



Business  
Support  
COVID-19

Redundancy plan

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# REDUNDANCY, RESTRUCTURE & CHANGE FACTSHEET

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FOR EMPLOYERS

[armaghbanbridgecraigavon.gov.uk](http://armaghbanbridgecraigavon.gov.uk)

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Armagh City  
Banbridge  
& Craigavon  
Borough Council

# Redundancy plan

**Armagh City, Banbridge and Craigavon Borough Council understands that some of our local businesses are having to make difficult decisions about their future and that of their employees.**

We've gathered some information to help local businesses to assist with the possibility of redundancies, restructure and change, which may be of help to you at this challenging time. We also have a complimentary factsheet which you can share with your employees which can be found at [www.armaghbanbridgecraigavon.gov.uk/wp-content/uploads/2020/09/Redundancy-Factsheet-for-Employees.pdf](http://www.armaghbanbridgecraigavon.gov.uk/wp-content/uploads/2020/09/Redundancy-Factsheet-for-Employees.pdf)

## Business Support

There is a wide range of support to help businesses on topics including HR advice, redundancy, restructures and change. Key places to access free support are listed below.

### Department for Communities Redundancy Service

The Department for the Communities offers a Redundancy Service to help employers and employees through the process of redundancy.

The Department can help by planning, coordinating and delivering a support package tailored to a company's individual redundancy situation. There is no cost to employers to avail of this service. For further information, please go to: <https://www.communities-ni.gov.uk/sites/default/files/publications/communities/dfc-redundancy-factsheet-employers.pdf>

## Council Support

### ABC Business Support Hub

The Business Support Hub has been specifically designed to help local businesses recover and grow. With free and independent advice from experienced mentors, the Hub can help your business with up to 40 hours of mentoring in areas including HR advice, restructuring and change. For more information or to apply visit:

[www.armaghbanbridgecraigavon.gov.uk/abcbusinesssupporthub](http://www.armaghbanbridgecraigavon.gov.uk/abcbusinesssupporthub) 028 3831 2571

## Redundancy Support

### Redundancy, restructure and change

To make changes to employees' terms of employment, buying or selling your business or having to make redundancies, for further advice contact the services below.

### Labour Relations Agency Workplace Information Service

The LRA has developed a range of free online resources including practical advice on the Coronavirus Job Retention Scheme and useful webinars on the topics of redundancy and what you need to know about varying a contract of employment. To find out more please go to [www.lra.gov.uk](http://www.lra.gov.uk) or 03300 555 300

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**NI Business Info:** NI Business Info is a free service offered by Invest Northern Ireland and is the official online channel for business advice and guidance in Northern Ireland. The service includes a wide range of support on the topics of redundancy, restructures and change. For more information please visit:

[www.nibusinessinfo.co.uk/content/redundancy-restructures-and-change](http://www.nibusinessinfo.co.uk/content/redundancy-restructures-and-change)

## Community Advice

Provides free and confidential support and advice for businesses, including advice on employment rights. For more information please contact:

<b>Armagh:</b>	028 3752 4041	<a href="mailto:donna.morris@communityadvicearmagh.com">donna.morris@communityadvicearmagh.com</a>
<b>Banbridge:</b>	028 4062 2201	<a href="mailto:advice@cabanbridge.org.uk">advice@cabanbridge.org.uk</a>
<b>Craigavon:</b>	028 3836 1181	<a href="mailto:enquiry@advicecraigavon.com">enquiry@advicecraigavon.com</a>

## Financial Support

### Government Coronavirus Job Retention Bonus (CJRS)

The government is introducing a new Job Retention Bonus to provide additional support to employers who keep on their furloughed employees in meaningful employment, after the government's Coronavirus Job Retention Scheme ends on 31 October 2020. The Bonus is a one-off payment to UK employers of £1,000 for every employee who they previously claimed for under the CJRS scheme, and who remains continuously employed through to 31 January 2021.

Eligible employees must earn at least £520 a month on average between 1 November 2020 and 31 January 2021. Employers will be able to claim the Bonus after they have filed PAYE for January and payments will be made to employees from February 2021.

For further information, visit: [www.nibusinessinfo.co.uk/content/coronavirus-job-retention-bonus](http://www.nibusinessinfo.co.uk/content/coronavirus-job-retention-bonus)

**MORE DETAILS ABOUT THE CLAIMS PROCESS WILL BE PUBLISHED BY THE END OF SEPTEMBER 2020.**

## Staff Training and Development

Staff training is essential for every business. Employees are one of a business's most valuable assets. To search for all training support visit: [www.nibusinessinfo.co.uk/content/training-your-staff](http://www.nibusinessinfo.co.uk/content/training-your-staff)

**Southern Regional College (SRC):** Is able to support local businesses with their training needs. Programmes include:

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• **Assured Skills Programme** - providing funding to companies to develop pre-employment training programmes with SRC to recruit employees. These bespoke training academies ensure that those who graduate are 'job ready' to work in the company.

• **The Skills Focus Programme** - developed to increase the skills levels and employability of employees within the existing workforce. The programme also allows a tailored training solution for SMEs to upskill their staff.

For more information contact [betterbusiness@src.ac.uk](mailto:betterbusiness@src.ac.uk) or call 028 38 39 7778.

SRC Training Brochure [www.src.ac.uk/business-support/growing-your-business/skills-focus](http://www.src.ac.uk/business-support/growing-your-business/skills-focus)

**The Open University:** Offers a wide range of free training for businesses in partnership with Invest NI in 3 core areas:

- Leadership and management
- Entrepreneurship development
- Digital skills

For more information: [www.open.edu/openlearn/money-business/online-training-support-businesses](http://www.open.edu/openlearn/money-business/online-training-support-businesses) or email [ireland-business@open.ac.uk](mailto:ireland-business@open.ac.uk)

The Open University in Northern Ireland is also delighted to be offering a range of **FULLY FUNDED** places on short business courses. These courses (including coaching, leadership, managing change, finance and strategy) will address key skills gaps, particularly important for developing key work and life skills as we emerge from the impact of the coronavirus in 2021 and beyond. For further information, and details of how to apply, please visit: <http://www.open.ac.uk/northern-ireland/fully-funded-short-courses>

## Employment Support

**Ambition to Employ Programme:** Aims to develop a new training model to enable self-employed owner/operators to hire their first employee with knowledge, ability and confidence.

For further information, visit: [www.bdeonline.com](http://www.bdeonline.com) or call 028 40 66 2260.

## Armagh City, Banbridge & Craigavon Borough Council contact information

To keep up-to-date with information and business support available please visit:

[www.armaghbanbridgecraigavon.gov.uk](http://www.armaghbanbridgecraigavon.gov.uk)

Facebook /armaghbanbridgecraigavon

Twitter /abcb\_council

LinkedIn investinabc.com/linkedin

0300 0300 900 or 028 3831 2571

[economicdevelopment@armaghbanbridgecraigavon.gov.uk](mailto:economicdevelopment@armaghbanbridgecraigavon.gov.uk)

To sign up for the Economic Development newsletter visit:

[www.armaghbanbridgecraigavon.gov.uk/business/sign-up-for-business-e-newsletter](http://www.armaghbanbridgecraigavon.gov.uk/business/sign-up-for-business-e-newsletter)