



# A guide to redundancy in Dundee

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0800 783 6000

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WORK

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# What to expect



# Being made redundant?

- We can start helping you before, during and after redundancy arises. Please get in touch as soon as possible:



[pace@discoverworkdundee.co.uk](mailto:pace@discoverworkdundee.co.uk)

0800 783 6000

# Does your employer know?

- Support could be available for your employer to keep you employed:



01382 433 400

27-28 Camperdown Street, City Quay,  
Dundee, DD1 3JA

# Dundee City Council Services

Your local council can give you advice and assistance related to:

- [Welfare Rights](#)
- [Housing](#)
- [Council Tax](#)
- [Scottish Welfare Fund](#)
- [Energy Efficiency](#)



01382 434000

[customerservices@dundeecity.gov.uk](mailto:customerservices@dundeecity.gov.uk)

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

# Benefits

It is worth checking if you are eligible for payments from the 4 main providers for benefits:

- Department of Work & Pensions (DWP)
- HM Revenues & Customs (HMRC)
- Scottish Government
- Dundee City Council

# DWP – Jobcentre Plus

- You are entitled to benefits if you become unemployed.
- You could also qualify for assistance from Rapid Response Team whilst still in employment.
- PACE can put you in direct contact with local Jobcentre staff or to make a benefit claim call:

**jobcentreplus**

0800 169 0190

Jobcentre Plus Dundee, Wellgate House  
Wellgate Centre, Dundee DD1 2DB



# HMRC - Tax Credits

- If your employment situation changes, you may be entitled to more tax credits.
- If you have a mixture of PAYE employment and self-employment, you should check you are not paying too much tax (tax code) when made redundant



HM Revenue  
& Customs

[HM Revenue & Customs - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

0345 300 3900

# Social Security Scotland

- Extra benefits and grants are available from Scottish Government to help with living costs, child and adult disability needs and many other specific financial needs



Social Security Scotland

Tèarainteachd Shòisealta Alba

[mygov.scot/benefits](https://mygov.scot/benefits)

0800 182 2222

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# Discover Work Service

- Dundee's 'Local Employability Partnership' is made up of these organisations:



DUNDEE  
Third Sector Interface



Skills  
Development  
Scotland



Dundee  
City Council



DA  
DUNDEE AND ANGUS  
COLLEGE



Department  
for Work &  
Pensions



NHS



Reemploy Scotland  
Operated by MAXIMUS



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# Discover Work Service - Contact

- We offer a range of free services to help you find employment, training or education
- Key workers are here to help you when thinking about your next steps

Website: [discoverworkdundee.co.uk](https://discoverworkdundee.co.uk)

Email: [contact@discoverworkdundee.co.uk](mailto:contact@discoverworkdundee.co.uk)

# Employability Providers

Dundee has a range of free services available to help you find employment:

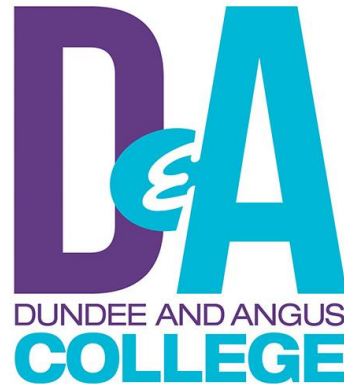
- 1 to 1 help with CVs, applications and preparing for interviews
- Help to navigate IT and other systems used in job searches
- Access to exclusive vacancies and vocational training courses with employers currently hiring in the Dundee area

# Education

- Dundee has world class education providers, all of whom have careers services for prospective students and alumni to help you find a course:

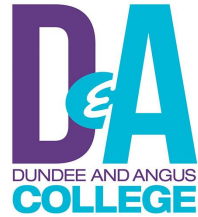


University  
of Dundee



Abertay  
University

# Education - Contact



<https://dundeeandangus.ac.uk/>

[heretohelp@dundeeandangus.ac.uk](mailto:heretohelp@dundeeandangus.ac.uk)



University  
of Dundee

<https://www.dundee.ac.uk/>

[careers@dundee.ac.uk](mailto:careers@dundee.ac.uk)



Abertay  
University

<https://www.abertay.ac.uk/>

[sro@abertay.ac.uk](mailto:sro@abertay.ac.uk)

# Training Funds

Funding may be available for you to gain work related certificates and qualifications, as well as other practical costs:



Individual Training Account (ITA) - £200 per year towards a range of vocational training options:

<https://www.skillsdevelopmentscotland.co.uk/what-we-do/employability-skills/sds-individual-training-accounts/>



Access to Jobcentre Plus services before receiving benefits and up to 13 weeks after redundancy. Help with travel expenses, childcare, tools and equipment or training:

<https://www.gov.uk/redundancy-your-rights/get-help-finding-a-new-job>



# Business & Enterprise

- Advice and support for starting and/or growing your own business is available locally:



01382 433 400

27-28 Camperdown Street, City Quay, Dundee,  
DD1 3JA

[Contact via website](#)

# Health & Wellbeing

- Redundancy effects us in many ways. It is important to check in with yourself as the experience can effect your health - physically and mentally.
- Have you talked to anyone about what's happening and how you're feeling about it all?
- NHS Tayside and Dundee Health & Social Care Partnership have a range of services and projects to support you with stress, anxiety, isolation and other health related issues.

# Useful Resources

- [NHS inform - Scottish health information you can trust | NHS inform](#)
- [NHS24 - Call 111](#)
- [Need to Talk? Breathing Space - 0800 83 85 87](#)
- [Dundee Health & Social Care Partnership Projects](#)
- [Volunteering Opportunities with Dundee Volunteer & Voluntary Action](#)

# Useful resources

- If you are finding it difficult to decide on your next steps, Skills Development Scotland have a useful handbook to help you assess your skills, build confidence and make progress.
- It's called 'Positive Steps to Your Future' and can be downloaded at:



[https://www.skillsdevelopmentscotland.co.uk/media/45651/positive-steps\\_interactive.pdf](https://www.skillsdevelopmentscotland.co.uk/media/45651/positive-steps_interactive.pdf)

# Useful resources

- Your [local libraries](#) have computers and printers you can use for job searching and applying for jobs
- The Dundee Leisure & Culture website has a range of [online courses](#) you can do in a library or from home
- Anyone who lives, works or studies in Dundee can access these for free by [registering for a library card/membership](#)

# Useful resources

- Advisory Conciliation and Arbitration Service has guides to redundancy for employees and employers which detail your rights and proper procedures for redundancy procedures
- <https://www.acas.org.uk/redundancy>

**acas** working  
for everyone

# Useful resources

- Your trade union may be able to support you during the redundancy process or help you if there is a dispute:
- <https://stuc.org.uk/>

The logo for the Student Trade Union (STUC) features the lowercase letters 'stuc' in a bold, grey, sans-serif font. To the right of the 'c', there are two red horizontal bars stacked vertically, resembling an equals sign.