remploy, Notts County Council, Notts City Council, Scope and Shaw Trust. Offers support to disabled people facing complex barriers into getting and keeping employment.

If interested contact the Disability Employment Adviser at local Jobcentres.

Work Preparation

Provided in Nottinghamshire by Portland College and Nottinghamshire County Council. Offers Support in making decision around what type of work to do, giving the opportunity of work placements to gain experience.

Contact the Disability Employment Adviser in Local Jobcentres for details.

Access to Work

A service provided to disabled customers returning to work to help address any barriers e.g. financial support for taxi's when public transport can not be used. It can also provide financial support to employers to adapt premises or equipment for employees with disabilities.

Contact Jobcentre Plus on (0115) 8985700

Disability Employment Advisers

Specialist advisers in the local Jobcentres who work with customers with disabilities to help and support them in the best route to moving into work. Appointments can be made for a one to one private interview to discuss options.

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Children Related Work Issues

These services are available to anyone who has children of school age whether on benefits or not.

Children's Centres

Sure start centres are located throughout Nottinghamshire. They provide a full range of support for people with children under the age of 5.

Extended Schools

Schools providing 'a wrap around care' for children of school age to enable parents to work outside of school hours. There may be a fee for these services. This is often not at every school but the family of schools will provide a full service.

Contact your local School for more details.

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Access to Training and Education

Learn Direct

Offers a full range of training which can be accessed on a flexible basis. Many courses are computer based and self lead. Some of the courses may be free or have a reduction if individuals are on a mean tested benefit or collect vouchers through completing Literacy and Numeracy tests too.

Call 0800 101901 for details of courses available and office locations.

Website: www.learndirect.co.uk

Local Colleges

Offer full range of vocational and non vocational courses. For more details contact them direct on the following numbers:

New College Nottingham 0115 9100100

West Notts College 01623 627191

North Notts College on 01909 504500

Castle College Nottingham on 0845 8450500

Residential Training for Disabled (Portland College) on 01623 499111 offering a wide range of courses for people with disabilities.

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Transport and Getting to a New Employer's Premises

Wheels to Work project

This organisation works with individuals to address transport barriers for those living in rural areas. They can provide anything from bus passes to moped hire for up to 6 months.

Contact 01623 727620 for further details.

Free Bus travel in Nottinghamshire

Available for over 60's and disabled people for off peak travel. Contact local council to apply for a pass.

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Housing Support

Several organisations are available to provide help around housing and homelessness.

Shelter

Shelter is a charity that offers general help and advice nationally on any housing issues and qualifying conditions for council housing. They can sign post to the relevant organisations if required.

Contact: 0808 8004444 for more details. Website: www.shelter.org.uk

Framework (Homeless)

Offer support to anyone who is homeless, has a history of drug or alcohol misuse or mental health issues. Operating throughout Nottinghamshire.

Contact 0115 8417711 for more details. Website: www.frameworkha.org

City Homes

A social housing directory operating in the city.

Contact on 0115 91552500. Website: www.nottinghamcityhomes.org

Ashfield Homes

A housing association operating in the Ashfield area.

Contact on 01623 608907. Website: www.ahsfieldhomes.co.uk

Nottingham Community Housing Association

A housing association operating through out Nottinghamshire.

Contact on 0800 0138555 for both Nottingham city and the county. Website: www.ncha.org.uk

A1 Housing

A Housing Association operating in the Bassetlaw area.

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Contact on 01777 713202 for the Retford area and 01909 53346 for the Worksop area.

Website: www.a1housing.co.uk

Each Council also provides Housing help and can give advice on claiming housing and council tax benefits, Contacts are,

- Ashfield District Council : 01623 450000 : www.ashfield-dc.gov.uk
- Bassetlaw District Council : 01909 533533 : www.bassetlaw.gov.uk
- Broxtowe Borough Council : 0115 9177777 : www.broxtowe.gov.uk
- Gedling Borough Council : 0115 9013901 : www.gedling.gov.uk
- Mansfield District Council : 01623 463463 : www.mansfield.gov.uk
- Nottingham City Council : 0115 9155555 : www.nottinghamcity.gov.uk
- Nottinghamshire County Council: 0115 9455113: [www. Nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- Rushcliffe Borough Council : 0115 9819911 : www.rushcliffe.gov.uk
- Newark and Sherwood District Council : 01636 650000 : www.newark-sherwooddc.gov.uk

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Literacy & Numeracy and English for Speakers of other Languages (ESOL)

National certificates can be obtained in all of the above free of charge for people on means tested benefit with a need to improve their Literacy, Numeracy and ESOL.

BEGIN

A central point for referrals to ESOL, Literacy and Numeracy training, ensuring that individuals get training at the correct level and in the correct location to suit their individual needs.

Contact on 0115 978 0942. Website: www.begin.org.uk

Learn Direct

Offers a full range of training which can be accessed on a flexible basis. Many courses are computer based and self lead. Courses will be free or have a reduction if individuals are on a mean tested benefit. Completing Literacy and Numeracy certificates can collect vouchers and lead to more course which will then be provided either free of charge or at a reduced rate.

Call 0800 101901 for details of courses available and office locations.
Website: www.learndirect.co.uk

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Looking for Work and Local Job Seeking Support

The following centres are community based and offer a full service of job search, general benefit advice and training within local communities.

Meadows One Stop:

Work with the Community in the Meadows area providing a jobshop with training, IAG and Job search facilities. Covers the Lenton and Clifton area.

Contact: 0115 9150080

Bestwood Directions:

Work with the Community in the Bestwood area providing a jobshop with training, IAG and Job Search facilities.

Contact on 0115 9753190.

Broxtowe BEST:

Work with the Community in the Broxtowe area providing a jobshop with training, IAG and Job Search facilities. .

Contact on 0115 9150084.

Renewal Trust (St Ann's):

Work with the Community in the St. Ann's area providing a jobshop with training, IAG and Job Search facilities.

Contact on 0115 9112226.

Bulwell Vision:

Work with the Community in the Bulwell area providing a jobshop with training, IAG and Job Search facilities.

Contact: 0115 9133557

Nottinghamshire Training Network:

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Providing training in Mansfield. Contact: 01623 404341. Website: www.ntn-wbl.org

Hyson Green Jobshop:

Work with the Community in the Hyson Green area. Run by Job Centre plus staff providing job search facilities.

Contact: 0115 9095910

Manton Community Centre:

Work with the Community in the Manton area of Worksop providing a jobshop with training, IAG and Job Search facilities.

Contact: 01909 535193

Barrowhill Walk (Oak Tree Lane Estate, Mansfield):

Work with the Community in the Oak Tree Lane area of Mansfield providing a jobshop with training, IAG and Job Search facilities.

Contact: 01623 638888

ODEF (Ollerton area):

Work with the Community in the Ollerton and Boughton area, will also see people who live within an 8 miles radius.

Contact on 01623 863887

Park Rd Resource Centre (Mansfield Woodhouse):

Work in the Community providing services such as Learn direct, a community centre and a Jobcentre Plus Job point.

Contact: 01623 429334

Family Employment Initiative (Forest Town, Pleasley, Warsop, Ashfield & Gedling):

Work within the Community to help and support local residents into work by helping to address barriers through support to the whole family.

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07976 559040 for the *Mansfield Woodhouse* area.

07976 558176 for the *Manton* area of Worksop.

07976 559163 for the *Ashfield* area.

07976 558256 for the *Gedling* area.

Getting into Work

Work with the Community in the area of Mansfield providing a jobshop with training, Information and Advice and Guidance with Job Search facilities

Contact: 01623 620222

Job Multi Agency Employment Teams (JobMAETs)

Working Links and Enable working in the local community to link with people who don't usually use Job Centre Plus services. Support individuals into work or training.

Contact 0800 9179262 for further details and appointments.

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Future Return to Work if Claiming Sickness Related Benefits.

Work Directions provide this service in Nottinghamshire. They help customers with an illness or a disability into work but providing training, condition management programmes, free gym referrals etc to enable people to become fit for work.

All new customers to ESA have to attend but anyone can volunteer to attend as long as on Incapacity Benefit, Employment and Support Allowance or Disability Living Allowance.

This service is called 'Pathways to Work'

Contact **Work Directions** on **0115 852 6000**

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Mental Health Issues

Mental health problems can affect anyone, rich or poor, young or old, shattering the lives of those affected and the lives of the people close to them. One in four of us will experience a mental health problem at some point in our lives. Help is available throughout Nottinghamshire.

Framework is a charitable organisation providing housing, support, training, and care and resettlement services - opening doors to thousands of homeless and vulnerable people throughout Nottinghamshire. Contact on 0115 8417711 in Nottingham, 01636 650661 in Newark and 01909 530829 in Worksop.

Website: www.frameworkha.org

Rethink is a voluntary organisation who will work and support anyone with mental health issues. Contact on 0845 4560455 for advice on service and location of offices. Website: www.rethink.org

Mind works with anyone with mental health issues to support individuals to address any needs or barriers. Contact on 0845 7660163. Website: www.mind.org.uk

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Future In-Work Training and Access to Apprenticeships

Skills Brokers: Train to Gain offers independent skills advice at no cost to your business. The advice comes from a skills broker working with you on a dedicated, one-to-one basis. They'll help you find the right solution to deliver the skills that can boost your business. Contact on 0800 0155545

Skills for Jobs: For individuals returning to work who don't have many qualifications one-to-one advice to help you plan your way into work and apply for jobs

For information on the above, contact the Learning and Skills Council on 0845 0194187 for details.

Website: www.lsc.gov.uk

Guidelines Careers Service: Offers different levels of face to face support for individuals who have faced redundancy, until they reach their goal of returning into work or moving into re training. These can be in groups or one to one depending on requirements. Provided throughout Nottinghamshire via Next Step offices.

Contact **0800 0213101** for further details.

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Volunteering and Community Based Work Activities

Offers the opportunity for individuals to use skills or develop new ones whilst supporting local charities and communities. This should not effect benefits but will need declaring to Jobcentre plus. Once a placement agreed with the voluntary service they will give full details to individuals of who to tell and where.

To discuss opportunities available and make an appointment to discuss options contact the numbers below,

Beeston - Pauline Lumley -0115 917 8080 Website:
www.beestonvolunteercentre.org.uk

Rushcliffe - Helen Baron-0115 981 6988 Website: www.rushcliffecvs.org.uk

Nottingham - Jenny Idle -0115 934 8400 Website: www.nottinghamcvs.co.uk

Mansfield - Rose Underwood - 01623 651177- Website: www.mansfieldcvs.org

Ashfield - Deborah Murray - 01623 515614 - Website: www.suttonvb.net

Gedling - Sonia Lane and David Potter -0115 926 6750 - Website:
www.gedlingcvs.org.uk

Newark - Abby Leese- -01636 679539 Website: www.nandscvs.org

Bassetlaw - Louise Smithson -01909 476118 - Website: www.bcv.org.uk

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Benefit Advice

Citizens Advice Bureau:

Provide a wide range of advice for anyone in Nottinghamshire from benefit advice to debt management advice.

Contact details are:

Mansfield: 01623 627163

Nottingham 0115 9388050

Newark 01636 704391

Website: www.citizensadvice.org.uk

Local Authority Welfare Rights:

Provide benefit advice and guidance, signposting to relevant organisations on all benefits and housing benefit issues.

Contact: 0115 9774018 for all of Nottinghamshire.

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Considering Self Employment

Business Advice can be obtained throughout Nottinghamshire from several organisations.

Manskep issue a full range of courses to help and support people looking into going self employed. They cover the Mansfield area and can be contacted on 01623 621773. Website: www.negroup.co.uk

Nottingham Business Venture offer information, advice and support to start, maintain and grow a business. For Nottingham contact 0115 9705550, Mansfield contact 01623 824433 and Newark contact 01636 708326.

Business Link offers the same information, advice and support. Contact 0845 0586644 for more information. Website: www.businesslink.gov.uk

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Additional Information

Greater Nottingham Employment & Skills Board: www.gnesb.org.uk

Making the Connection: <http://www.makingtheconnection.org.uk/>