

Appendix B:

PACKAGE OF SUPPORT FOR NCC EMPLOYEES FACING CHANGE (as at December 2013):	
Redeployment Support/ Job Search:	
<ul style="list-style-type: none">• Vacancy Control process to maximise redeployment opportunities• Vacancy Control process includes potential for fixed term posts to become permanent for redeployees, subject to service needs• Nominated HR Business Partner to provide individual casework support and advice throughout job search period• Transferable skills identified to maximise opportunities across NCC• Re-training/shadowing/ coaching opportunities identified• Job vacancy preview alerts sent to redeployees on daily basis• New redeployment jobs portal being developed to enable redeployees easier access to full job details , upload skills profile and apply on-line• Ongoing dialogue on support measures with the trades unions through the Joint Redundancy and Redeployment Working Group• Pay protection applicable in accordance with current policy.	
Up skilling / retraining/ training: Comprehensive range of support events delivered in-house and with partners county-wide(see below)	
1. Existing Partnership Working with other agencies: free of charge and delivered county-wide.	a) Job Centre Plus (JC+): <ul style="list-style-type: none">• How to Access JC+ Services, Benefits and other financial help including Job Seekers Allowance• Finding Work: using agencies, websites, newspapers, networking etc.• Professional and Executive Job search

b) Futures:

- Established working relationship for provision of career management advice on one to one basis
- New workshop developed on Career Planning to supplement our in-house offer.
- Writing a Winning CV: when to use a CV, what to put on it, how to highlight and evidence key skills including help to amend/develop a CV
- Improving Self Awareness and Opportunity Awareness through career management and decision making methods
- Identifying personal skills, strengths, aims, and values: Job Hunting Techniques.

c) NBV /Barclays

NBV is a non-profit organisation which offers business start-up advice in Nottinghamshire in conjunction with Barclays, including:

- ✓ how to write a good business plan
- ✓ sourcing finance
- ✓ taxation and VAT
- ✓ managing cash flow
- ✓ meeting legal obligations
- ✓ marketing.

These seminars are free and delivered county-wide

d) Affinity (Independent Financial Advisors)

	<ul style="list-style-type: none"> • Planning Ahead for Retirement Course, one to one basis • Financial Advice for Those at Risk of Redundancy.
2. In House, learning and retraining support provision	<ul style="list-style-type: none"> • Demand led response to provision of additional events • Employee skills gaps being scoped to provide re-training opportunities E.g. minute-takers • Social Worker conversion courses being developed to enable move from Adults to Childrens social work for experienced practitioners • “Dealing With Change” course • “Confidence in Presenting Myself at Interview” course • Range of other courses -circa. 90), including practical skills updating such as minuting skills • ELearning packages • European Computer Driving Licence (ECDL) training to enhance employees’ ICT skills to improve redeployment chances -currently in transition to an external provider • Basic Skills English and Numeracy qualifications. - an Adult Certificate in Business English or numeracy which is a nationally recognised qualification equivalent to GCSE grade C, currently provided by Loughborough college and publicised through UNISON.
Information and guidance, useful links and contacts	<p>Support for staff facing change intranet /internet portal developed with support of trade unions, includes:</p> <ul style="list-style-type: none"> • Preparation and Downloadable fact-sheets/info/links- e/g Good Practice Guides on Interview Skills, Interview Assertiveness • Frequently Asked Questions (FAQ’s) on a range of topics – regularly updated • Job Vacancies on intranet • Links to LGPS and pension calculator

	<ul style="list-style-type: none"> • Links to Redundancy pay calculator • Links to trades union support and trades union run courses • TUPE guide • Dealing with Change Guide • Links to Careers Guidance and Career Change websites.
3. Management Guidance/ Learning Materials(MRC)	<p>Through intranet based Managers Resource Centre:</p> <ul style="list-style-type: none"> • Effective employee consultation – developed jointly with trades unions • Managing redundancy consultation processes • Voluntary Redundancy – policy, process, standard templates, check lists, proformas • Enabling process • Redundancy Selection • Support for employees at risk of redundancy • Pay Protection • Redundancy payments and pensions • Previous Section 188 notices • HR contacts list • Links to relevant policies and procedures
1. Personal support to cope with change	<ul style="list-style-type: none"> • Employee Counselling • Intranet based employee wellbeing pages includes advice on managing stress; resilience building and healthy lifestyles; also regular wellbeing features in Front Line Magazine • Workplace Wellbeing Champions • Joint Wellbeing and Attendance Management Group • Employee Wellbeing action plan.