

SLOUGH BOROUGH COUNCIL

REPORT TO: Employment & Appeals Committee

DATE: 8th June 2011

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WARD(S): All

PART I **FOR INFORMATION/COMMENT**

UPDATE ON OUTPLACEMENT SUPPORT

1 **Purpose of Report**

To update members on the arrangements in place to support staff who have been made redundant in accessing skills and knowledge to assist them in finding alternative employment. The report also contains an update of the support provided to staff who are retiring.

2 **Recommendation(s)/Proposed Action**

- Members to note the contents of this report
- Members to request future reports and continue to monitor the level of support and help being given to staff

3 **Community Strategy Priorities**

As many of our staff live within Slough, it is important that the Council takes steps to minimise the effects of job losses in line with the Sustainable Community Strategy objectives of 'Achieving Prosperity for All'

4 **Other Implications**

(a) **Financial**

As part of the Planning for the Future exercise, Chief Officers Management Team identified a budget of £20k to fund outplacement support.

(b) **Risk Management**

None

(c) **Human Rights Act and Other Legal Implications**

None

(d) Equalities Impact Assessment

Initial analysis of take up of outplacement support indicates that is reflective of the Councils staff demographic and is balanced in relation to gender and ethnicity.

(e) Workforce

This report covers the workforce implications of outplacement provision. The availability of the support has been communicated to staff through an individual letter, which is attached to this report as an appendix.

5 **Supporting Information**

There are three types of support offered to individuals who have received notification that their employment with the council is ending.

Access to E-learning courses on Career Planning, CV's and job hunting

Access to taught sessions provided internally through the Information Advice and Guidance team (IAG) based at The Thomas Grey Centre. Course include

- 1:1 career advice
- Interview techniques – 1:1s and small group sessions
- Clinics on welfare benefits and independent financial advice
- Information on local vacancies
- Advice on transferable skills
- Skills analysis for profession matching
- Action planning
- Job search techniques including awareness of social media
- Job clubs
- Business startup advice
- STEPS Programme to promote self confidence

Access to funds for specialist skills and knowledge

We recognise that some staff may require specialist advice and guidance that we are unable to provide within the council, so staff made redundant also have the opportunity to apply for funding to assist with external personal development and career planning.

This option is targeted at staff that are being made redundant and are actively looking for a new role. The council contributes a maximum of £500 per person for support that has clear benefits to helping them secure a new job and that cannot be provided internally. Each application is assessed too ensure that the request is suitable, will genuinely assist the employee to find new work and is value for money for the council An analysis of requests to date indicates that they fall into four areas;

- Update of technical skills to enable people to return to work in the private sector
- Skills and qualification to allow people to set as self employed and start their own business.
- Increasing their professional qualifications to make them more marketable and current in the workplace.
- Development of skills in coaching and consultancy

The take up of all three options is shown in the table

E -Learning	IAG at The Thomas Grey Centre	£500 for specialist skills and knowledge development
	13	14 (Cost to the council £6212)

Retirement Seminars

The council also has provided a Retirement seminar to inform those staff moving into retirement on key legal, money and personal matters and help them adjust to this significant change in lifestyle. This seminar was run by an external organisation with specialist skills and knowledge.

6 **Comments of Other Committees**

None

7 **Conclusion**

It is important that the Council takes some responsibility for employee's future employment and well being. The measures that the council takes as a 'good employer' are recognised and acknowledged by the staff that remain in the organisation and prospective employees.

The Council is a large employer in the town, involved in strategic partnerships that support employment, skills and the local economy, therefore support for people at risk of unemployment is crucial.

8 **Appendices Attached**

None