

LLEP area COVID-19 Redundancy and Recruitment Services for employers, April 2020

Information for all businesses and employers across Leicester and Leicestershire who are having to make changes to their workforce due to the coronavirus pandemic. Please see the advice below to access careers and recruitment support for your employees; equally if you have bulk vacancies to fill there is free recruitment support below.

REDUNDANCY INFORMATION

If you have already made employees redundant or are about to make redundancies (up to **twenty people**), please refer those individuals for direct advice and careers support to Sarah Baranyai of Futures

Email: Leicestershire@futuresforyou.com or call Sarah Baranyai on 07570 671594

Please ensure your contact includes:

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

You can also refer employees who are **furloughed or about to be furloughed** to Futures for support, advice and training options during their period of furlough.

If you are planning to make **larger-scale redundancies** (twenty or more) see the advice on www.gov.uk/staff-redundant, you will need to complete a HR1 form which will go to DWP.

For general guidance and links to further information on redundancy for both employers and employees, please visit gov.uk.

RECRUITMENT INFORMATION

The coronavirus impact on some businesses means that they need more staff. If you need help to fill urgent vacancies, The Leicester Employment Hub can connect you with individuals that are immediately available:

Email: employmenthub@leicester.gov.uk Or visit: www.leicesteremploymenthub and complete the quick registration form. Please have the following information available when registering your vacancies:

- **Nature of work and number of vacancies (can be approximate)**
- **Necessary or desirable skills requirements**
- **Location of vacancies**
- **Any current recruitment routes being used.**

Volunteering opportunities can also be registered using this method.

The LLEP, Department for Work and Pensions (DWP), Futures (offer careers support and advice) and Leicester Employment Hub have coordinated this rapid response support.